

REVIEW OF COMMITTEES' TERMS OF REFERENCE

Report of the Director & Company Secretary

1. SUMMARY

This report is in response to a recommendation, arising from the review of the Governance Arrangements, to review the terms of reference of each committee and panel of the Board.

2. RECOMMENDATION

That the Board approves the terms of reference attached at Appendix 1 for the

- Audit Committee
- City Board
- Governance Services Committee
- Resources, Remuneration & Regeneration Committee.

3. MATTER FOR CONSIDERATION

3.1 The Board agreed a series of recommendations following a review of the Governance Arrangements. One of the recommendations agreed required a report to be taken to each committee and panel setting out new or revised terms of reference and to then refer the matter back to the Governance Services Committee and then to the Board for approval.

3.2 The Governance Services Committee considered the terms of reference for all Committees and the City Board on 23 February 2012 and has recommended them to the Board.

3.3 Attached to this report are the terms of reference for

- Audit Committee – agreed on 30 January 2012
- City Board – agreed on 22 December 2011
- Governance Services Committee – agreed on 23 February 2012
- Resources, Remuneration & Regeneration Committee – agreed on 17 November 2011.

The terms of reference are attached at Appendix 1. The proposed amendments are shown as tracked changes.

3.4 Terms of reference for the small number of ad hoc panels of the Board will be produced if and when required.

- 3.5 The terms of reference for committees and panels are included in the Governance Arrangements at Part V City Board Constitution and Part VI Delegation of Responsibilities.

4. LEGAL AND CONFIDENTIALITY IMPLICATIONS

Agreeing and/or amending terms of reference of Committees is a matter reserved to the Board.

The areas listed below have no implications directly arising from this report:

Consultation
Financial and Business Plan
Council
Personnel
Environmental
Equalities Impact Assessment
Health & Safety
Risk
Policy Review

If Board members or others would like to discuss this report ahead of the meeting please contact the author, or Phil Davies, Chief Executive, phil.davies@derbyhomes.org – Phone: 01332 888528

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Background Information: None

Supporting Information: Board Report 29 September 2011



Audit Committee –Terms of Reference

Composition of Audit Committee

- The Board will nominate the members of Audit Committee and the Chair of the Committee
- The members of the Committee will be a minimum of 5 members of the main Board who are not
 - the Chair of the Board
 - a Vice Chair of the Board
 - a Chair of any sub-committee of the Board
- The Chair of the Committee must have significant and relevant experience.
- A quorum of any meeting will be 3 members
- Members will be appointed for a minimum term of 2 years, or until they cease to be a member of the main Board, or become ineligible.

Role of the Auditors

- External Audit provides an independent view of the accounts of the company and systems and controls upon which they are based, with a view to expressing a formal opinion on the statutory accounts. In undertaking this role, the External Auditors have any access they require.
- Internal Audit undertakes detailed specific reviews as set out in the Internal Audit Plan approved by the Audit Committee, with a view to commenting on the appropriateness of controls.

Role of the Audit Committee

- Monitor integrity of financial statements of the company, reviewing significant, financial reporting judgements
- Keep under review the company's internal financial control system and risk management system
- Monitor and review effectiveness of the company's internal audit function
- Make recommendations to the Board in relation to the appointment of the internal and external auditors and approve remuneration and terms of engagement of the internal and external auditors
- Monitor and review external auditor's independence, objectivity and effectiveness, taking into consideration relevant UK professional and regulatory requirements

- Develop and implement policy and engagement of external auditor to supply non-audit services, taking into account relevant ethical guidance regarding provision of non-audit services by external audit firm
- Evaluate the overall effectiveness of the internal control and risk management frameworks and consider whether recommendations made by internal and external auditors have been implemented by management
- Review the proposed internal and external audit plans for the coming year and ensure that they address key areas of risk
- The Chair to ensure that the Board is aware of any matters that may significantly impact upon the financial condition or affairs of the business.

Resources

- The Committee will be provided with sufficient resources to undertake its duties.

Authority

The Board authorises the Audit Committee, within the scope of its responsibilities to:

- Engage independent professional advice as it deems necessary to carry out its duties
- Have unrestricted access to management, employees and relevant information in accordance with the protocol on Officers Attendance at Audit Committee (Appendix A).
- Establish procedures to deal with employees' concerns and external complaints regarding accounting, control and audit matters.

