



Lancaster City Council

Housing and Property: Council Housing

Council Housing Advisory Group: Terms of Reference

October 2025

Prepared by:	Joanne Wilkinson
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(01524) 582929



councilhousing@lancaster.gov.uk



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1. Chair

Housing Portfolio Holder

2. Members

- Housing Portfolio Holder
- Chief Officer – Housing and Property
- Council Housing – Social Housing Governance Manager
- 2 x Cabinet representatives – by invitation by Housing Portfolio Holder
- Council Housing Resident(s) / Leaseholder(s) / Tenant Voice representative (up to five)
- Third Sector representatives – by invitation by Housing Portfolio Holder (up to three)
- Council Housing Officer (Minutes)

The Council Housing Advisory Group can invite/co-opt other relevant individuals, organisation representatives or experts to assist with its activities as appropriate by agreement.

Members will seek to attend as a minimum, two meetings a year. Where members fail to attend this threshold membership from the group could be removed.

Third Sector representatives invited by the Housing Portfolio are included on the basis of their strong links / interests in our communities and residents

Tenant Voice will support attendance at the Council Housing Advisory Group, however, from time-to-time applications may be sought from residents outside of Tenants Voice with agreement from the group.

No maximum term exists for membership of the Council Housing Advisory Group, however those wishing to stand down should contact the Chief Officer – Housing and Property.

3. Purpose

The Advisory Group will act as a sounding board for the Cabinet Member for Housing and Council Housing Service providing opinions following informal discussion of specific topics relating to Council Housing. The Advisory Group will not get involved in the day-to-day running of the service.

Specific outcomes may include requests for pieces of work to be undertaken by officers and / or informal scrutiny. In addition, specific reports which are produced for Cabinet, individual Cabinet members or other Council committees will be shared on an adhoc basis, where these are not exempt. Although it is not a pre-requisite that all Cabinet reports will be presented at the Council Housing Advisory Group prior to submission.

The Advisory Group will specifically:

- a) Act as a 'critical friend' to the council in relation to its Council Housing service, providing independent scrutiny and assurance in relation to the delivery of the Council Housing service.
- b) To monitor performance of the service, providing appropriate challenge where appropriate and ensure continuous improvement is achieved.
- c) To ensure there is a tenants / leaseholders voice within the work of the Council Housing service and that our services meet the diverse needs of all of our customers and communities.
- d) To ensure the Regulators Consumer Standards are continually being met, as well as the requirements of the Building Safety Regulator and the Housing Ombudsman.
- e) Understand the external policy landscape and implications for Lancaster City Council Housing residents and make non-binding recommendations to the Housing Portfolio Holder, CO-Housing and Property as appropriate.
- f) Provide feedback to officers on the development of strategy, policy and service delivery issues.

4. Meetings

The meetings will be minuted.

Papers for the meetings will be sent one week in advance of the meeting.

Meetings will be held four times each year.

There will be no specific sub-groups but 'special meetings' will be determined by the Group and provide the opportunity to scrutinise / discuss specific issues.

On occasion there may be a need to note items as confidential, members will treat such items as such, e.g. forthcoming Cabinet papers which include commercially sensitive information.

At the start of each meeting Members will be asked to Declare an Interest should any items be particularly relevant.

5. Review

The Group will review its operation and terms of reference on an annual basis.

6. Our Values

Pride	Ownership	Working Together	Ambition
We take pride in our work and in working alongside our partners and communities, to make our District a great place	We take personal responsibility for our work and act with integrity	We support, and our supported by colleagues to achieve success together	We look to innovate and deliver in the best possible way we can