

**Brief for Oldham Housing Partnership review**

**Overview**

Oldham Housing Investment Partnership (OHIP) is the collective body that represents and brings together the Borough’s major housing providers and Oldham council. Each organisation pays an annual subscription (currently £8,000pa) which pays for two staff to be employed; a Partnership Manager and a Research and Project Officer. Staff are employed by New Charter Housing Trust (the parent company of Aksa Homes) but sit with the council’s Housing Strategy Team.

From the 1 April 2017 membership will comprise of:

Aksa Homes (part of New Charter Housing Trust)

Contour Homes (part of the Symphony Group)

First Choice Homes Oldham

The Guinness Partnership

Housing and Care 21

Regenda Homes

Villages Housing (part of the ForViva group)

Oldham Council

Each partner nominates a senior officer to be a member of the Board which meets a bi monthly. Each board member has equal voting rights regardless of their stock size in the Borough. The Chair and Vice Chair each serve a year and rotate alphabetically through the organisations.

**Context**

Working in partnership with a wide range of public, private and third sector organisations OHIP is leading on a range of projects through its working groups; including community cohesion, financial inclusion and employment, neighbourhood management, health and wellbeing and allocations.

In 2016 an initial internal review of the partnership was carried out by the new Chair and Vice Chair through individual meetings with Board members, they looked at:

* What do we want OHIP to be?
* Individual organisation’s commitment to the partnership
* Influencing future decisions
* Priorities to be based around Oldham Councils co-operative agenda and AGMA priorities
* Focussing projects on collaborative working and outcomes

There has been a lot of change over the last couple of years both within individual organisations and with Board membership.

Over the last few years the partnership has developed a common allocations framework and delivered the award winning Warm Homes Oldham scheme through a tri-partite agreement with the Oldham Council and the CCG.

**Scope of the review**

The review is an exercise to invest quality time in the members to really look at the partnership and strengthen our leadership approach to see how we can really work effectively together for maximum effect. It’s about how we do things together rather than what we do.

The partnership would like to commission an independent review to look at the following areas:

* How we deliver as a partnership?
* Governance arrangements
* Board member’s roles both as an individual organisation and as a representative of OHIP including appropriate feedback to Board
* Individual’s skills and strengths
* Succession planning
* GM Devolution
* Where will the partnership be in 10 years’ time?
* Review of the current Terms of Reference

It is envisaged that this work will take 5 working days to complete and will include:

* Engagement with individual Board members
* Final report including recommendations
* Attendance at the next Board meeting to feedback findings

The consultant will be guided by and report back to the Chair and Vice Chair and Partnership Manager.

Appendix1 gives details of the current Board membership

Appendix 2 details of organisations stock size in Oldham

Appendix 3 current Terms of Reference

**OHIP BOARD/DEPUTY MEMBERS CONTACT DETAILS Dec 2016 Appendix 1**

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**Appendix 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Housing Association** | **Properties 2016** | **Properties 2013** | **Properties 2012** | **Properties 2011** | **Properties 2010** |
| Aksa | 597 | 529 | 510 | 499 | 499 |
| Contour | 1,201 | 1,117 | 1,240 | 1,247 | 1,247 |
| FCHO | 11,623 | 11,772 | 11,771 | 12,146 | 12,147 |
| Great Places / MMHA \* | 1,884 | 1,646 | 1,155 | 851 | 851 |
| Guinness Partnership | 1,364 | 1,306 | 996 | 999 | 999 |
| Housing and Care 21 | 1,429 | 1,467 | 1,435 | 1,220 | 1,220 |
| Regenda | 1,394 | 1,306 | 1,363 | 1,310 | 1,310 |
| Villages | 915 | 927 | 891 | 897 | 897 |
|  |  |  |  |  |  |
| **Total** | **20,852** | **20,620** | **19,955** | **19,788** | **19,789** |

**Appendix 3**



**Terms of Reference.**

**The Partnership exists to** provide a partnership approach to affordable housing related work in the Borough of Oldham. This will benefit its members by sharing of good practice, the sharing of some costs, piloting new ways of working, providing a unified voice for the social housing sector, and offering an open and supportive arena for members to share their views.