Reporting to the Council

- The Chair's report to contain a separate section that describes the role of the Committee and what action it has taken
- The Chair of the Audit Committee (or another member of the Committee nominated by the Chair) to be present at the AGM to answer questions through the Chair of the Board
- The Chair of the Audit Committee (or another member of the Committee nominated by the Chair) to present an annual report on the Audit Committee's activities to the Board.

Frequency of meetings

- The Committee will meet at least 3 times a year, and meetings will correspond with the company's financial reporting cycle
- Additional meetings will be convened as required at the request of the Chair of the Committee or at the request of the internal or external auditors
- The Committee will meet with the internal and external auditors and without company management in attendance at least once a year

Attendance at meetings

- Only Committee members are entitled to attend meetings. The Committee, or an individual Committee member, may ask the Governance Services Manager to invite [or require](#) other such persons, for instance, senior managers, internal/external auditor as it deems necessary
- The Chair (or another member of the Committee nominated by the Chair) will attend the Board meeting at which the company's financial statements are approved.

Circulation of Papers

- The agenda and supporting documentation will be circulated to Committee members at a reasonable period (normally one week) in advance of each meeting
- Minutes of Committee meetings will be circulated to members of the main Board, and as soon as possible after the meeting to members of the Committee, and the internal and external auditors.

Evaluating Performance

- Evaluate the performance of the Committee, both individually and collectively, on a regular basis
- Review the Audit Committee Terms of Reference at least every 3 years and discuss with the Board. Any proposed changes to be discussed with and ultimately approved by the Board.

Protocol for Officers' attendance at Audit Committee

The Board has authorised the Audit Committee, within the scope of its responsibilities, 'to have unrestricted access to management, employees and relevant information'.

In particular the Committee has indicated that it requires management attendance at meetings to respond to delays in implementing internal audit recommendations.

The following protocol will be observed.

Internal Audit Reports

Audit Committee is charged with considering internal audit reports and monitoring progress made in implementing any recommendations.

Management's responses to internal audit recommendations identify an action date and responsible officer.

| The Committee, or an individual Committee member, may ~~request~~require senior managers or any such persons as it considers necessary, to attend a meeting to explain outstanding actions.

Generally, individuals will be notified that their attendance is required at a future meeting immediately following the meeting at which their attendance has been requested.

Other matters

The Committee also has authority to request staff to attend meetings for purposes other than those listed above.

The Chair of the Committee may identify individuals required to attend a meeting at the Committee Chair's pre meeting. Where possible seven days notice will be given to the individual.

Matters discussed at Audit Committee are confidential and meetings are closed to the public, other Board Members and staff other than those taking part in the meeting.

Part V

Derby Homes City Board Constitution

The City Board is a committee of the Derby Homes Board with delegated authority pursuant to Article 24. The functions delegated to the City Board are as follows.

1. **DELEGATED POWERS**

1.1. The City Board has the following delegated powers:

Performance

- Set Local Performance standards within a Derby Homes framework

The City Board can agree performance standards for the local housing offices an example of this could be, arranging monthly walkabouts with tenants.

- Set Local Performance targets within a Derby Homes framework

The City Board can agree performance targets for services, an example of this could be the ~~target for waiting time for the completion of repairs~~ ~~number of estate walkabouts completed each year.~~

- Monitor Local Performance

The City Board will receive performance monitoring information – format and content to be agreed by the City Board. This information will be used to monitor performance in key service areas. The City Board may request additional information where areas of concern/interest arise.

Capital & Other Works

- Prioritise and manage the delegated Housing Capital Works Programme

The City Board will prioritise and monitor the progress of works to be undertaken through the programme.

- Develop the ~~Estates Pride~~ long term improvements strategy
- Approve ~~the Estates Pride~~ improvements initiatives including all quick-fix bids, within the Estates Pride any budget available for this purpose, delegated from the main Board

The City Board will review the process for evaluating ~~the Estates Pride~~

Comment [m1]: AC recommendation to re-order constitution to set out powers first (AC).

Comment [m2]: The delegated powers have been listed under headings to allow them to be identified more easily

Comment [D3]: Estates Pride is coming to an end – although there is a 'tail off' of the EP programme, new funds will be included within the core management and maintenance fees in future

improvements initiatives.

