

## **Draft Terms of Reference**

### **Scrutiny Committee Working Group: Innovative Alternative Accommodation**

#### **1. Purpose of the Working Group**

- 1.1 The purpose of the Working Group is to explore, evaluate and make recommendations on innovative forms of alternative accommodation that could help address local housing needs. This includes unconventional housing models such as repurposing existing structures into accommodation suitable for single-person households, modular micro-units and other creative approaches.

#### **2. Objectives**

- 2.1 The working group will:-
- Assess local housing pressures and identify gaps
  - Review innovative housing models used elsewhere
  - Consider feasibility, including financial, planning, legal and regulatory implications
  - Explore opportunities for use of council-owned land, or public-sector owned redundant assets
  - Identify barriers and risks utilizing the RAIDO system of analysis (Risk, Assumptions, Issues, Dependencies, Opportunities);
  - Engage with relevant witnesses and subject-matter experts;
  - Develop evidence-based recommendations.

#### **3. Scope**

- 3.1 The review will consider garage conversions, micro-units, modular builds, pod structures, and other compact dwellings. It will also look at delivery models, regulatory frameworks, and social impact taking account of the growing and evolving needs of the Borough.

#### **4. Membership**

- 4.1 Membership will comprise 7 Members drawn from across the Business & Finance Scrutiny Committee (4) and Communities Scrutiny Committee (3)

and will be chaired by the Chair of the Business & Finance Scrutiny Committee.

- 4.2 Members will receive officer support from Housing, Planning, Prosperity and Investment, Insight, Legal and Finance.
- 4.3 The working group will be able to invite contributions from external parties.
- 4.4 Members of the working group will be asked to undertake activities outside of the formal working group meetings to collate evidence and information for consideration by the working group.

## **5. Chairing and Governance**

- 5.1 The working group meetings will be informal and may take place either remotely via MS Teams or in person. Informal minutes will be taken.

## **6. Methodology**

- 6.1 The working group may hold evidence sessions, site visits, case study reviews, and request officer and member research.

## **7. Outputs**

- 7.1 The working group will produce a final report with findings and recommendations, including pilot opportunities and policy changes.

## **8. Timescale**

- 8.1 The working group will operate for a period of approximately 6 months with around 6 – 8 meetings taking place during that time period. A draft report will be submitted to the Business & Finance Scrutiny Committee for consideration.

## **9. Review**

- 9.1 These Terms of Reference may be amended by the working group.