

HARAH MEMORANDUM OF UNDERSTANDING June 2016 – March 2020

This document details the memorandum of understanding of the Hampshire Alliance for Rural Affordable Housing (HARAH) and does not form a legal contract or a partnership within the meaning of the Partnership Act 1890.

Glossary: Appendix 1 provides a list of abbreviations used in this document

The HARAH Partnership Members

Hampshire County Council (HCC)
Basingstoke & Deane Borough Council (BDBC)
East Hampshire District Council (EHDC)
Hart District Council (HDC)
New Forest District Council (NFDC)
Test Valley Borough Council (TVBC)
Winchester City Council (WCC)
The Homes and Communities Agency (HCA)
Action Hampshire (AH)
New Forest National Park Authority (NFNPA)
South Downs National Park Authority (SDNPA)
Hampshire Village Homes, the Affordable Housing Providers (AHP)

Selected Affordable Housing Providers (AHP)

The Registered Provider (RP) development partners were selected through a robust process in 2016. The RPs are known as Hampshire Village Homes, a consortium comprising English Rural Housing Association, Hastoe Housing Association, New Forest Villages Housing Association, Petersfield Housing Association, Winchester Housing Trust, and referred to in this memorandum as the Affordable Housing Providers and are HARAH's sole providers except where Annex B2 applies.

Definition of Rural Housing

For the purpose of this MoU rural housing is defined as affordable housing built primarily on 'exceptions sites' in settlements of a population of 3,000 people or fewer. In addition exceptions sites in settlements with a population of 3000 -10,000 may be included at the discretion of the relevant Local Authority and as a result of their inclusion in the Rural Gazetteer and Statutory Instrument. This will remain subject to review to ensure HARAH's focus remains relevant, and takes account of any statutory changes.

Purposes of the HARAH partnership

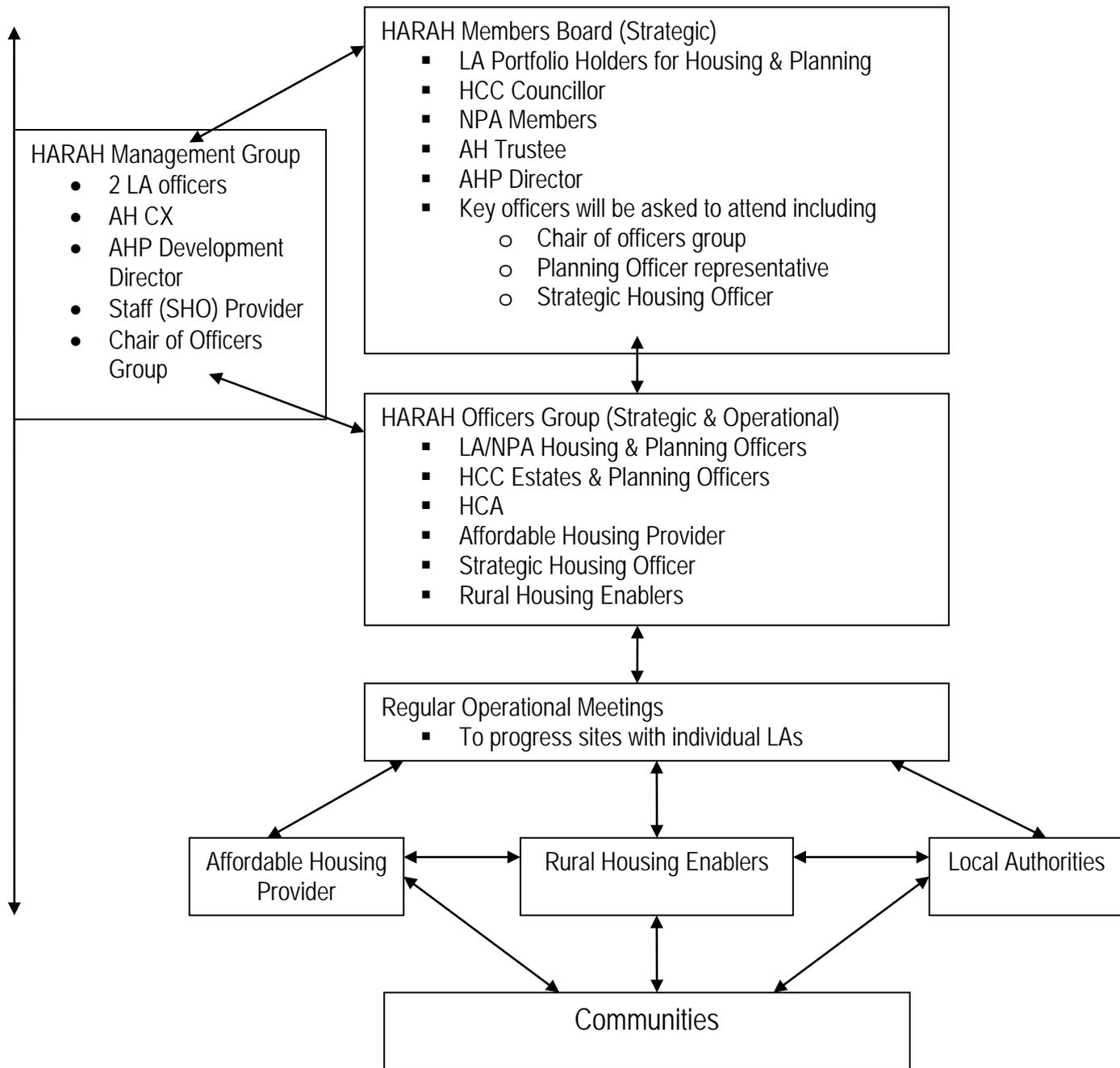
The primary purpose of HARAH is to ensure that rural communities are sustainable and inclusive by enabling an increase in the supply of housing, primarily affordable homes, to meet local needs in the rural villages of Hampshire.