Tenant Involvement

- Develop and approve bids for funding for local initiatives from various funding sources
- Approve any grants, loans or sponsorship to organisations operating specifically within the City

The City Board will be responsible for approving funding to Housing Focus Groups, Tenant and Residents Associations and other community groups benefiting tenants in their area.

- Respond to representations from Housing Focus Groups and Tenants' Review Panel

Housing Focus Groups and Tenants' Review Panel will be able to take items of local concern/interest to the City Board. It is envisaged that a standard item will be placed on each Agenda, Housing Focus Group representatives will put items forward for agendas and present this item to the City Board.

- Approve Local Estate Agreements

Derby Homes proposes to develop local agreements with Housing Focus Groups and residents. These agreements would outline the local standards of service that residents can expect. The agreements can include the services provided by Derby City Council departments and other organisations. The City Board will agree and sign the agreements within the City.

- Develop local tenant participation structures

The City Board will review the local arrangements for involving tenants and can develop new ways of working with tenants.

- Monitor local Tenant Management Organisation performance

Tenants have the right to set up their own Tenant Management Organisation (TMO) to manage some or all of the services provided by Derby Homes. If a TMO is set up the City Board will monitor their performance.

- monitor and propose ways of improving Housing Focus Groups and other forms of local consultation

Service & Policy Review

- Develop and approve local Derby Homes Service Improvement Plans and Targets

Each year the City Board will receive service improvement plans and targets for approval, the City Board will also undertake the role of reviewing achievement against previous year's plans.

- review and approve the provision of equal opportunities services;
- review existing customer services and approve the introduction of new services

Other Matters

- Work with other organisations and agencies in order to improve sustainability of council housing within the City

The City Board will provide a key role in co-ordinating the work of partner organisations and agencies operating within the City to ensure maximum benefit is made from partnership working towards achieving sustainability on council housing estates.

- receive questions from members of the public and approve answers;
- receive petitions from members of the public and approve actions arising;
- make recommendations to the Board on any change in strategies, policies, business plans and any other matter reserved to the Board, that it sees fit;
- make recommendations as part of the Budget Review process;
- receive recommendations from the Board and the Resources Remuneration & Regeneration Committee and other Committees on any matter delegated to it by the Board;
- making major decisions about implementation of any of the Derby Homes' functions delegated to the City Board;
- major decisions for the City Board, as referred to above, are defined as:
 - (a) any decision that has significant impact on the City
 - (b) any decision that results in incurring expenditure or saving in excess of £200,000 – however any decisions with expenditure or savings between £100,000 and £200,000 will be reported to the next City Board for noting
 - (c) any decision to change strategy or policy on housing management, maintenance or customer service
 - (d) the decision is qualified as follows:

- i. decisions that are a direct consequence of implementing a major decision are not, in themselves, major;
- ii. bids for sums over £200,000 are not major decisions;
- iii. decisions to make a grant or a loan to any individual or organisations is a major decision unless it is below £5,000;
- iv. significant impact on the City means any decision that is likely to have a significant positive or negative impact on environmental, physical, social or economic terms on tenants and/or leaseholders or residents living or working in the City;
- v. in recognition of their legal responsibility and liability, main Board Members have the right to redirect a decision of the City Board to the next available main Board meeting. This has the effect of status quo applying until the main Board has considered the matter.

Comment [m4]: Moved from Part VI
Delegation of Responsibilities

1.2 The City Board may not sub-delegate any of the powers listed above.

2. **POWERS SUBJECT TO MAIN BOARD RATIFICATION**

In addition the City Board has the power to:

- (a) Appoint partner contractors for improvement programmes
- (b) Prioritise the local area Housing Capital Works programme

The City Board will be able to appoint partner contractors.

These decisions will require the ratification of the main Board.

3. **CONSULTATIVE ROLE**

The City Board will have the power to:

- (a) Make recommendations to Main Board on matters that it has reserved to itself;
- (b) Contribute to Derby Homes Service Reviews
- (c) Monitor and propose ways of improving Housing Focus Groups and other forms of local consultation.

