



## Report to:

Northwards Housing Board  
13<sup>th</sup> January 2009

## Item No:

# 8a

<b>Title:</b>	Sub-Committee Structure		
<b>Date:</b>	26 <sup>th</sup> November 2008		
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<b>Confidential:</b>	No		
<b>For:</b> (Please tick action required)	<b>NOTING</b>	<b>DISCUSSION</b>	<b>APPROVAL</b> ✓

### PURPOSE OF REPORT

The report sets out a review of the Sub-Committees including their terms of reference, and recommends changes to the present arrangements.

### RECOMMENDATION

Following consultation with the Sub-Committees it is recommended that the Board approve the revised Standing Orders bringing the new governance arrangements into immediate effect.

### IMPLICATIONS

<b>Equality &amp; Diversity:</b>	It is a key part of the Governance arrangements that Equality & Diversity are embedded throughout.
<b>Financial:</b>	None directly
<b>Staffing:</b>	None directly
<b>Decency Target:</b>	None directly
<b>Governance:</b>	The review of the arrangements is a key part of the overall Governance framework.
<b>Risk Assessment:</b>	Not a primary risk area

### Equality Impact Assessment

Function being assessed	Sub-Committee Structure
Section	Business Services
Date of assessment	23 December 2008
Person Responsible for assessment	Steve Wood
Is this a new or existing policy?	Change to existing arrangements
If there are significant implications in terms of equality please append a summary report.	No significant implications. E&D should be enhanced with new arrangements.

## Consultation/Consideration:

	<b>Yes, No or N/A:</b>	<b>Name:</b>	<b>Date:</b>
<b>Sub-Committees:</b>	Yes	Neighbourhood & Quality Services Resource & Audit HR & Equality Procurement & Property	21 <sup>st</sup> November 2008 25 <sup>th</sup> November 2008 25 <sup>th</sup> November 2008 26 <sup>th</sup> November 2008
<b>Area Panel:</b>	No		
<b>Forums:</b>	No		
<b>Ward Councillors:</b>	N/A		

## **Extract from Standing Orders**

*Alterations to the Standing Orders on the Board's and Sub-Committees' responsibilities and terms of reference are noted in italics or are marked for deletion.*

### **13 Board Responsibilities and Terms of Reference**

13.3 The Board has established Standing Sub-Committees to deal with the detailed administration of:

- ~~Human Resources & Equality;~~
- *Customers & Communities* ~~Neighbourhood & Quality Services;~~
- *Asset Management* ~~Procurement & Property;~~
- ~~Resources & Audit.~~
- *Audit*

The Terms of Reference are out in Section 14 below.

13.4 The Board may create other Committees, Sub Committees or Working Groups to which it may delegate or refer business for detailed consideration.

13.5 The Board may refer any matter to a General Meeting of the Company.

13.6 Although the specific responsibilities are defined in these Standing Orders, the supreme governing body of the Company is the General Meeting and it may make decisions or direct the Board on any matter relating to the business of the Company.

### **14 Sub-Committees**

#### ~~14.1 Human Resources & Equality Sub Committee [14.4 below]~~

#### ~~14.1 Customers & Communities Neighbourhood & Quality Services Sub-Committee~~

The Terms of Reference and membership for the Sub-Committee have been agreed by the Board. The areas of responsibility are set out below:

Value for Money Monitoring of Tenant Services  
Communication with tenants, customers and stakeholders  
Access to services

Customer and tenant involvement and liaison  
Customer satisfaction  
Neighbourhood Services – policies and priorities  
Respect and Anti-Social Behaviour  
*Financial inclusion*  
Complaints and praise monitoring  
Performance Monitoring (Customer Satisfaction; Rehousing; Neighbour Nuisance; Anti-Social Behaviour)  
*Equality and Diversity policies in relation to the Sub-Committee's remit*

The Sub-Committee will contribute to the Business Plan in relation to the Neighbourhood and Quality Services section.

The Sub-Committee will consider other matters as directed from time to time by the Board. Any such matters will specify delegations.

The Sub-Committee has a duty to identify and address potential inequalities in the way Northwards employs *people* and delivers services; and to play a key role in promoting best practice in Equality & Diversity.

