

Welfare Reform Research Group
Terms of Reference
(Reviewed September 2019)

1.0 Purpose

1.1 The overall role of the Welfare Reform Research Group is to work in collaboration with key stakeholders in the housing and voluntary sector to ensure that any welfare reform related research carried out and commissioned by the Housing Executive's Research Unit continues to fill evidence gaps and inform policy and decision making.

2.0 Responsibilities of the Committee

2.1 The key responsibilities of the Welfare Reform Research Group are:

- To get a picture of the research evidence currently available;
- To scope out gaps in the research; and
- To keep overlap in research activities to a minimum.

3.0 Responsibilities of members

3.1 The key responsibilities of members of the Welfare Reform Research Group are:

- To provide representation for their respective division/organisation and communicate effectively to and from the Welfare Reform Research Group on matters relating to welfare reform related research; and
- To attend meetings and make comment on any documentation issued via email communications.

4.0 Membership

4.1 The Welfare Reform Research Group is chaired by the Head of Research (Housing Executive). Internal membership comprises:

- Senior Research Officer, Research Unit (Land & Regeneration);
- Research Officer, Research Unit (Land & Regeneration);
- Head of Corporate Business Planning & Performance (Corporate Services);
- Business Manager, Business Planning & Performance (Corporate Services);
- Policy Officer, Welfare Reform Project Team (Finance), and
- Principal Officer, Rural and Regeneration Unit (Land & Regeneration).

External Members of the Welfare Reform Research Group are:

- Director, Chartered Institute of Housing (CIH) Northern Ireland;
- Principal Officer, Housing Strategy & Co-Ordination Branch, (DfC);
- Principal Statistician, Analytical Services Unit (DfC);
- Deputy Chief Executive, NIFHA;
- Policy and Practice Manager, Housing Rights;
- Head of Policy, Advice NI;
- Director, Rural Community Network; and
- Research and Policy Officer, Law Centre NI.

4.2 Additional attendees/input:

- Deputies should attend in the event that a group member is unavailable.

5.0 Meetings and Communication

5.1 The Welfare Reform Research Group meets at key stages throughout the year to discuss key findings emerging from research and to review potential welfare reform related research projects.

5.2 Email correspondence is used to issue the relevant documentation, and to update the Committee on publications and any emerging issues.

6.0 Review

6.1 These Terms of Reference will be reviewed annually by the Welfare Reform Research Group and updated if necessary.