



## **Healthy Homes Taskforce**

### **Terms of Reference**

#### **Role of the Healthy Homes Taskforce**

The taskforce will be responsible for reviewing our existing damp and mould cases to identify any trends within the stock.

The group will be responsible for working together to create an action plan of improvements to reduce the number of cases we receive and identifying plans to be more proactive and effective.

This will include attending regular monthly meetings as well as undertaking research and proactively supporting the work of the group.

Identifying best practice within the industry and replicate this where possible and practical.

#### **Key activities of the Healthy Homes Taskforce**

The key activities for the working group are as follows:

- To ensure that all housing staff and contractors understand the risks around damp and mould and report these appropriately.
- Analyse existing cases to identify improvements and proactive approaches that can be made to the services and processes to reduce similar cases in the future.
- Introduce an 'every visit counts' approach across the teams and contractors.
- Strive to ensure that every Council tenant has a healthy home to live in.

#### **Anticipated outcomes from the Healthy Homes Taskforce**

The key outcome for the taskforce is to strive to ensure that every Council tenant has a healthy home to live in. The taskforce will be responsible for implementing actions and processes that will ultimately aim to lower the cases of damp and mould in the housing stock and improve the existing processes for case management.

The group will also look at ways that we can be more proactive in our approach of dealing with damp and mould before it occurs which prevents cases from occurring and results in reactive maintenance budget savings further down the line.

The Chair of the group will periodically report back to Management Team on specific items as is necessary.

#### **What is expected of Members of the Healthy Homes Taskforce**

Members of the Healthy Homes Taskforce will be expected to:



- Attend **all** meetings of the taskforce as arranged. Where attendance is not possible, the group should be advised on this. Failure to attend meetings on a regular basis will result in the member being asked to leave the group and a replacement sourced.
- Actively participate and contribute in discussions that are held by the group, including undertaking research activities as required.
- Provide all necessary data and information required in a timely manner to ensure the successful progression of the project.
- Support the delivery of the outcomes of the group by undertaking tasks and activities as agreed and set out within the action plans in the timeframes agreed.

### **Members and other key stakeholders**

The core membership of the taskforce will be as follows:

- Joshua Arthur, Project Surveyor (Energy & Sustainability) – Chair of the taskforce
- Will Barker, Repairs Inspector
- Mark Cordingley, Technical Manager (Housing Repairs)
- Ian Johnson, Gas Surveyor
- Elena Napoliello, Housing Operations Team Leader
- Clare Reynolds, Private Sector Housing Manager
- Anton Rayment, Repairs Multi Skilled Operative
- Louise Rayner, Neighbourhood Housing Manager
- Dawn Walster, Neighbourhood Housing Team Leader
- Kudu Omogbai, Independent Living Housing Manager
- Victoria May, Head of Housing Solutions
- Paul White, Senior Development Manager

### **Administration**

- The Housing Assets service will administer the taskforce.
- Meetings will be held once a month at suitable dates set by the Chair in conjunction with the group. Additional meetings may be held as required.
- All meetings will be held either in person at the Civic Centre or Brookvale Depot or virtually during normal working hours.
- The Housing Assets service will provide administrative support for the taskforce, which will include the taking of minutes, production of agendas and monitoring of the action plans.
- Communications so far as is reasonably practicable will be by electronic means.