#### **14.2 ~~Asset Management Procurement and Property~~ Sub-Committee**

The Terms of Reference and membership for the Sub-Committee have been agreed by the Board. The areas of responsibility are set out below:

Responsive and planned maintenance policies and priorities  
Tendering of contracts *including OJEU compliance*  
Selection of contractors  
Procurement Policy  
Setting the improvement programme (Decent Homes)  
Monitoring contracts and procurement procedures  
Void property management  
CDM, Asbestos and Property Related policies and practices  
Value for Money Reviews of ~~Asset Management Procurement~~ and Property Services  
Regeneration  
Asset Management  
*Major Projects and Developments*  
*Energy efficiency and fuel poverty*  
Local Social and Economic Advantage  
Performance Monitoring (Decent Homes Work; Voids; Repairs; Energy Efficiency)  
*Equality and Diversity policies in relation to the Sub-Committee's remit*

The Sub-Committee will contribute to the Business Plan in relation to the ~~Procurement and Property Services~~ section.

The Sub-Committee will consider other matters as directed from time to time by the Board. Any such matters will specify delegations.

The Sub Committee has a duty to identify and address potential inequalities in the way Northwards employs people and delivers services; and to play a key role in promoting best practice in Equality & Diversity.

#### **14.3 ~~Resources & Audit~~ Sub-Committee**

The Terms of Reference and membership for the Sub-Committee have been agreed by the Board. The areas of responsibility are set out below:

Financial policies and strategies (including Financial Regulations)  
Financial procedures  
Annual budgets and budget monitoring  
~~Business planning (including Delivery Plan)~~  
IT policy and strategy  
~~Insurance arrangements~~  
~~Risk Management policies~~  
~~Internal Audit plan and Audit reports~~  
External Audit  
Value for Money  
*Procurement policies and framework including OJEU compliance monitoring*  
Performance Monitoring (Rents; Finance, Organisational Health, *Health & Safety*)  
Human Resources policies  
Organisational structure  
Remuneration  
Changes to Terms and Conditions  
*Learning and Development* ~~Staff training~~  
Appeals (e.g. on staffing matters)  
Equality and Diversity policies *in relation to the Sub-Committee's remit*  
~~Support for Board Directors and tenants (including training)~~  
Health and Safety  
~~Communication with Staff~~  
~~Board Member Appraisal Methodology~~  
Staff Appraisal Methodology

The Sub-Committee will contribute to the Business Plan in relation to the *Business Services Finance, Resource and Audit* sections.

The Sub-Committee will consider other matters as directed from time to time by the Board. Any such matters will specify delegations.

The Sub Committee has a duty to identify and address potential inequalities in the way Northwards Housing employs staff and delivers services; and to play a key role in promoting best practice in Equality & Diversity.

#### **14.4 Audit Sub-Committee**

*The Terms of Reference and membership for the Sub-Committee have been agreed by the Board. The areas of responsibility are set out below:*

*Insurance arrangements  
Risk Management policies  
Internal Audit plan and Audit reports*

*The Sub-Committee will contribute to the Business Plan in relation to Audit matters.*

*The Sub-Committee will consider other matters as directed from time to time by the Board. Any such matters will specify delegations.*

*The Sub-Committee has a duty to identify and address potential inequalities in the way Northwards employs people and delivers services; and to play a key role in promoting best practice in Equality & Diversity.*

- 14.5 Sub-Committees will consist of up to six Board Members, *with a cross over of at least two from each other Sub-Committee*. Members will be appointed by the Board following expression of preference ~~and will serve for a term of one year until the first Board meeting following the AGM.~~
- 14.6 Board Members and members of the public can be co-opted onto a Sub-Committee as and when required.
- 14.7 No more than two co-optees are allowed on a Sub-Committee at any time. Formal approval of the Board is required before co-opting members.
- 14.8 The Sub-Committee will appoint a Chair from amongst the current Members.
- 14.9 The Sub-Committee is authorised by the Board to seek information it requires to fulfil its terms of reference.
- 14.10 The Sub-Committee has delegated decision making authority on the items referred to in the terms of reference. Any decisions made shall be reported through to the Board via the minutes. Delegated functions to Sub-Committees are exercised in accordance with Standing Orders and Financial Regulations (including financial authority limits).
- 14.11 In the event of any issues arising between meetings where action is required, and waiting for the next Sub-Committee meeting would result in unacceptable delay, the Standing Order in respect of the making of urgent decisions shall be used.