

## **Private Landlord Forum Steering Group Terms of Reference**

### **Purpose of the Group**

- To develop a positive working partnership between the Local Authority, Private Sector Landlords and Managing/Letting Agents
- To promote good housing conditions and responsible letting/management practices in the private rented sector across Wirral by working together to improve the Borough's housing
- To plan, co-ordinate and publicise the Private Landlords Forum
- To manage the future direction of the Private Landlord Forum
- To have commitment to Wirral Landlords Accreditation Scheme through the adherence of the standards and to actively promote the Scheme to Landlords and Agents within the Borough
- To identify and promote best practice to Landlords/Agents
- To identify funding and income generation opportunities to sustain Wirral's Landlord Accreditation Schemes

### **Membership of the Group**

- To comprise a maximum of 12 members of which 2 must be appropriate Local Authority staff
- Landlord/Agent representatives must be members of Wirral's Property or Management Accreditation Schemes
- Each member is entitled to one voting right
- Members must send apologies where attendance is not possible. Failure to attend 3 consecutive meetings may result in the Chair terminating their membership

### **Management of the Group**

- Meetings to be held a minimum of four times a year
- The Group to elect a Chair. This position to be held for 2 years and the Chair shall be elected for no more than three consecutive terms
- A Vice Chair will be elected using the same criteria as above
- Sub-Groups or Working Parties can be set up to carry out specific tasks on behalf of the Group
- No business shall be transacted at any meeting unless a quorum of 4
- Steering Group Members is present; of which 1 must also be the Chair or Vice Chair
- A nominated Local Authority staff member will undertake secretarial and facilitation functions

### **Chair's Action**

- The elected Chair should be a Landlord representative. The Vice Chair will be a Local Authority representative
- The Chair, in agreement with the Vice Chair is authorised to represent the views of the Group where a response is required before a meeting can be reasonably conducted

### **Equal Opportunities**

Members of the Private Landlords Forum Steering Group shall uphold equal opportunities and specifically prohibit any conduct, which discriminates on the grounds of nationality, race, ethnicity, gender, age, sexuality, marital status, disability or religion.