Partnership Board Draft Terms of Reference

1. Membership

1.1 There will be one designated place on the Board for each local authority in the partnership
1.2 Each LSVT which managed the Housing Register on behalf of their local authority will also have a designated place on the Board
1.3 There will be one designated place for a representative from the RSL sub-group
1.4 Each body with representation on the Board will appoint a deputy who will be able to attend and vote in the absence of the designated Board member
1.5 The Board will appoint a chair and vice chair
1.6 Each Board member will have one vote in matters of decision
   The Chair or vice chair will not have a casting vote

2. Purpose

2.1 The Board will be responsible for overseeing the implementation of the Choice based lettings scheme for Kent
2.2 The Board will receive reports and recommendations from sub-groups and make key strategic decisions about the structure and operation of the scheme
2.3 The Board will monitor the financial aspects of the project ensuring that there is sufficient resources to deliver the programme and that Government grant is spend in accordance with the conditions of that grant.
2.4 The Board will be responsible for appointing any partners or sub-contractors required to deliver or operate the choice based lettings scheme
2.5 The Board will ensure that Local Authority members and RSL Board members are adequately briefed throughout the project and that appropriate political or business decisions are referred to the proper authority

3. Meetings

3.1 The Board will meet at least quarterly during the implementation period
3.2 Agendas and papers will be distributed to members a week before the meeting
3.3 All meetings will be minuted and copies circulated to Board members within 10 working days of the meeting
4. Sub-groups

4.1 The Board will establish sub groups as appropriate to consider specific and detailed aspects of the implementation programme.

4.2 The membership and terms of reference of the sub-groups will be determined by the Project Board.

4.3 Each sub-group will report back to Board and refer any key decisions to the Board.

Provisionally agreed by steering group 20\textsuperscript{th} Jan 2006