This is achieved through the following:

1. To optimise investment in affordable housing in rural villages across Hampshire
2. To facilitate a strategic approach to the delivery of affordable rural housing schemes
3. To provide consistency in housing needs information collected
4. To ensure funding and effective utilisation of the Hampshire Rural Housing Enablers and Strategic Housing Officer

5. To benefit from economies of scale
6. To achieve high standards of design, development, management and community involvement by having a specialist affordable housing provider who understands rural issues
7. To provide consistency in the information provided to Parish Councils and local people, and develop appropriate consultation mechanisms
8. To assess the impact & implications of providing additional affordable housing in rural villages.
9. To improve the deliverability of rural affordable housing schemes in Hampshire to reflect the HCA's support for rural affordable housing.
10. To influence and respond to national and local agendas on rural housing issues
11. To influence relevant planning and housing policies and their co-ordination
12. To set and meet achievable, deliverable targets focused on the needs of rural communities

HARAH groups and reporting mechanisms



Structure of HARAH

HARAH is an operational and strategic partnership which comprises:

- HARAH Officer Group (Terms of Reference Annex A1)
- Members Board (Terms of Reference attached at Annex A2)
- HARAH Management Group (Terms of Reference Annex A3)
- Decision making is set out in Annex A4
- Targets of the HARAH partnership are set out in Annex A5

Terms of Arrangement

- The term of the arrangement is until 31 March 2020
- A minimum of five HARAH Officers Group meetings to which all parties are invited to attend will be held annually.
- The Chair of the HARAH Officers Group will be held on an annual rotational basis amongst the HARAH Officer Group members. A Vice-chair will also be appointed on this basis. During that period the Chair's authority will be the Lead Authority in all communication. The secretariat function will be the responsibility of the Strategic Housing Officer
- The agreed policies and procedures of HARAH are published on the website www.harrah.org.uk and all parties to this arrangement agree to abide by these.
- Changes to the arrangement can be made through a formal approach to the HARAH Officers Group via the Chair and are subject to agreement of all parties.

Terms of Arrangement for the Affordable Housing Providers and the HARAH staffing provider(s)

- The Affordable Housing Providers are HARAH's development partners, Hampshire Village Homes.
- The HARAH Staffing Providers (HSPs) are Action Hampshire for the Rural Housing Enablers and Winchester City Council for the Strategic Housing Officer
- In consultation with the HARAH Management Group, the HSP may be changed from time to time by mutual agreement of relevant HSP and any other HARAH partner who wishes to take on that role.
- The Affordable Housing Providers warrant the accuracy and completeness of information provided in their bid for selection and undertakes to exert best efforts to fulfil the commitments made at that time.

Termination of the arrangement

- This arrangement can be terminated with not less than six months notice on the agreement of all parties.
- If one party wishes to terminate their role in this agreement then a minimum of twelve months notice must be given to the Chair in writing. The party giving notice will be responsible for their agreed financial contribution for the entire financial year in which their twelve month's notice expires.
- The party can rescind their notice at any point during the notice period with the agreement of the Chair

Monitoring and Review

- The Affordable Housing Providers will provide a development report against forecast two weeks prior to each HARAH officers' meeting and to the Management Group on request
- The Rural Housing Enablers will provide a work update two weeks prior to each HARAH Officers' Group meeting and to the Management Group on request
- The Strategic Housing Officer will provide a work update two weeks prior to each HARAH Officers' Group meeting and to the Management Group on request
- The HARAH Management Group will meet at least 3 times a year. Partners will provide reports for them on request
- If performance is unsatisfactory, the Affordable Housing Providers or HSP will have the opportunity for recourse/improvement over a period of up to 4 months, the period being

determined by the partners in relation to the severity of the performance breach. If a dispute arises, a Members panel will be convened by the Chair of the Members Board.

