

## **AMENDMENTS TO DERBY HOMES GOVERNANCE ARRANGEMENTS**

Report of the Director & Company Secretary

### **1. SUMMARY**

This report proposes amendments to the Governance Arrangements Part V Local Housing Board Constitution and Part VI Delegation of Responsibilities.

### **2. RECOMMENDATION**

- 2.1 To approve the amendments to the Governance Arrangements
- i. Part V Local Housing Board Constitution
  - ii. Part VI Delegation of Responsibilities – Matters that are delegated to Committees or Panels.

### **3. MATTER FOR CONSIDERATION**

#### **Local Housing Board Constitution**

- 3.1 At the meeting on 30 September 2010, the Board considered a report on Delivering Efficiencies in Corporate and Transactional Services (DECATS) and Business Transformation. The Board agreed to proposals affecting the Governance Arrangements, including reducing the number of committee meetings by combining the two Local Housing Boards into one City Wide Housing Committee, subject to consultation with representatives on implementation,
- 3.2 Local Housing Board Representatives met on the 29 October to discuss the implementation of combining the two Local Housing Boards into one City Wide Housing Committee. Eleven Representatives and seven Board Members attended.
- 3.3 At that meeting, the Representatives present accepted the Board's decision to combine the two Local Housing Boards and renamed the committee Derby Homes City Board. It was also proposed to reduce the number of tenant representatives in the South East from 6 to 4 and North East from 4 to 3 ahead of the elections in 2011 and 2012 respectively. This change means representation in each of the 4 constituencies is more equally balanced.
- 3.4 The draft Constitution for the new committee was tabled at the meeting, but Representatives requested more time to consider the document and consult with other tenants. The DACP offered to host a further meeting after two weeks to discuss comments, but this offer wasn't taken up by the Representatives present. They also requested a copy of the Constitution showing the proposed amendments.

- 3.5 A copy of the draft Constitution was sent to all Representatives on 1 November with a response deadline of 12 November. At the time of writing, only one response has been received in favour of the proposed Constitution.
- 3.6 At the Chair's briefing on the 1 November, the constitution of the new City Board was discussed. Board Members will recall at the AGM the report proposed 3 Councillor Board members should join the Board. After the discussion at Chair's Briefing it was agreed that up to 5 Councillor Board members should be able to join the City Board if they wish.
- 3.7 Attached at Appendix 1 is the proposed Constitution for the City Board.

### **Delegation of Responsibilities**

- 3.8 It is necessary to amend the Governance Arrangements, Part VI Delegation of Responsibilities, paragraph 2.3 Matters that are delegated to Committees or Panels, to reflect the changes outlined above.
- 3.9 In addition, there are a number of other amendments proposed to reflect decisions made at previous Board meetings. Namely
- the merger of the Development & Regeneration Committee with the Resources & Remuneration Committee, agreed by the Board on 27 May 2010
  - the abolition of the Performance Management Committee, agreed by the Board on 30 September 2010
  - the transfer of responsibilities from Performance Management Committee to the Resources, Remuneration & Regeneration Committee.
- 3.10 Other delegated responsibilities of the Performance Management Committee have been transferred to the Chair's Group.
- 3.11 The changes to paragraph 2.3 of the Delegation of Responsibilities are shown in Appendix 2.

## **4. CONSULTATION IMPLICATIONS**

Members of the City Board have been consulted on these proposals as outlined in this report.

## **5. LEGAL AND CONFIDENTIALITY IMPLICATIONS**

Changing the Governance Arrangements is a matter reserved to the Board.

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

- Financial and Business Plan
- 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 the Chief Executive, [phil.davies@derbyhomes.org](mailto:phil.davies@derbyhomes.org) - Tel 01332 711010**

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**Background Information:** None

**Supporting Information:** None



# DERBY HOMES

## City Board Constitution & Terms of Reference

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# Derby Homes City Board

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## 1. MEMBERSHIP

- 1.1. The number City Board Members shall be twentysix. Membership is as follows:
- (a) Fifteen tenant representative (called a "Tenant Representative").
  - (a) Two leaseholder representatives (called a "Leaseholder Representative").
  - (b) The four Tenant main Board Members and the Tenant Board Member who is the Leaseholder
  - (c) Up to two Independent Board Members or one Independent Board Member.
  - (d) Up to five Council Members of the main Board.
- Members of the City Board are called City Board Members.
- 1.2. Only one family member can be on the City Board.
- 1.3. 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.

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## 2. TERMS OF OFFICE

- 2.1. City Board Members who are not also main Board Members are to serve for a term of three years. City Board members who are also main Board Members are to serve until removed by a resolution of the main Board.

