

Selective Licensing Working Group

DRAFT Terms of Reference to be Approved by Prosperous Communities Committee

1 Background

A motion at Full Council on the 7th of March 2022 was approved and subsequently brought to a halt the Council's consultation on its Private Rented Sector (PRS) Selective Licensing Scheme proposals.

The four Councillors who proposed the motion met with officers on Wednesday 27th April 2022 to discuss their concerns and provide feedback on the key issues that were raised in regards to the Motion to Full Council.

A report at Prosperous Communities Committee on the 3rd of May 2022 sought to propose a way forward in regards to considering the most appropriate approach in regards to Selective Licensing in the future. The recommendations agreed were as follows:

- a) The outcome of the consultation period at the time of the halt of the Selective Licensing consultation on 7 March 2022, and the associated report, be noted; and
- b) The questions set out in section 3.4 of the report, relating to the Full Council motion passed on 7 March 2022, be considered and clarity and direction be provided for officers to enable them to take the next steps in line with the motion; and
- c) a progress report be brought back to Prosperous Communities Committee on 19 July 2022; and
- d) the committee agrees to establishing a working group of Members to support officers in developing the way forward; the members of the working group to include Cllrs Young, Bunney, Regis and Howitt-Cowan if wished, to be chaired by Cllr Coulson, with changes to be agreed with the Assistant Director - Change Management & Regulatory Services and Chairman of the Prosperous Communities Committee.

2 Purpose of the Working Group

The purpose of the working group is to directly address recommendations c) and d) agreed at Prosperous Communities Committee on the 3rd of May 2022. This will be done by:

- a) Establishing the working group of members.
- b) Developing an action plan that respond to the concerns raised.
- c) Delivering a proposed work plan to the meeting of Prosperous Communities Committee in July 2022.

3 Membership of the Group, Chairmanship and Appointments

- 3.1 The Selective Licensing Working Group shall comprise 5 Members including one of the serving Vice-Chairman of the Prosperous Communities Committee
- 3.2 The additional 4 Members of this group are those as appointed by Prosperous Communities Committee at its meeting on the 3rd of May 2022.
- 3.3 Membership will be cross party and include those members who had wards designated within the proposals for Selective Licensing.
- 3.4 The Chairman of the Working Group shall be the Vice-Chairman of the Prosperous Communities Committee.
- 3.5 For continuity purposes the Membership of the Group shall remain in Place until the meeting of the Prosperous Communities Committee in November 2022. Subject to any action plan being developed and approved, the remit and scope of the working group will be reviewed at this point.
- 3.7 Other elected Members may attend the Selective Licensing Working Group, but their level of contribution will be at the discretion of the Chairman.

4 Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be 3 Members. One of these Members will be the Chair.
- 4.2 The Selective Licensing Working Group shall determine its own meeting frequency dependent upon need
- 4.3 Meetings will be called with at least 7 days' notice.

5 Reporting Lines, Accountability and Milestones

- 5.1 The Selective Licensing Working Group is directly responsible to the Prosperous Communities Committee.
- 5.2 The Selective Licensing Working Group has no direct decision-making powers and will make recommendations to the Prosperous Communities Committee.
- 5.3 The Selective Licensing Working Group will report to the Prosperous Communities Committee at its meetings in July 2022 and November 2022.

6 Resources

- 6.1 The Selective Licensing Working Group does not have a supporting budget.
- 6.2 If Budgets/ additional budgets are required they will be identified on recommendations made to the relevant Policy Committee.
- 6.2 Officers from the following Teams will support the Selective Licensing Working Group and provide advice, information, guidance and logistical support: -
- Assistant Director for Change Management and Regulatory Services*
Housing and Environmental Enforcement Manager
Housing Standards and Enforcement Officer
- 6.3 Administrative support will be provided by Housing and Environmental Services. Agendas will be set for each meeting and notes from each meeting will be retained.

7 Review

- 7.1 Following approval these Terms of Reference will be reviewed as minimum every two years if the Selective Licensing Working Group is still operating.

Date Document Approved:

Selective Licensing Working Group Approval: 27th May 2022

Prosperous Communities Committee Approval

May 2022