- The HSPs will produce and circulate a financial report ahead of each Management Group meeting

Financial arrangement to support the Rural Housing Enablers and Strategic Housing Officer (the roles of the Rural Housing Enablers and Strategic Housing Officer are defined on subsequent pages of this document)

- All financial contributions are payable annually to the employer
- The HARAH Management Group will agree, in consultation with the Chair of the HARAH Members Board, how to apportion HARAH resources prior to the commencement of each financial year. The decision will take account of the HARAH objective to maintain minimum staffing levels of at least 2.0 FTE RHEs and 0.4 FTE SHO over the period of the agreement.
- Account will be taken of the level of reserves held by HSPs in determining how resources for the forthcoming financial year should be apportioned. Invoices will be raised annually by the respective HSPs in accordance with the agreement made by the Management Group.
- The use of any surplus shown by the employer in relation to the RHE and SHO employment, at the end of each financial year, will be determined by the HARAH Management Group in consultation with partners.
- At the end of the contract period, any surplus will be returned to the partners unless otherwise agreed by them.
- The annual budget for HARAH will be set in September of the preceding financial year and will be subject to approval by the HARAH Board. Any increase in the budget will be based on any Consumer Price Index rise, actual agreed staffing costs (including redundancy reserve) and any identified projects or additional spending approved by Members Board.
- A balanced budget will be set each year, unless otherwise agreed
- Each party's contribution will be apportioned as set out below

Local Authority Partners- 5.5% (33% in total)

County Council-31.5%

Affordable Housing Partners-33%

National Parks- 2.5%

- These apportions can be reviewed if new partner(s) join HARAH
- Invoices will be sent by the end of Q4 of the proceeding year
- The annual contribution should be payable in the first month of each financial year commencing on the 1st April.
- The contributions will be paid to the employer on receipt of the invoice, and used for the employment of the HARAH staff and associated costs.
- Should the housing unit output numbers increase significantly above the planned 50 units per annum, the partnership will review the contribution of all parties.
- A separate restricted HARAH Redundancy fund will be set up at the start of the MOU period using a proportion of the surpluses carried forward from the previous MOU period, the sum agreed by the Management Group, in consultation with the Chair of the Members Board. This will be used for any redundancy costs and pension costs required to manage the agreed reduction in staff. The Management Group will determine how much funding should be transferred back to the main restricted HARAH reserve at any subsequent date.
- Provided that any action has been agreed by the HARAH Management Group, in consultation with the Chair of the Members Board, any future redundancy payments for the

SHO and RHEs will be shared amongst the partners, provided that this shall not exceed the annual level of contributions required of each partner.

The following annexes provide more information on the Affordable Housing Providers; the HARA staff (Rural Housing Enablers and Strategic Housing Officer); and the roles of the other partners

- Annex B1 Functions and Selection of the Affordable Housing Providers
- Annex B2 Exception arrangements for using an alternative provider
- Annex B3 Required performance standards of the Affordable Housing Providers
- Annex C1 Functions and Employment of the Rural Housing Enablers
- Annex C2 The roles of the Rural Housing Enablers and Strategic Housing Officer
- Annex D Roles of the other partners

Signature of parties

Signature of parties

Signature 

Name CLERK JILL CLEARY

Title PORTFOLIO HOLDER HOUSING & COMMUNITIES

Organisation N.F.D.C.

Signature of parties

Signature 

Name PHILLIP TURNER

Title HEAD OF COMMUNITY SERVICES

Organisation HAET DISTRICT COUNCIL

Signature of parties

Signature 

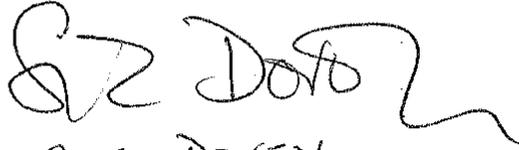
Name SANDRA HAWKE

Title COUNCILLOR, PORTFOLIO HOLDER FOR HOUSING AND ENVIRONMENTAL HEALTH

Organisation TEST VALLEY BOROUGH COUNCIL

Signature of parties

Signature



Name

SUE DOVEY

Title

Chief Executive

Organisation

Action Hampshire

Signature of parties

Signature



Name

LEANNE SMITH

Title

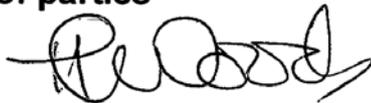
CHIEF EXECUTIVE

Organisation

WINCHESTER HOUSING TRUST

Signature of parties

Signature



19th May 2016

Name

TRACEY WOOD

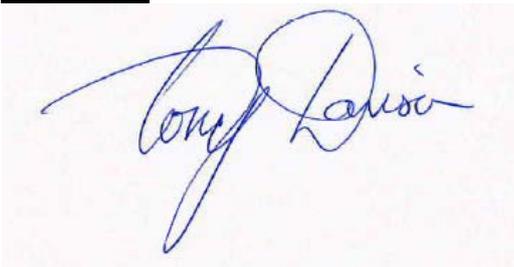
Title

HEAD OF HOUSING

Organisation

EAST HAMPSHIRE DC.