4. **MEMBERSHIP**

4.1. The number of City Board Members shall be twenty-six. Membership is as follows:

- (a) Twelve tenant ~~representative~~ members (called "Tenant ~~Representative~~ City Board Members")
- (b) Two leaseholder ~~representatives~~ members (called "Leaseholder ~~Representative~~ City Board Members")
- (c) The four Tenant main Board Members
- (d) The Tenant Board Member who is the Leaseholder
- (e) Up to two Independent Board Members
- (f) Up to five Council Members of the main Board.

Members of the City Board are called City Board Members.

- 4.2. Only one family member can be on the City Board.
- 4.3. The City Board has power to co-opt up to three non-voting members who have skills and experience that can assist the City Board.

5. **TERMS OF OFFICE**

- 5.1 City Board Members who are also main Board Members are to serve until removed by a resolution of the main Board.
- 5.2 City Board Members who are not also main Board Members are to serve for a term of three years. They will be ineligible for re-appointment if they have served as a City Board Member for the Maximum Period of Office in accordance with Derby Homes Article 19. City Board ~~members~~ Members who are also main Board Members are to serve until removed by a resolution of the main Board.

6. **APPOINTMENT AND RECRUITMENT**

Appointment and recruitment will be as follows

- 6.1 Twelve tenants will be elected each to represent one of four areas of the City, and two leaseholders will be elected each to represent one half of the City. They will retire in rotation as follows:

Area	No of seats	Management Area	Retirement Date
North East	3	Sussex Circus Derwent Chaddesden Park Spondon	October 2012
Leaseholders	1	Derby North	October 2012
Leaseholders	1	Derby South	October 2012
North West	2	Mackworth Brook Street	October 2013
South West	3	Stockbrook Street Austin Littleover	October 2013
<u>South East</u>	<u>4</u>	<u>Alvaston</u> <u>Allenton</u> <u>Old Sinfen</u> <u>New Sinfen</u> <u>Osmaston</u> <u>Chellaston & Shelton Lock</u>	<u>October 2014</u>

Comment [m5]: Updated following this year's elections

And will subsequently retire in rotation which mirrors this so that each Tenant and Leaseholder Representative will serve for a term of office as close to three years as possible. When calculating this length of time in office, a person who was appointed to fill a casual vacancy is treated as though he/she

had held office from the date of the appointment of the Tenant or Leaseholder Representative he/she replaced.

- 6.2 Procedural arrangements for the election of Tenant and Leaseholder ~~representatives~~ City Board Members and casual vacancies will be as for Main Board Members, set out in Derby Homes Governance Arrangements Section ~~2.2.2 – 2.2.10 of~~ Part IX Appointment and Recruitment of Board Members.

7. **CHAIR AND VICE CHAIR**

- 7.1. ~~4.1~~ — One of the Vice Chairs of the main Board shall be elected as ~~Chair~~ City Board Chair by the City Board.

Comment [D6]: AC rec clarification

- 7.2. ~~4.2~~ — The remaining Vice Chair of the main Board will be appointed as City Board Vice Chair.

Comment [D7]: AC rec clarification

- 7.3. ~~4.3~~ — In the absence of the City Board Chair or Vice Chair ~~of the City Board~~, the City Board ~~members~~ Members present may only appoint one of their number who is also a main Board ~~member~~ Member to chair the meeting.

~~4.4~~ — ~~Existing Representatives and Deputies nominated by Housing Focus Groups will remain on the City Board until their relevant retirement date, outlined in paragraph 3.1 above.~~

- 7.4. ~~4.5~~ — ~~Until such time, no Deputy Tenant Representative or Deputy Leaseholder Representative shall be entitled to vote at a meeting if the Tenant Representative or Leaseholder Representative from the relevant nominating body is also present.~~ ~~4.6~~ — All ~~members~~ Members of the City Board have equal rights to speak and vote subject to Derby Homes' Governance Arrangements concerning the declarations of interests.

Comment [m8]: There are now no deputies remaining on the City Board

8. **VOTING**

~~4.7~~ — Where a matter is to be put to a vote, it shall be decided by a simple majority of votes on a show of hands, subject to paragraph ~~47.4~~ above, each City Board Member present in person will have one vote. In the event of a tied vote, the City Board Chair has a second or casting vote.

