

Cwm Taf Morgannwg

Regional Housing Support Collaborative Group (RHSCG)

Terms of Reference 2024 - 25

The Housing Support Grant (HSG) is an early intervention grant programme to support activity, which prevents people from becoming homeless, stabilises their housing situation, or helps potentially homeless people to find and keep accommodation. The HSG funded services augment, complement and support the statutory service to ensure that the overall offer they provide helps people into the right homes with the right support to succeed.

The main objective of the Regional Housing Support Collaborative Group (RHSCG) is to provide a mechanism through which local authorities co-operate, in order to improve the delivery of HSG funded services. Whilst individual Authorities are responsible for the delivery of the grant in their area, the RHSCG provides a real opportunity to jointly meet strategic objectives, engage with other public functions and learn from each other.

Key Responsibilities

The RHSCG belongs to the Local Authorities who make them up and their accountability is to them as a collective. Regional working should provide a forum for Local Authorities to deliver those things which are best done regionally. These can be categorised as:

1. Identify the need for specialist¹ (regional or local) housing support related services which do not have a critical mass of demand locally;
2. Identify need for regional services where economies of scale justify a regional response;
3. Collaborate to deliver service improvements, such as common approaches to needs assessment and cross border services; and
4. Provide the forum for cross public service conversations about service alignment and other actions to improve outcomes for individuals.

Setting the Regional Statement

The RHSCG will submit to Welsh Government an annual regional statement by the end of April each year setting out the collaborative working that has been achieved and the key opportunities and challenges that will be the group's priorities through the next year.

Structure

The Regional Partnership Board (RPB) provides the mechanism through which collaborative working, between Health, Social Care and Housing can be developed. They are therefore the right mechanism for RHSCG to build a close working relationship with so that services can be jointly commissioned, designed and focused to optimise the complementary purposes of supported Housing, Health and Social Care.

¹ In this context specialist services means any service for a narrowly defined service user group

The Group and HSG budgets are not accountable to the RPB. But the RHSCG is expected to explore opportunities to shape HSG spend in support of the delivery of Health and Social Care outcomes as well as facilitate conversations to improve housing outcomes, for example, reducing rough sleeping by improving access to Mental Health services.

This forum will ensure that the RPB Housing Representatives (who are the key members of the RHSCG) are equipped with a good understanding of the Housing Support challenges and opportunities for joint-working, which they can raise at the RPB. In return the Housing reps can bring Health and Social Care perspectives to the RHSCG.

Meetings

The RHSCG meet quarterly via Microsoft Teams. Face to face meetings may be called for on occasion where necessary. The RHSCG may set up task and finish groups at its discretion.

Attendance

Representatives are expected to attend at least 75% of meetings. If they fail to do so, the agency that nominated them will be asked to provide an alternative representative.

Servicing and Resourcing

The RHSCG will be supported and administered by the Regional Development Coordinator (RDC). The day to day activity of the RDC in relation to the RHSCG work programme will be directed by the RHSCG through the Chair(s).

Agenda

Standard agenda for meetings should include:

- RPB updates from Housing Representatives
- Emerging issues/updates from HSG Leads
- RDC updates
- Updates from partner agencies: Mental Health, Substance Misuse, VAWDASV, Probation, Police, OPCC, providers and landlords, etc.
- Progress made against the CTM (Cwm Taf Morgnnwg) Work Plan 2023-24

Conduct of RHSCG

Members of the RHSCG will be expected to work according to the Nolan principles - <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

The RHSCG is a collaborative group and, whether collectively or through its individual members, may not:

- Incur expenditures, i.e. travel expenses;
- Enter into agreements or contracts;
- Make decisions or purport to take any action on behalf of the Minister or the Welsh Government or any other body; or
- Make any statements or engage in any press or media coverage without the written permission of a named official of the Welsh Assembly Government.

Members of the Group agree to:

- Contribute time, expertise, and enthusiasm to ensuring effective operation of the RHSCG.