Signature



Name Tony Davison

Organisation Hampshire County Council

Signature of parties

Signature 

Name BRIAN CARROLL

Title BUSINESS DEVELOPMENT DIRECTOR

Organisation HASTOE HOUSING ASSOCIATION Ltd

Signature of parties

Signature 

Name TREVA BEATIE

Title CHIEF EXECUTIVE

Organisation

**SOUTH DOWNS NATIONAL
PARK AUTHORITY

CEO OFFICE**

Signature of parties

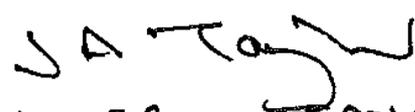
Signature 

Name Steve Avery

Title Executive Director

Organisation New Forest National Park Authority

Signature of parties

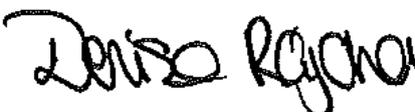
Signature 
Name JAMES TAYLOR
Title DEPUTY CHIEF EXECUTIVE
Organisation

ENGLISH RURAL HA

Signature of parties

Signature 
Name HOWARD BONE
Title HEAD OF LEGAL & DEMOCRATIC SERVICES
Organisation WINCHESTER CITY COUNCIL.

Signature of parties

Signature 
Name DENISE RASCHEL
Title CEO
Organisation PEYERSFIELD HA

Signature of parties

Signature

Rachel W Smith

Name

MRS R M W SMITH

Title

Chairman

Organisation

New Forest Villages Housing Association

Signature of parties

Signature



Name

Kate Randall

Title

Housing Manager

Organisation

Basingstoke and Deane Borough Council

Signature



Name

MATTHEW DODD

Title

RURAL AND COMMUNITIES MANAGER

Organisation

HOUSES AND COMMUNITIES AGENCY

ANNEX A1 TERMS OF REFERENCE OF THE HARAH OFFICERS GROUP

1. To maximise the investment in affordable housing in rural villages across Hampshire
2. To enable a strategic approach to the delivery of affordable rural housing schemes including consistency of the housing needs information collected
3. To ensure funding and effective utilisation of the Hampshire Rural Housing Enablers & Strategic Housing Officer
4. To benefit from potential economies of scale
5. To achieve high standards of design, development, management and community involvement by having a specialist affordable housing provider that understands rural issues
6. To provide consistency in the information provided to Parish Councils and local people, and develop appropriate consultation mechanisms
7. To assess the impact & implications of providing additional affordable housing in rural villages.
8. To improve the deliverability of rural affordable housing schemes to meet the national priority for rural housing
9. To ensure local affordability of rural schemes with particular reference to intermediate housing
10. To influence and respond to the national and local agenda on rural housing issues
11. To influence planning and housing policy with regard to rural housing
12. To promote construction that reduces CO2 emissions.
13. To carry out the tasks set out in the HARAH Business Plan
14. To focus on rural housing agenda and wider issues around Housing Markets Assessment and older people. The group will consider both those settlements below 3,000 but also those between 3,000 and 10,000.
15. To feed into, recommend and monitor emerging priority schemes and local research projects.
16. To recommend and co-ordinate housing related responses to consultation from Government bodies and the Homes and Communities Agency.
17. To inform and influence debate on housing and related policy issues at local and national levels.
18. To work on parish and community engagement, particularly around work with Parish Councils, in order to bring more affordable housing sites forward.
19. To evaluate ways of joint working/shared resources within the 6 Local, National Park and County authorities to improve delivery and efficiency around planning, community planning and public owned land and affordable housing.
20. To establish effective links with key stakeholders.

ANNEX A2 TERMS OF REFERENCE OF THE MEMBERS' BOARD

1. Members to be ambassadors of the HARAH partnership and champion rural affordable housing
2. To provide a single voice for rural housing representatives in Hampshire.
3. To provide a forum for housing and planning portfolio members to network.
4. To advocate cross party support for the delivery of affordable housing.
5. To approve and monitor key housing related policies and initiatives, including Local Investment plans and emerging priority schemes and local research projects
6. To monitor and respond to key Local Enterprise Partnerships (LEPs) and other relevant programmes
7. To approve housing related responses to government bodies and the HCA

8. To work on community engagement, particularly around work with parish councils, in order to bring more affordable housing sites forward
9. To evaluate ways of joint working/shared resources within the local authorities to improve delivery and efficiency around planning, community planning, estates and affordable housing
10. To act as a decision making group where necessary. However Board Members are not able to commit their respective organisation to financial expenditure other than that which is allocated on a sub regional basis.
11. The Members Group will be chaired by a Local Authority Portfolio Holder for Housing or Planning or a Local Authority Member in a similar senior position.

