

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 Board for approval.

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 proposed amendments have been incorporated and shown as tracked changes.
- 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



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. ~~---~~

4. ~~To~~ review the possible delegations of responsibilities to individual Board Members and membership of committees.
5. ~~exa~~To examine all parts of the Governance structure systematically
 - Board
 - Audit Committee
 - City Board
 - Governance Services Committee
 - Resources, and Remuneration and Regeneration CCommittee
 - ~~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 ~~Rules~~Arrangements.
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