

## Cwm Taf Morgannwg

### Regional Housing Support Collaborative Group (RCG)

#### **Terms of Reference 2021 - 22**

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

The Housing Support Grant (HSG) guidance directs local authorities to work with neighbouring authorities to form a Regional Housing Support Collaborative Group (RCG's.) The 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 does not fund the statutory duty on local authorities to prevent homelessness, instead HSG funded services augment, complement and support the statutory service to ensure that the overall offer authorities provide helps people into the right homes with the right support to succeed.

The Regional Collaborative Group (RCG) provides a platform for the identification of services that can be jointly commissioned, designed or focused, in order to optimise the complementary purposes of the supported Housing, Health and Social Care agenda. The main objective of this Group is to provide a mechanism through which local authorities can co-operate in order to improve the delivery of the Housing Support Grant (HSG) funded services. Whilst individual Authorities are responsible for the delivery of the Grant in their area, the RHSCG will provide a real opportunity to jointly meet strategic objectives, engage with other public functions and learn from each other. Its structure is built on the responsibility of individual Local Authorities and partners to assess needs, strategically plan and offer services, which improve the health and wellbeing of the people by preventing homelessness, reducing demand on other public services such as health and social services and building household capacity.

#### **Key Responsibilities**

Whilst the individual Authorities democratic control is recognised, there are important things that are best done through co-operation between them through the RHSCG.

This Group is expected to:

- Identify the need for specialist<sup>1</sup> (regional or local) housing support related services which do not have a critical mass of demand locally;
- Identify need for regional services where economies of scale justify a regional response;
- Collaborate to deliver service improvements, such as common approaches to needs assessment and cross border services; and
- 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.

The Group, through the housing representatives, will present the annual regional statement to Cwm Taf Morgannwg RPB to ensure alignment with regional health and wellbeing priorities. The Group will also share the annual regional statement with key regional partners, such as the PSBs, APBs, and VAWDASV, to inform wider commissioning activities in the region.

### **Structure**

**This Group belongs to the Local Authorities and their accountability is to them as a collective.** This Group is also a forum through which Authorities can exercise the inclusiveness, transparency and accountability which are the expectations of the spirit as well as the letter of Housing Support Grant.

It will develop links with the Regional Partnership Board (through the housing representatives to the RPB) where the strategic and wider conversations between Health, Housing and Social Care can take place.

The Group and HSG budgets are **NOT** accountable to RPBs. But the RHSCG are 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 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 RHSCGs.

For 2021-22, Counsellor Lewis will chair this Group. This arrangement will be reviewed annually to be able to respond to the changes in the RPBs and dynamic of regional working. The structure of this Group is flexible, at least during the first year of its transition in order to respond to COVID-19 pressures.

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<sup>1</sup> In this context specialist services means any service for a narrowly defined service user group

## 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.

### Cwm Taf Morgannwg RHSCG members list

September 2021

Cym Taf Morgannwg Regional Housing Support Collaborative Group (RHSCG) Membership September 2021			
	Organisation /Service	*	Representatives
Local Authorities – HSG Strategic Leads and nominated representatives	Housing & Homelessness	M	Suzanne Lewis Abbott Suzanne Stephens Hannah Mills
	Housing & Homelessness	R	Cheryl Emery Susan Preece Rachel O Gronow
	Housing & Homelessness	B	Lynne Berry Ryan Jones
	Cabinet Member MCBC	M	Cllr Geraint Thomas
	Cabinet Member BCBC	B	Cllr Dhanisha Patel
	Cabinet Member RCTCBC	R	Cllr Rhys Lewis RCT
	Service Director, Public Protection Services	R	Louise Davies
	Social Services	M M	Lisa Curtis Jones Lowri Morgan (deputy)
Regional Partners	Probation		Eirian Evans Kelly Bosley
	Youth Justice		TBC
	Office of the Police and Crime Commissioner		Angharad Metcalf
	Substance Misuse APB		Ceri Ford
	VAWDASV Regional Partnership Board		Deborah Evans
	Children and Communities Grant	M	Melinda Powell
Public Health Board CTM	Public Health Board CTM		Claire Beynon
	Mental Health		TBC
Third Sector Support provider and Landlords	Support Providers Rep Social Housing Landlords Reps		Lorraine Griffiths (POBL) Julie McCarthy (MVH) Sarah O'Keefe (WWHA)
	Private Rental Sector		Tim Thomas
	Regional Development Coordinator		Kim Flower
Others	Service users' voice		Claire Williams
	Housing reps from RPB		Rachel Honey Jones Luke Takeuchi Jennifer Elis (deputy)

The individual members of the RHSCG will be expected to communicate with their own constituency, i.e. local authority members, other providers etc.

## **Meetings**

To be able to respond to the emerging needs and issues in housing support during the ongoing Pandemic, the Group will meet virtually via **MS Teams** on a flexible basis. Once established, the RHSCG will continue to meet virtually, minimum of quarterly. Face to face meetings may be called for planning activities where break-out sessions and interactive discussions are 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 and Coordination Cell Leads
- RDC updates
- Updates from partner agencies: Mental Health, Substance Misuse, VAWDASV, Probation, Police, OPCC, providers and landlords, etc.
- Priority needs (i.e. mental health, substance misuse, refuge, etc.)

## **Conduct of RHSCG**

Members of the RHSCG will always be expected to work according to the [Nolan Principles](https://gov.wales/atism13622) (<https://gov.wales/atism13622>)

The RHSG 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 this is 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 Co-Chairs**

The Chairs of the RHSCG will have duties and responsibilities. The Chairs 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 RHSG and the Regional Partnership Boards, as well as PSBs.
- 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 the 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 member of the RHSCG, including the Chair and stakeholders, i.e. landlords and visiting guests and presenters will have the 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 and from the Welsh Government officials to informally meet with the local authority (ies) and agree a way forward.