ANNEX A3 Terms of Reference of the HARAHA Management Group

- To oversee the effective operation of the HARAHA partnership, in particular the management and allocation of staff and financial resources, and delivery of the functions of the HSPs and PAHP.
- The Management Group will be chaired by a local authority representative

Note: Staffing issues will ultimately be the responsibility of the relevant HSP

ANNEX A4 Decision Making

- Operational decisions are the responsibility of the Officers Group and where appropriate in consultation with the Chair of the Members' Board
- Strategic decisions are the responsibility of the Members' Board, on the advice of officers.
- At all partnership group meetings, decisions will be made by way of majority voting, notwithstanding that in certain circumstances partners may have to refer to the body they represent before confirming their position,

ANNEX A5 Targets of the HARAHA Partnership

Targets are collective for the LA's, RHE's, RPs, SHO

1. To complete 200 new affordable rural homes in the period 2016/17- 2019/20 (Each Local Authority may have their own District targets for completions)
2. To meet the targets set out in the HARAHA Business Plan

ANNEX B1 Functions and selection of the Affordable Housing Providers

- For the term of the arrangement the Affordable Housing Providers will nominate a senior development officer whose task will be to support and co-ordinate the Partnership to achieve its objectives.
- The Affordable Housing Providers will be the conduit for any grant funding of rural exception site schemes in the local authority areas that constitute HARA. The Affordable Housing Providers will bid for available grant on schemes that are agreed by the relevant Local Authority.
- The main role of the Affordable Housing Providers will be that of development and ownership, including site acquisition, securing planning consents, funding and liaison with rural communities. The Affordable Housing Providers will contribute to creating a pipeline of schemes throughout Hampshire to ensure the objectives are met.
- The Affordable Housing Providers will seek to minimise the amount of public subsidy required for developing rural affordable housing schemes by maximising private finance and efficiencies of scale and build form, without sacrificing good design
- The Affordable Housing Providers will be responsible for the appointment of architects and construction firms and for compliance with their own internal procurement procedures.
- The Affordable Housing Providers will explore and adopt (and where appropriate may develop) modern methods of construction and energy efficiency suitable for the rural environment wherever practicable and financially viable. This is with the aim of delivering efficiencies in the cost of provision but also with the aim of tackling fuel poverty, responding to national and local climate change policies and reducing CO2 emissions.
- The Affordable Housing Providers will deliver rural affordable housing at any nationally recognised standards and where practicable exceed these standards.

ANNEX B2 Exception arrangements for using an alternative provider

1. On HCA programme developments

- By exception, and with the agreement of the Members Board, HARA's Affordable Housing Providers will consider developing on behalf of another Registered Provider or Local Authority and offer ownership & management to that local provider or will facilitate that RP to develop directly. These circumstances include where a Parish, Local Authority, or landowner has expressed a strong desire to work with a different RP owing to current ownership of the agreed site or access to the site or other distinct benefits; or there are specific performance issues regarding an individual site
- If the affordable housing provider considers a scheme to be unviable due its size, complexity or other reason, another RP or Local Authority may be invited to develop the scheme, with the agreement of the Members Group and the Affordable Housing Providers.
- In the circumstances in which it is agreed that another RP will develop a scheme, that RP will be required to contribute towards the enabling work, at a cost of £1000 per unit, payable to HARA. and with onward reimbursement to HARA's Affordable Housing Providers by agreed formula
- HARA will carefully monitor the number of schemes developed by other RPs to ensure this does not unduly affect the main rural provider programme.

2. On schemes outside the Affordable Housing Providers' pipeline

- HARA may, in consultation with its Affordable Housing Providers and with the approval of the Members' Board, implement arrangements to approve qualifying organisations with whom to progress opportunities arising from policy changes during the MoU period and/or products that are not offered by the Affordable Housing Providers.

- Schemes suitable for inclusion in any HCA programme for the Affordable Housing Providers or judged to be detrimental to delivery of the Affordable Housing Providers' pipeline will not be considered through this route.