~~8.9.~~ **DISQUALIFICATION**

A person shall be ineligible for appointment to the City Board and if already appointed shall immediately cease to be a City Board member if the relevant individual:-

- (a) in the case of a main Board member where they cease to be a main Board Member; or
- (b) is, or may be, suffering from mental disorder and either:-
 - i. is ~~admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or, in Scotland, an application for admission under the Mental Health (Scotland) Act~~

~~1960~~required by law to be admitted to hospital because of that disorder; or

Comment [D9]: AC clarification

- ii. an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his/her detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs; or
- (c) resigns his office by notice to the Company Secretary; or
- (d) shall for ~~more than six~~three consecutive months have been absent without permission of the City Board from meetings of the City Board held during that period and the City Board resolves that his office be vacated; or
- (e) in any period of 12 months, he shall have been absent (without the permission of the City Board ~~members~~Members) from at least ~~60~~50% of the meetings of City Board ~~members~~Members held during that period and the City Board ~~members~~Members resolve that his office be vacated; or
- (f) in the case of a Tenant City Board member he or she permanently ceases to be a Tenant or a Family Member of a Tenant or a Leaseholder or a Family Member of a Leaseholder; and
- (g) is a Tenant City Board member and is in the opinion of the main Board in serious breach of their obligations as a Tenant or a Leaseholder.

Comment [m10]: As approved by the DH Board

Comment [m11]: As approved by the DH Board

PROCEDURAL GUIDANCE

~~9-10.~~ A number of reports will normally be submitted to meetings of the City Board. They will be in ~~two-three main~~ categories:

- (a) Reports for information – these will give routine statistics and other information and progress reports on matters already approved by the City Board.
- (b) Reports for decision – these will suggest action, which could be taken to tackle particular problems.
- ~~(b)(c)~~ Confidential reports – these will contain confidential and/ or business sensitive information

Comment [m12]: In line with normal practice.

In case of (b), City Board Members may sometimes disagree with the recommendations laid out in the report. If so, it is within the City Board's powers to reject the recommendations. However, in this situation the City Board Members must suggest an alternative course of action to the recommendation or indicate which aspects of the problem may need a further report or further work to be undertaken.

For matters requiring an urgent resolution/decision, an urgent decision may be taken by the ~~Chair of the~~ City Board Chair in consultation with Chair and Chief

Executive of Derby Homes. A report on the decision will then be made to the subsequent City Board meeting for ratification.

Members of the City Board will not normally be expected to make reports themselves, but there is nothing to stop them from doing this if they so wish.

11. Meetings of the City Board will be convened by the Company Secretary, upon a decision of the ~~Chair of the~~ City Board Chair, Chair of Derby Homes or by requisition of 5 ~~members~~ Members of the City Board.

~~10,12.~~ Agendas should be set by a process with the City Board at the start of every financial year and as a minimum the ~~Chair of the~~ City Board Chair should agree the actual agenda. Members of the City Board can request the Chief Executive to include items on the agenda and to produce reports on certain subjects. In order to do this, ~~members~~ Members should contact the Company Secretary. The agenda will be despatched five clear working days prior to the City Board Meeting and therefore it is essential to contact the Company Secretary at least ten working days before the date of the meeting to ensure that an item is placed on the agenda. In cases of urgent items, they will only be accepted onto the agenda with approval of the ~~Chair of the~~ City Board Chair.

~~14,13.~~ The City Board minutes will be submitted for consideration and action as required to the Main Board. Copies of the minutes of the previous meeting will be circulated with the agenda for the next meeting of the City Board for approval.

~~12,14.~~ The City Board Chair will conduct the meeting and all remarks, questions, comments, etc are to be made through the City Board Chair.

~~13,15.~~ Meetings of the City Board are open to the public subject to limitations imposed by the size of the venue. Participation in the business of the meeting, but not voting, may be extended to non-members at the discretion of the City Board Chair. The City Board Chair shall exclude all persons who are not entitled to vote on an item of business from any part of a meeting where the City Board Chair considers the business is private.

~~14,16.~~ Business shall only be conducted at meetings if at least 2 Main Board ~~m~~Members are present. This minimum number of ~~members~~ Members is known as the quorum of the City Board. Where a quorum is not present the meeting shall be adjourned. Where a meeting is adjourned, the business that would have been conducted at that meeting may be referred to the next meeting of the City Board, except in the case of urgent business, which should be referred directly to the Chair of the Board.