- Attend at least 75% of RHSCG meetings.
- Contribute in an open and honest manner.
- Recognise, respect and draw upon the contributions of each member.
- Ensure principles of equality and diversity that underpin the work of the Group.
- Positively promote the work of the RHSCG and raise the profile of HSG.
- Facilitate opportunities for discussion/debate in their own organisation/network and ensure effective 2-way communication.
- Seek to influence the aligning of other resources to the work of the HSG, where appropriate.
- Observe confidentiality.
- Make recommendations based on merit and in the interests of the HSG.
- Adhere to the 'Conflict of Interest Policy'.

Responsibilities of the Chair

The Chair of the RHSCG will have duties and responsibilities. The Chair should always remember that they are acting on behalf of the RHSCG and the HSG and not in isolation.

The essential duties of the Chair are to:

- Develop strong and positive relationship between the RHSGG and the Regional Partnership Board, as well as Public Services Board.
- Establish a constructive relationship with, and provide support for, the RDC.
- Provide the direction of travel of the RHSCG.
- In partnership with the RHSCG and RDC to recommend the regional development priorities.
- Ensure the efficient conduct of the RHSCG's business.
- Ensure the RHSCG operates in line with the HSG Guidance.
- Ensure that all RHSCG members are given the opportunity to express their views before an important recommendation is taken.
- Ensure that any conflict of interest on the RHSCG is dealt with correctly.

Conflict of Interest

The Chair will establish at the beginning of each meeting whether any conflict of interest exists and how it should be dealt with. For clarity, individual members of the RHSCG, including the Chair and stakeholders, i.e. landlords and visiting guests and presenters, will have a duty to report any conflict of interest.

The Conflict of interest guidance will be reviewed as a part of the annual review of the RHSCG ToR and regional working arrangement as a whole.

Conflict Management

Where there is a disagreement between the RHSCG and one or all of the constituent local authorities, the following process will be adopted:

1. The Chair will attempt to facilitate a solution.
2. The Chair will request assistance, with the RDC, from the Welsh Government officials to informally meet with the local authority (ies) and agree a way forward.

Membership

It is expected that representations from partners may be flexible to allow opportunities for focused discussions and bring in expertise. It is expected that members will forward or nominate representatives if they are unable to attend, as well as communicate with their own constituency.

Membership list**April 2024**

CTM RHSCG Membership	Organisation /Service	LA	Representatives
Local Authorities – HSG Strategic Leads and nominated representatives	Housing & Homelessness	M	Suzanne Stephens Hannah Mills
	Housing & Homelessness	R	Cheryl Emery Susan Preece Rachel Gronow
	Housing & Homelessness	B	Lynne Berry Ryan Jones Jessica Ware Lukasz Kuziow / Zoe Leonard
	Cabinet Member MTCBC	M	Cllr Michelle Symonds
	Cabinet Member BCBC	B	Cllr Rhys Goode
	Cabinet Member RCTCBC	R	Cllr Bob Harris
	Social Services	M	Lisa Curtis Jones Kristie Williams (deputy)
Regional Partners	Probation		Emma Richards Kelly Bosley
	Youth Justice		Christa Bonham-Griffiths
	Office of the Police and Crime Commissioner		Angharad Metcalfe
	Substance Misuse APB		Sian Bunston
	VAWDASV Regional Partnership Board		Deborah Evans
	Children and Communities Grant		Melinda Powell
Health	Public Health Board – CTM Health, Housing & Innovation – CTM		Philip Daniels Bethan Underwood
	Community Mental Health Rep CAMHS (under 18s only) HOS Mental Health Reps		Alyson Jones Chrystelle Walters Rachel Thomas/Clare Lagier
Third Sector Support provider and Landlords	Support Providers' Reps		Lorraine Griffiths (POBL) Mariam Elmirghani (Llamau)
	Social Housing Landlords Rep		Sarah O'Keefe (WWHA)
	Private Rental Sector		TBC
	Regional Development Coordinator		Kelly Francis
Others	Service User Voice		TBC
	Housing Reps from RPB		Gary Hortop Emma Howells Natalie Taylor (deputy)