ANNEX B3 Required Performance Standards of the Affordable Housing Providers

1. The Affordable Housing Providers are required to maintain compliance with any HCA Regulatory Standards throughout the period of this agreement
2. The Affordable Housing Providers should agree all bids, for any HCA bid round with each partner LA and the HARAH Officers Group prior to submission
3. The Affordable Housing Providers are required to meet any agreed milestones on grant funded schemes with the HCA and report to the HARAH meetings any deviations with reasons.
4. The Affordable Housing Providers will advise and co-operate with the Local Authority in the formulation of project plans (issued by the Local Authority) for each scheme to be agreed between themselves, the relevant local authority and the RHE. The Affordable Housing Providers are required to meet their agreed milestones in project plans. Compliance with these will be monitored in the performance review meetings.
5. The Affordable Housing Providers will work with HARAH officers to ensure that there are clear programme management responsibilities agreed, and that these are understood by all parties.
6. The Affordable Housing Providers will provide accurate forecasting information as requested by HARAH officers.
7. The Affordable Housing Providers are required to produce designs that are appropriate for its setting and respect the local distinctiveness of the village in which it is located.
8. The Affordable Housing Providers are required to ensure that pre-planning meetings are carried out on all schemes with the relevant stakeholders prior to the submission of a planning application.
9. The Affordable Housing Providers will produce a performance report to be circulated one week in advance of each HARAH Officers' Group meeting. This report is to include development and management performance, the latter on all rural schemes in Hampshire that are managed by the Affordable Housing Providers in an agreed format, and performance against the objectives and targets.
10. The Affordable Housing Providers are required to comply with management standards/expectations of the partner local authorities.

Targets of the affordable housing provider

- To meet the milestones on the project plans
- To meet the targets set out in the HARAH Business Plan

ANNEX C1 Functions and Employment of the Hampshire Rural Housing Enablers and Strategic Housing Officer

- The role and responsibilities of the Rural Housing Enablers (RHEs) and the Strategic Housing Officers (SHO) to the HARAHA partnership are deemed to be embodied in those aims, objectives, target outputs and activities that are set out in the Business Plan and on the job descriptions attached in the appendices.
- The workplan and priorities for the RHEs and SHO are as set out in the Business Plan.
- Action Hampshire will be the HARAHA partner which employs the RHEs under Action Hampshire's terms and conditions.
- The SHO will be employed by Winchester City Council under its terms and conditions
- Rural Housing Enablers and Strategic Housing Officers will be deemed to be all those personnel employed by Action Hampshire or Winchester City Council respectively to carry out the role and responsibilities as set out in the Business Plan whether employed on a full-time, part-time or temporary basis.
- The RHEs or SHO should not undertake any paid or voluntary activities, or promote such activities, that may be perceived as being in conflict with their HARAHA role without the written consent of the HSP who shall first consult with the HARAHA Management Group.
- The employers will deploy sufficient personnel as RHEs or SHO of appropriate qualifications, competence and experience to perform the requirements for which HARAHA funding is given and will ensure that those personnel are properly managed, evaluated, supervised, annually appraised and address any training requirements. Personnel levels will be a minimum of 2.0 Full Time Equivalent posts for the RHEs and 0.4 FTE for the SHO. Any proposed changes in relation to budgetary constraints will be referred to the Management Group for consideration.
- Any proposed changes to the terms and conditions of employment of the RHE's or the SHO by their employer should be discussed in advance with the Management Group
- RHEs will be appointed by Action Hampshire with another HARAHA partner being involved in the selection process.
- The SHO will be appointed by the HSP on behalf of the HARAHA partnership with another HARAHA partner being involved in the selection process
- To monitor the use of the financial contributions of the HARAHA partners and the affordable housing provider to the HARAHA budget, Action Hampshire and Winchester City Council will provide budget progress reviews to the Management Group, prior to each meeting, and an annual report to the HARAHA partnership.
- In addition to providing progress updates and feedback at scheduled HARAHA meetings the RHEs and SHO will provide an annual report to the HARAHA partners which will include an indication of measurement of outputs and outcomes against the requirements of the workplan.
- Complaints about any aspect of the performance of RHEs or the SHO, including concerns about an imbalance of resources provided across the partnership should be made in the first instance to the Management Group
- The employers will consult the Management Group on any changes within their organisation that may materially affect how RHEs or SHO duties are discharged.

ANNEX C2 Roles of the Rural Housing Enablers and Strategic Housing Officer

RHEs

Aim

To undertake a programme of fieldwork with rural communities in six rural districts and boroughs in Hampshire to enable and facilitate HARAH priorities to increase the supply of affordable housing in rural parishes in line with the HARAH Memorandum of Understanding.

With the agreement of the Management Group to undertake related activities that may have a broader strategic impact

Targets

To meet the targets set out in the HARAH Business Plan

Strategic Housing Officer

Aim

To undertake a strategic role across the HARAH partnership and to apply strategic changes to operational activities to increase affordable housing delivery in rural Hampshire.

Communication

- The Strategic Housing Officer will be responsible for the secretariat, communication and publicity for HARAH.
- The Strategic Housing Officer will be responsible for drafting press releases on the partnership selection and scheme publicity in consultation with the communications group. Copies of such drafts must be approved by the Chair of HARAH and Chair of the Members Board prior to release.
- The Strategic Housing Officer will be responsible for keeping the website up to date with current schemes and news items.