~~15,17.~~ All City Board ~~members~~ Members will be under a duty of confidentiality. Matters relating to individual tenants or tenancies should not be discussed, nor should information be disclosed so that these can be identified.

~~16,18.~~ Where a member of the City Board or a close relative has a personal interest in a matter being discussed the interest should be declared to the meeting. The member should then take no further part in the consideration of that matter.

- 17.19. Meetings of the City Board shall have duration of no more than 2 hours, but can be extended by ~~members~~ Members agreeing to move Standing Orders.
- 18.20. The venue should be convenient and reasonably accessible to all.
- 19.21. Training will be made available ~~to staff, City Board members~~ Members, ~~tenants and residents~~ on an annual basis to maximise their effectiveness as a City Board.
- 20.22. So far as they are capable of applying and unless already addressed in this City Board Constitution, the main Board's Standing Orders will apply to the proceedings of the City Board.



GOVERNANCE SERVICES COMMITTEE

TERMS OF REFERENCE (DRAFT)

The Governance Services Committee is a sub-committee of the Board of Derby Homes.

Membership

The Committee shall consist of all members of the Derby Homes Board.

Chair

The Board Governance Champion will be the Chair of the Committee.

Frequency of Meetings & Quorum

The Committee will meet twice each year. A quorum at each meeting will be two members.

Attendance at meetings

Meetings will be open to all Board Members and members of the public (with the exception of any items on the confidential part of the agenda). It will be at the Chair's discretion whether to allow those other than Committee Members to remain in the meeting during discussion of confidential items.

Functions of the Committee

The Committee will

1. To review the governance of Derby Homes to ensure good governance that makes best use of the time, skills, experience and knowledge of Board Members.
2. To review the levels of delegation and authority from the main Board to its committees and to staff, to ensure decisions are made at the right level.
3. To review the risk management system of performance management to make Board Members and staff roles within it more effective the effectiveness of existing and prospective/potential Board Members
3. To

4. ~~To~~ review the possible delegations of responsibilities to individual Board Members and membership of committees.
5. ~~exa~~~~To exa~~mine all parts of the Governance structure systematically
 - Board
 - [Audit Committee](#)
 - [City Board](#)
 - [Governance Services Committee](#)
 - Resources, ~~and~~ Remuneration [and Regeneration CC](#)Committee
 - ~~Performance Management Committee~~
 - ~~North and South Local Housing Boards~~
 - ~~Audit Committee~~
 - ~~Development and Regeneration Committee~~
 - ~~HRA Strategic Working Party~~
 - Delegations to staff
 - Budget Scrutiny meetings
 - Chair's meetings
6. ~~mo~~~~To monitor~~ the ~~action plan drawn up at Governance Away Day 2006~~[effectiveness of the Board Compass](#).
7. ~~To~~ review the Governance [RulesArrangements](#).
8. [review the effectiveness of Board events and relationship with associated bodies, for example the National Federation of ALMOs](#)
- 7.9. [review Board succession planning and diversity levels](#)

Terms of Reference Resources, Remuneration and Regeneration Committee

The Resources, Remuneration & Regeneration Committee is a sub-committee of the Board of Derby Homes.

Appointment of Committee Members

The Board will, at its first meeting following the Annual General Meeting (AGM) each year, determine the members of the Committee until the next following AGM.

Chair

The Chair of the Committee will be elected annually by the Committee at the first meeting following the AGM and subsequently appointed by the Board.

Frequency of Meetings

The Committee will meet not less than four times in each year. A quorum at each meeting will be two members.

Attendance at meetings

Meetings will be open to the public and other Board Members with the exception of items on the confidential part of the agenda. It will be at the Chair's discretion whether to allow those other than Committee Members to remain in the meeting during discussion of confidential items.

