

# DEVON STRATEGIC HOUSING GROUP – STEERING GROUP

## TERMS OF REFERENCE

### 1. MEMBERSHIP

Membership of the Group will include:-

- Chair
- A max of 3 and minimum of 2, Local Authority Representatives

### 2. AIMS AND OBJECTIVES

The Steering Group champions communication for DSHG and supervises the Coordinators' work programmes by:

#### DSHG Action Plan

- Providing an overall project lead for a strong and clear DSHG Action Plan within which the various specialist 'groups' can develop their own detailed action plans.
- Ensuring that DSHG maintains an overview of what is happening in each 'Area of Interest' so that a focus is maintained. Identifying possible new actions for DSHG Action Plan.
- Reporting back to the DSHG on the overarching DSHG Action Plan

#### Communication

- Acting as the communication 'hub' ensuring that Champions regularly feed back from their Group to the Steering Group.
- Being responsible for the DSHG website.

#### Coordinators

- Ensuring that the coordinators' resources and budgets are used effectively.
- Having detailed discussions with Coordinators about their individual work programmes.

#### DSHG Meetings

- Drafting the DSHG bi-monthly agenda for approval by the DSHG Chair.
- Identifying recommendations for decisions needed by DSHG.

### 3. FREQUENCY OF MEETINGS

Meetings will be held bi-monthly at West Devon District Council, Tavistock

#### Note

Coordinators links to Interest Groups to ensure Champions feedback to Steering Group:

#### Katy Shorten - Steering Group Secretariat

Devon Homeless Managers Group  
Vulnerable Clients  
Training

#### Mary Ridgway - DSHG Secretariat

Affordable Housing Task Group  
Rural Housing Partnership  
Environmental Health and Housing