Targets

To meet the targets set out in the HARAH Business Plan

ANNEX D Roles of the other partners

Role of the Local Authorities and National Park Authorities

- The Local Authorities have responsibility for both strategic housing (with the exception of Hampshire County Council) and planning.
- The National Park Authorities have responsibility for planning in their areas
- Each Local Authority will support the Homes and Communities Agency grant bids agreed and made on behalf of HARAHA
- Hampshire County Council is responsible for the production of a countywide Rural Strategy and facilitating County Council owned land release for exception site development.
- Local authorities will take a leadership role in encouraging and supporting community planning and working with parishes with the aim of facilitating the provision of more rural affordable housing
- The Local Authorities will ensure that relevant planning and other policies are directed to optimise the delivery of rural affordable housing.
- Local Authorities may have their own land holdings, which they may wish to develop or which they can bring forward for affordable housing based on their own property policies.
- To provide representation to partnership groups
- To ensure that HARAHA responsibilities are shared between partner LAs

Role of the Homes and Communities Agency (HCA)

- The Homes and Communities Agency will monitor the grant funded development programme of the affordable housing provider.
- The Homes and Communities Agency will advise on national priorities and required standards to obtain grant funding.
- The Homes and Communities Agency will influence the Local Investment Plans for the HARAHA area

The Affordable Housing Provider, the Local Authorities, the Strategic Housing Officer and the Rural Housing Enablers will be jointly responsible for advising Parish Councils about HARAHA to ensure that the partnership arrangement is understood

Appendix 1

Glossary of Abbreviations

BDBC	Basingstoke & Deane Borough Council
AH	Action Hampshire
EHDC	East Hampshire District Council
FTE	Full time equivalent
HA	Housing Association
HARAH	Hampshire Alliance for Rural Affordable Housing
HCA	Homes and Communities Agency
HCC	Hampshire County Council
HDC	Hart District Council
HNS	Housing Needs Survey
HSP	HARAH Staff Provider
LA	Local Authority
LEP	Local Economic Partnership
MoU	Memorandum of Understanding
NFDC	New Forest District Council
NFNPA	New Forest National Park Authority
NPA	National Park Authority
PC	Parish Council
RHE	Rural Housing Enabler
RP	Registered Provider
SDNPA	South Downs National Park Authority
SHO	Strategic Housing Officer
TVBC	Test Valley Borough Council
WCC	Winchester City Council

Job Description

Job title: Rural Housing Enabler

JOB CONTEXT

Community Action Hampshire (CAH)¹ is the countywide Council for Voluntary Service (CVS) and Hampshire's Rural Community Council (RCC). CAH has over 50 years' experience of working with and supporting Hampshire's voluntary and community organisations and rural communities. It is our aim to strengthen their contribution to the quality of life of people living in Hampshire. We do this by providing specialist advice and information services together with practical help, encouraging equal partnership between the voluntary, public and private sectors, and providing a voice for Hampshire's voluntary and community sector and rural communities.

The Rural Housing Enabler Project has developed from a national scheme which sought to address the shortage of affordable housing for local people in rural areas. In Hampshire the Rural Housing Enablers (RHEs) work on behalf of the Hampshire Alliance for Rural Affordable Housing known as HARAHA. The other members of the partnership are six district councils (Basingstoke & Deane, East Hampshire, Hart, New Forest, Test Valley and Winchester), Hampshire County Council, the Homes & Communities Agency, New Forest National Park Authority and the Affordable Housing provider.

The posts are funded by the six district and borough councils, the County Council, the national park and Hyde Housing Association (the preferred partner for building and managing the homes). As the RHEs are not directly employed by a local authority or a housing association, they have an impartial role in the process for developing affordable housing and are able to act as 'honest brokers' between all parties.

JOB PURPOSE

- To work with parish councils and district and borough councils in determining levels of need for affordable housing in rural areas
- To work with the housing and planning departments of the six HARAHA local authorities to develop rural housing schemes to meet those local needs
- To provide information to HARAHA, regional and national bodies on rural housing in Hampshire

The following are the main responsibilities and tasks of the RHE team who will be trained and mentored towards performing this role.

¹ This job description (JD) dates from 2011 when Action Hampshire were known as Community Action Hampshire.

MAIN RESPONSIBILITIES AND TASKS

To promote rural affordable housing to parish and local authority councillors and rural communities including:

- a) Working with parish and local authority councils to assess housing needs by carrying out either housing need surveys or holding housing surgeries;
- b) Analysing the data received, preparing reports and presenting to the parish council and community;
- c) Ensuring that the needs of households identified in surveys are reflected in local authority housing registers and feedback into housing strategies;
- d) Providing information and advice to parishes on housing and planning policies, housing need and proposals for housing projects. This could be in the form of newsletters, correspondence, attending parish council meetings and holding public consultations.

