



Strategic Housing Working Group

Terms of Reference

Version	Date	Changes	Author
1.0	July 2025	First draft	Hannah Wheatley
2.0	February 2026	Second draft	Danielle Blake



1. Overview & Purpose

- 1.1 The Strategic Housing Working Group (SHWG) is a group whose purpose is to create, establish, and review the strategic housing delivery and targets for the Maldon district. It will also monitor and review the delivery of the Housing Strategy, social housing and affordability delivery and update any relevant policies if there are changes in legislation or government targets.
- 1.2 The SHWG consists of Maldon District Council (MDC) Officers and Elected Members.
- 1.3 External bodies and housing partners will be invited to attend as required to help shape the delivery of the Council's Housing services.
- 1.4 Any recommendations agreed by this working group will be put forward to the relevant committee and to inform Service Delivery decisions.

2. Scope

- 2.1 The Strategic Housing Working Group will discuss and review strategic housing issues connected to the Council's housing services, including, but not limited to:
 - Form and review the Council's Strategic Housing Policy and Strategy,
 - Monitor delivery of the Housing Strategy's priorities and objectives,
 - Monitor performance of the Housing Operations' key performance indicators and risk controls and review any reports to be presented to any relevant Council committee,
 - Respond to changes to national and local housing consultations or changes in legislation that impact the district,
 - Collaborate with partners and house builders to ensure MDC achieves its housing targets and meets the local housing needs,
 - Meet registered housing providers to discuss strategic opportunities and persistent operational issues,
 - Explore any opportunities that increase MDC housing stock and put those proposals to the relevant committee for approval, and
 - Ensure that the strategy reflects the policy created by the Planning Policy Working Group.
- 2.2 The Strategic Housing Working Group does not consider individual housing applications, appeals, or legal duties related to housing. However, it may review policy or procedural implications arising from such decisions.
- 2.3 Complaints or concerns regarding housing management in the district are addressed through the Council's operational procedures. The Strategic Housing Working Group will be provided with regular reporting on trends or patterns in complaints. The Group will receive quarterly updates on the performance of housing delivery, based on performance review, and offer guidance to improve service delivery and ways of working.
- 2.4 The Strategic Housing Working Group will assess and review the performance of Housing Association Partners in line with service-level agreements with the Council. The Group will meet housing partners to discuss how they will improve their service delivery based on their performance.



3. Frequency of Meetings

- 3.1 The Strategic Housing Working Group will meet 6 times during each municipal year unless by special arrangement between the Head of Housing and the Working Group Chair.
- 3.2 In line with other working groups, meetings can only proceed if there are 3 or more Members present (quorum).

4. Working Group Composition

- 4.1 The Strategic Housing Working Group consists of Officers and Elected Members. Officers include:
 - Director of Place, Planning & Growth
 - Head of Housing
 - Housing Solutions Manager
 - Housing Development & Allocations Manager
 - Head of Development Management
- 4.2 Elected Members may nominate a substitute from their political group to attend in their absence.
- 4.3 Following Statutory Annual Council, Members will elect a Chairperson and Vice Chair to lead the Strategic Housing Working Group meetings for the municipal year.
- 4.4 The Terms of Reference must be reviewed annually by the SHWG and updated as needed.

5. Meeting Procedures

- 5.1 Agendas will be circulated to all Strategic Housing Working Group members at least 5 working days before the meeting.
- 5.2 Agreed actions will be recorded in the meeting minutes and draft notes will be circulated to the Chair within 5 working days. The minutes will be circulated 5 days after the approval of the Chair. Minutes and actions from the previous meeting will be reviewed and approved during each meeting.
- 5.3 Representatives from external bodies may be invited to attend with the Chairperson's prior agreement.
- 5.4 Meetings will be held in person within MDC core hours where possible, with the option to attend remotely via Microsoft Teams.
- 5.5 Members and Officers should raise their hand (physically or virtually) when wanting to speak or ask a question.
- 5.6 The Strategic Housing Working Group may request reports from Officers to provide information based on topics discussed at meetings. Members must consider the Strategic Housing Working Group's purpose and give Officers reasonable time to prepare these reports, allowing a minimum of 5 working days depending on the level of detail requested.
- 5.7 In making requests for Officer work outside of meetings, the Strategic Housing Working Group should ensure that the tasks support the efficiency of achieving strategic housing objectives and do not detract from the Council's statutory functions or agreed goals.
- 5.8 With the Strategic Housing Working Group's approval, reports may be shared with other groups or organisations after the meeting.
- 5.9 Strategic Housing Working Group Members and Officers must not disclose private or confidential information regarding specific housing cases.



- 5.10 Where Members of the Strategic Housing Working Group are advised that matters are Private and Confidential, any information shared will be treated as such, in line with the Council's constitution and Member code of conduct.