**Membership**

1. Membership of OHIP will be open to all social housing providers with properties in and the Council with strategic responsibility for the Oldham Borough.
2. Members of OHIP will agree to work towards the Aims and Objectives of OHIP. Should there be occasion where an organisations actions impact in a beneficial or detrimental way upon other members of the partnership this should be declared. Members will also be required to make a declaration of interest on any items / projects where their organisation will benefit. It is recognized that there will be competition amongst partners from time to time and this will not undermine the partnership*.*
3. Members of OHIP will agree to pay an annual fee, due each April, at a rate agreed by a full OHIP meeting. Members are jointly and severally liable for the assets, liabilities and outcomes of the partnership.

Oldham Council fee to OHIP to be waived in line with the partnership agreement.

1. Members can withdraw from OHIP by giving 6 months written notice of their intention to do so. Should this be part way through a year (1 April – 31 March) the fees will not be reimbursed.
2. All OHIP partners agree to share equally winding up costs should OHIP fold. This would include those RP’s who have stated they wish to leave the partnership. Any surplus monies following payment of the winding up costs to be equally shared between the partners
3. Assess the future viability of the partnership annually with regards to the current membership.
4. Membership of OHIP comprises:

**Members**

Aksa Homes (part of the New Charter Housing Trust)

Contour Homes (part of Symphony Housing Group)

First Choice Homes Oldham

Guinness Northern Counties

Great Places Housing Group

Housing & Care 21

Oldham Council

Regenda Homes

Villages Housing (part of ForViva )

**Board Meetings (Full Members only)**

1. Meetings will be held a minimum of 6 times per year.
2. The Chair and Vice-chair positions will be held by organisations on a rolling programme in alphabetical order.
3. The positions will be held for one calendar year from January until December
4. Organisations will take on the role of Vice Chair for one whole year followed by the role Chair the following year.
5. The organisation’s representative must have been a Board member for at least 6 months before taking on the position of Vice Chair
6. The incoming organisation is able to opt out once from taking on the position
7. The agenda for meetings will be sent out 1 week before the meeting date by the OHIP staff. Standing items on the agenda will be reviewed as necessary.
8. A meeting with 3 members present will have a quorum.
9. Should urgent decisions be needed these will be referred to the Chair who will aim to contact other members as time and circumstances allow.
10. Urgent meetings of OHIP may be called, with at least 3 days’ notice given to members.
11. The minutes of the OHIP meetings will be produced by OHIP staff

1. OHIP can establish sub-groups as needed, these will report back to the main OHIP meeting at least twice a year.
2. All OHIP Board members/appropriate representatives to attend the annual Business Planning session/themed workshop to be held in January each year.
3. OHIP Board to sign off the Business Plan at the March Board meeting for the following financial year.
4. All OHIP Board members/appropriate representatives to attend the six monthly review of the Business Plan to be held on an agreed date in October.

**Code of Conduct**

1. Should OHIP members be asked to attend other meetings, seminars, visit other organisations etc. on OHIP’s behalf they will be required to introduce themselves as an OHIP representative.
2. OHIP members will be required to feedback to members where they have represented OHIP at other meetings, seminars, visit to other organisations etc. This can take the form of notes, agenda items etc.
3. Members of OHIP will respect the confidential nature of items that may be shared to OHIP members.
4. If the Chair or Vice-Chair feel there is a conflict of interest which prevents them representing OHIP at another group the opportunity will be offered to other Board members. If more than one Board member expresses an interest this would go to a ballot with the Chair having the casting vote.

**Budget**

1. OHIP staff will have the delegated authority to authorise spend up to £3,000, with a retrospective report to the OHIP meeting.
2. Spend from £3,000 to £7,000 can be authorised in agreement with the Chair or Vice Chair of OHIP.

Spend from £7,000 to £10,000 can be authorised in agreement with the Chair and Vice-Chair.

Spend of over £10,000 needs authorisation from an OHIP Board meeting.

1. OHIP members can only get spend authorised through this process.