To enable the provision of affordable rural housing in six local authorities in Hampshire including:

- e) Working with parish councillors, community organisations, the affordable housing provider, planners and landowners to identify suitable sites/buildings to meet the need for affordable housing;
- f) Investigating and developing innovative ways of providing affordable housing;
- g) Being aware of new models of affordable housing schemes nationally and disseminating such information to the HARAH group;
- h) Being aware of sustainable and environmental innovations of affordable housing developments;
- i) Attending monthly meetings with local authority officers and the PAHP officers to plan future developments and check progress on current schemes;

To influence local strategies that impact on affordable housing, including:

- j) Participating in HARAH officer group meetings and providing progress updates;
- k) Representing the Rural Housing Enabler team by participating in local and county forums relevant to affordable housing in rural areas;
- l) Building effective partnerships and networks to address affordable housing and undertaking, where appropriate, research which contributes to more effective solutions to meet rural affordable housing needs;
- m) Working with other Rural Community staff e.g. who have responsibility for Parish Plans and whose work is related to the provision and sustainability of affordable housing;
- n) To produce information for statistical returns and other reporting information which might be required;
- o) To ensure that up to date information on rural affordable housing is added to CAH's publications and website.

To provide information on affordable housing to policy makers, to influence national policy on affordable housing in rural areas, including:

- p) Commenting on consultations from national organisations such as the Homes and Communities Agency, Department of Communities and Local Government and Action with Communities in Rural England.

Professional Updating:

- q) To keep up to date with legislation and developments relating to rural housing, and undertake appropriate training and skills development;
- r) To attend meetings of peers and colleagues including meetings of the Rural Housing Enablers in the south east. This may occasionally involve travel outside Hampshire;
- s) To pursue further professional training and development where appropriate;

General Duties:

- t) To attend and participate in CAH's internal meetings where appropriate;
- u) To liaise with other staff members to ensure effective exchange of information;
- v) To comply with CAH's monitoring and recording requirements;
- w) To represent and promote the organisation's work positively;
- x) To carry out all work with due regard to CAH's policies and procedures;
- y) Any reasonable additional tasks as requested by the line manager or other senior staff.

Some administrative support is available to the Rural Housing Enablers, although it is expected that the post holder will be largely self-servicing. Some work outside office hours will be required, as parish councils often meet in the evening. This post involves travelling around some very rural areas in Hampshire.

.

March 2011



JOB DESCRIPTION

JOB TITLE:	HARAH Strategic Housing Officer
DEPARTMENT:	New Homes Delivery
POST NUMBER:	xxxxx (2 year Fixed Term Post)
GRADE:	xxxxx
ACCOUNTABLE TO:	Housing Strategy and Development Manager
LOCATION:	City Offices and any other bases across the HARAH partnership area as required

DEPARTMENTAL ROLE:

To act as a Strategic Housing Officer across the HARAH partnership. The postholder will work on behalf of and closely with the HARAH Partners to:

- Improve land and housing supply by working with the private and public sector.
- Work with a range of housing agencies to deliver rural housing targets.
- Build capacity training/education and providing technical expertise.

DUTIES:

1. To provide the link between the Members Board, Management Board and HARAH Officer Group.
2. To provide secretariat and support to the Chairman of the Hampshire Rural Strategic Housing Board.
3. To provide training opportunities to Parish Councils across the partnership
4. To hold stakeholder events for HARAH to promote and share best practice.
5. To be responsible for the publicity and promotion of HARAH including website.
6. Ensuring policies are up-to-date and consistent.
7. To be responsible HARAH's Business Plan and Communications Strategy
8. Work with statutory and non-statutory bodies, including the Homes and Communities Agency, to promote HARAH and ensure rural issues are considered at a regional level and national level.

9. To introduce formal performance monitoring arrangements for Hyde and local authorities in relation to HARAHA.
10. The post holder will work very closely in partnership with the RHE's and their employer – the RHE's will be operational working up schemes whilst this post is strategic. There will be a clear division of duties and responsibilities.
11. Research good practice and work up new initiatives such as new models of rural housing delivery.
12. Ensuring rural housing issues are addressed through the Community Planning process.
13. To monitor the delivery of rural housing developed through HARAHA and ensure targets are met.
14. To co-ordinate responses on behalf of HARAHA to policy consultations
15. Identify barriers to delivery of rural affordable housing in the local authorities and report to the Hampshire Rural Strategic Housing Board.
16. Work with planning policy officers across the partnership area to increase the supply of rural affordable housing.
17. Share experiences/offer mentoring support to other authorities who wish to establish rural sub-regional partnerships.

GENERAL INFORMATION:

The above does not provide a comprehensive list of all the duties of the post holder. In the changing environment of affordable housing the post holder will be expected to adapt and respond to any relevant changes necessary in continuing to provide an effective service.

Signed.....

Dated.....

Version – June 2013