

REVIEW OF COMMITTEE 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 Committee

1. considers the terms of reference attached at Appendix 1
2. identifies any further amendments
3. recommends the terms of reference to the Governance Services Committee for approval by the Board.

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 panel or committee 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.
- 3.2 The terms of reference for committees and panels are included in the Governance Arrangements at Part VI Delegation of Responsibilities.
- 3.3 Attached to this report at Appendix 1 are the terms of reference for this Committee. Committee will note that recommendations approved from the Governance Arrangements review and other amendments/formatting have been incorporated and shown as tracked changes. There are also a number of comments provided for Committee's consideration.
- 3.4 Committee is also asked to consider any further amendments it wishes to make.

4. LEGAL AND CONFIDENTIALITY IMPLICATIONS

Agreeing and/or amending terms of reference for 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

Author: Jackie Mitchell / Governance Services Manager / Phone 01332 888527/ Email jackie.mitchell@derbyhomes.org

Background Information: None

Supporting Information: Board Report 29 September 2011



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Terms of Reference Resources, Remuneration and Regeneration Committee

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

Membership

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The Committee shall consist of not less than / no more than members of the Board.

Comment [m1]: Should a minimum/maximum number be specified? There are 9 members at present

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

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FinanceResources

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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

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10.13 performance on staff turnover, sickness, training, achievement and development, equal opportunities employment and health and safety

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

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15. negotiating and overseeing the implementation of formal agreement with staff and ensuring representation in the final stage of any dispute

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16. personnel policies, other than minor or technical changes to existing policies which do not affect the underlying principles of the policies

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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

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Remuneration

12.18 determining and recommending to the Board, the framework or broad policy for the remuneration of the Chief Executive and senior management team

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13.19 determining any performance related pay schemes operated by the Company

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14.20 being aware of and advising on any major changes in employee benefit structures throughout the Company

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15.21 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

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16.22 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

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17. ~~report the frequency of, and attendance by members at Committee meetings in the annual report~~

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18. ~~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~~

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

23. ~~considering and approving regrading appeals from members of staff~~

Comment [m3]: Should this be delegated to Chief Executive?

24. ~~considering and approving requests for early retirement and redundancy payments from members of staff~~

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

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Comment [m4]: Moved to 'any other matters'

Development & Regeneration

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25. overseeing and make recommendations to the Board on the management of land and buildings (non-dwellings) managed and owned by Derby Homes

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20:26 considering and proposing the new build, regeneration and redevelopment strategy for Derby Homes and recommend this to the Board

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21:27 considering and agreeing detailed procurement rules for the selection of partners

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22:28 ~~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

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23:29 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

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

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Comment [m5]: Incorporated in 25 above.

Any other matters

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

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

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32. 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

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25:33 any other matters referred by the Board or other committees of Derby Homes

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26:34 asking the Chief Executive to prepare a report on any matters under their responsibility

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27:35 considering other reports on associated matters and make recommendations to the Board.

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