

**Updated Terms of Reference and Briefing Schedule for Cost of Living Working Group.**

After a review in July 2023, the Cost of Living Working Group agreed to update their Terms of Reference, including membership and briefing schedule.

It was agreed that the Working Group will:

- Monitor the finances on Cost of Living related grants including.
  - Household Support Fund and future funds specific to this motion
  - Councils' allocation of grant for COL
  - Citizen's advice (value for money)
- Prepare content for council briefing papers to report the latest development in relation to this subject.
- Receive officer and partner updates from.
  - Rent Arrears
  - Homelessness, Housing and Home seekers
  - Council tax
  - Community Hubs
  - Food Bank & Citizens Advice
  - Connected communities.
  - Customer Contact Centre
- Take a strategic approach to the proposal of projects relating to this issue keeping in line with the councils forward plan.

**Membership**

The Working Group membership has been updated to include key Elected Members and Officers who will attend every meeting. In addition, a number of relevant Officers or partners will attend when discussing specific topics.

Regular Attendance:

- Cllr Becky Aldam – Chair of CS&L Committee
- Cllr Natalie Bennett – Deputy Leader
- Cllr Mattie Ross – Chair Of Housing Committee
- Cllr Lucas Schoemaker- Vice Chair of Housing Committee
- Cllr Trevor Hall – Vice Chair of CS&L Committee
- Emma Keating Clark (Community Health and Wellbeing Manager)
- Angela Gillingham (Head of Community Services)
- Andy Kefford (Strategic Head of Housing and representing Income Management)

**Emma Keating Clark, Community Health & Wellbeing Manager**  
Email: [emma.keatingclark@stroud.gov.uk](mailto:emma.keatingclark@stroud.gov.uk)

**Community Services & Licensing Committee  
INFORMATION SHEET (NO.7)  
11 September 2023**

Attendance when required:

- Simon Killen (Revenue and Benefits Manager)
- Representative from Homelessness/housing advice
- Representative from Comms
- Representative from Customer Contact

**Briefing Schedule**

In response to feedback from Members and Officers, the Cost of Living Briefings will now focus on one topic at a time, in order to allow for a fuller analysis and discussion. Below is the schedule of briefing topics and dates they will be presented to Alliance Leadership Team, Groups Leaders and Housing and CS&L Committees.

<b>Cost of Living Briefing Topic</b>	<b>ALT Meeting EKC</b>	<b>GL Meeting KG</b>	<b>Housing Committee</b>	<b>CS&amp;L Committee</b>
Overview of new ToR and reporting	06-Sep		19-Sep	21-Sep
Citizens Advice	04-Oct	20-Sep		
Council Tax, Discretionary Housing Payment, Income Management, Homeseekers, Private Rental Data	01-Nov	15-Nov	05-Dec	30-Nov
Community Hubs	06-Dec	20-Dec		
Food Banks	03-Jan	17-Jan	06-Feb	18-Jan
Citizens Advice	07-Feb	21-Feb		
Council Tax, Discretionary Housing Payment, Income Management, Homeseekers, Private Rental Data	06-Mar	20-Mar	19-Mar	14-Mar
Community Hubs	03-Apr	17-Apr		

**Emma Keating Clark, Community Health & Wellbeing Manager**  
Email: [emma.keatingclark@stroud.gov.uk](mailto:emma.keatingclark@stroud.gov.uk)