Functions of the Committee

The Committee will Review, initiate research and make recommendations to the Board on

Resources

The committee is responsible for overseeing and making decisions on

FinanceResources

1. policies for the supervision, regulation and control of the finances, accounts, income, expenditure and assets [of Derby Homes](#)
2. [making recommendations to the Board on](#) the annual budgets [of Derby Homes](#) and to monitor progress during the year of the budgetary cycle
3. [implementation of the budget and policy decisions](#)
4. [activities relating to virement and other issues specified under Financial Procedure Rules](#)
- 3-5. [Derby Homes'](#) cash flow and income collection activities
- 4-6. all matters relating to the insurance of the Company's assets
- 5-7. [Risk Management strategy](#) and [action plans](#)~~Derby Homes' Risk Management strategy and Disaster Recovery plans~~
- 6-8. [Derby Homes'](#) IT strategy and monitoring its implementation
9. [Disaster Recovery plans](#)
- 7-10. provision of support services and arrangements for any functions to be fulfilled by another organisation
- 8-11. [Derby Homes'](#) Pensions strategy

Personnel and Training

- 9-12. [Derby Homes'](#) policies relating to staffing, training and development, pay and benefits, recruitment, health and safety, contracts of employment and union matters
- 10-13 performance on staff turnover, sickness, training, achievement and

[17 October 2005](#)[November 2011](#)

development, equal opportunities employment and health and safety

~~44-14~~ Performance performance issues relating to personnel, central support services provided by ~~Derby Homes~~ staff

15. negotiating and overseeing the implementation of formal agreement with staff and ensuring representation in the final stage of any dispute
16. personnel policies, other than minor or technical changes to existing policies which do not affect the underlying principles of the policies
17. changes to staffing levels or organisational structures that have an impact of £200,000 a year or more or where there is no budget provision unless the change is incidental to a key decision taken by the Board

~~17 October 2005~~ November 2011

Remuneration

- ~~42-18~~ determining and recommending to the Board, the framework or broad policy for the remuneration of the Chief Executive and senior management team
- ~~43-19~~ determining any performance related pay schemes operated by the Company
- ~~44-20~~ being aware of and advising on any major changes in employee benefit structures throughout the Company
- ~~45-21~~ determining remuneration packages and arrangements for Board members, giving due regard to the guidance contained in the Combined Code including the provisions regarding disclosure of remuneration and pensions and making recommendations to the Board
- ~~46-22~~ be exclusively responsible for establishing the selection criteria, selecting, appointing and setting the terms of reference for any remuneration consultants who advise the ~~committee~~Committee
- ~~47- report the frequency of, and attendance by members at Committee meetings in the annual report~~
- ~~48- make the Committee's terms of reference publicly available. These should set out the Committee's delegated responsibilities and be reviewed, and where necessary, updated annually~~
- ~~23- considering and approving requests for early retirement and redundancy payments from members of staff~~
- ~~49- the Chair of the Committee to be present at the AGM to answer questions through the Chair of the Board~~

Comment [m1]: Moved to 'any other matters'

Comment [m2]: Moved to 'any other matters'

Development & Regeneration

- ~~24- overseeing and make recommendations to the Board on the management of~~

~~17 October 2005~~November 2011

land and buildings (non-dwellings) managed and owned by Derby Homes

~~20-25~~ considering and proposing the new build, regeneration and redevelopment strategy for Derby Homes and recommend this to the Board

~~24-26~~ considering and agreeing detailed procurement rules for the selection of partners

~~22-27~~ ~~To meet as required~~ considering in detail and making recommendations to the Board on individual proposals for new build and major regeneration or redevelopment projects involving Derby Homes

~~23-28~~ recommending to the Board, the appointment of any partner organisation to work with Derby Homes on new build and major regeneration or redevelopment projects involving Derby Homes

~~24. Oversee and make recommendations to the Board on the management of land and buildings owned by Derby Homes~~

Comment [m3]: Incorporated in 25 above.

Any other matters

~~29. the Chair of the Committee to be present at the AGM to answer questions through the Chair of the Board~~

~~30. reporting at the AGM, the frequency of, and attendance by members at Committee meetings~~

~~31. making the Committee's terms of reference publicly available. These should set out the Committee's delegated responsibilities and be reviewed, and where necessary, updated annually~~

~~25-32~~ any other matters referred by the Board or other committees of Derby Homes

~~26-33~~ asking the Chief Executive to prepare a report on any matters under their responsibility

~~17 October 2005~~ November 2011

~~27.34~~ considering other reports on associated matters and make recommendations to the Board.

~~17 October 2005~~[November 2011](#)