

Lancaster West Estate Refurbishment Programme Board

Terms of Reference

Chair Cllr Cem Kemahli – Lead Council Member for Housing

Membership Lead Council Member for Housing (Chair)

Three Notting Dale Councillors:

- Cllr Kasim Ali
- Cllr Claire Simmons
- Cllr Portia Thaxter

Nominated representation from the Lancaster West Residents Association:

- Chair: Alderman Mushtaq Lasharie
- Vice Chair: Abbas Daddou
- Secretary: Michelle Active
- Treasurer: David Ward

Members of the Notting Dale Heat Network Advisory Board

- Daniel Chin (Leaseholder)
- Susan Al Safadi (Tenant)

RBKC officers

- Director of Housing Management
- Neighbourhood Director - Lancaster West
- Head of Finance (Housing and Social Investment)
- Various officers responsible for programme delivery

Attendance All Lancaster West Estate residents are able to attend as observers.

Frequency Quarterly

The Council established a programme board to oversee and provide scrutiny to the delivery of the refurbishment programme on Lancaster West, as a key objective of Grenfell recovery outlined in successive Council Plans. The board meets on a quarterly basis to oversee and scrutinises the following

- Levels of resident engagement and co-design
- Progress according to the commitment to deliver a 21st century model estate, as promised by all levels of government
- Budgets and costs of the refurbishment programme
- Progress towards carbon-neutrality by 2030
- Decisions concerning phasing, prioritisation and impact of delivery on residents

Responsibilities of the Chair

- To ensure all meetings are open, effective and operate with good governance expectation
- To ensure that programme board can effectively challenge council officers on key performance issues
- To seek assurance on progress of the programme and scrutinise programme delivery
- To ensure the programme board is appropriately represented
- To ensure that meetings are strategic, and all programme board members feel included and can challenge council appropriately.

Members must

- Remain objective and not bring personal issues into the board.
- Members must not share or disclose confidential information to anyone else outside of the board meeting.
- Participate in a respectful and collaborative way in meetings.

Officers should

- Report quarterly on programme progress, timelines, risks and issues, outputs and outcomes, budgets and costs with additional reporting on sustainability, community development and co-design.

Observers

- Current tenants of Lancaster West over the age of 16 can observe the meeting.
- Current leaseholders of Lancaster West over the age of 16 can observe the meeting.

All members and observers must adhere to the meeting code of conduct and any group member who breaches the code of conduct will be asked to leave the group.