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## 3. APPOINTMENT AND RECRUITMENT

Appointment and recruitment will be as follows

- 3.1 Fifteen 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 West	2	Mackworth Brook Street	October 2010
North East	3	Sussex Circus Derwent Chaddesden Park Spondon	October 2012
Leaseholders	1	Derby North	October 2012

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Area	No of seats	Management Area	Retirement Date
South West	3	Stockbrook Street Austin Littleover	October 2010
South East	4	Alvaston Allenton Old Sinfin New Sinfin Osmaston Chellaston & Shelton Lock	October 2011
Leaseholders	1	Derby South	October 2012

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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.

- 3.2 Procedural arrangements for the election of Tenant and Leaseholder representatives 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.

#### 4. CHAIR AND VICE CHAIR

- 4.1 ~~One of the~~ Vice Chairs of the main Board shall ~~be elected~~ as Chair ~~by the~~ City Board.
- 4.2 The ~~remaining Vice Chair of the main Board will be~~ appointed ~~as~~ Vice Chair.
- 4.3 In the absence of the Chair or Vice Chair of the City Board, the City Board members present may only appoint one of their number who is also a main Board 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.
- 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.

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4.6 All members of the City Board have equal rights to speak and vote subject to Derby Homes' Governance Arrangements concerning the declarations of interests.

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### 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 4.5 above, each City Board Member present in person will have one vote. In the event of a tied vote, the Chair has a second or casting vote.

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## 5. **DISQUALIFICATION**

5.1. 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:-

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- (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:-
  - a. 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; or
  - b. 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 bonus 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 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) from at least 60% of the meetings of City Board members held during that period and the City Board 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.

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## 6. **DELEGATED POWERS**

6.1. The City Board has the following delegated powers:

- 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 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.

- 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 improvements strategy
- Approve the Estates Pride improvements initiatives within budgets delegated from the main Board

The City Board will review the process for evaluating the Estates Pride improvements initiatives.

- 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.

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

Housing Focus Groups and Tenants' Scrutiny 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.

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- 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.

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- 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 years plans.

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- 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.

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- 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.

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- 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.

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

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## 7. **POWERS SUBJECT TO MAIN BOARD RATIFICATION**

In addition the City Board has the power to:

- Appoint partner contractors for improvement programmes
- Prioritise the local area Housing Capital Works programme

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The City Board will be able to appoint partner contractors.

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These decisions will require the ratification of the main Board.

## 8. **CONSULTATIVE ROLE**

The City Board will have the power to:

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

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## **PROCEDURAL GUIDANCE**

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

- Reports for information – these will give routine statistics and other information and progress reports on matters already approved by the City Board.
- Reports for decision – these will suggest action, which could be taken to tackle particular problems.

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

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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.

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For matters requiring an urgent resolution/decision, an urgent decision may be taken by the Chair of the City Board 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.

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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.

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

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11. 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 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 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.

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12. 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.

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13. The Chair will conduct the meeting and all remarks, questions, comments, etc are to be made through the Chair.

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14. 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 Chair. The Chair shall exclude all persons who are not entitled to vote on an item of business from any part of a meeting where the Chair considers the business is private.

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15. Business shall only be conducted at meetings if at least 2 Main Board members are present. This minimum number of 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.

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- | 16. All City Board 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.
- | 17. 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.
- | 18. Meetings of the City Board shall have duration of no more than 2 hours, but can be extended by members agreeing to move Standing Orders.
- 19. The venue should be convenient and reasonably accessible to all.
- 20. Training will be made available to staff, members, tenants and residents on an annual basis to maximise their effectiveness as a City Board.
- | 21. So far as they are capable of applying and less already addressed in this City Board Constitution, the main Board's Standing Orders will apply to the proceedings of the City Board.

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## **Part VI - Delegation of Responsibilities**

### **2.3 Matters that are Delegated to Committees or Panels**

#### **2.3.1 Appeals Panel**

- 2.3.1.1 act as the final point of appeal on staff disciplinary matters and determine:
  - (a) that an appeal be allowed and disciplinary action withdrawn;
  - (b) that an appeal be rejected and the original disciplinary action taken be confirmed;
  - (c) that the severity of the disciplinary action taken be reduced.
- 2.3.1.2 act as the final point of appeal for regrading appeals by employees;
- 2.3.1.3 act as the final point of appeal arising from action under the ill health and improving employee performance procedures taken against any employee other than the Chief Executive;
- 2.3.1.4 act as the final stage of the grievance and harassment procedures;
- 2.3.1.5 deal with other staffing appeals in accordance with relevant procedures;
- 2.3.1.6 act as the final point of appeal on a formal customer complaint and determine:
  - (a) that the complaint not be upheld, or
  - (b) that the complaint be upheld, and if so
  - (c) a remedy in response to the complaint;
  - (d) any relevant recommendations in respect of future policy and practice to be reported to Performance Management Committee.

#### **2.3.2 Appointments Panel**

- 2.3.2.1 To make recommendations to the Board about the appointment of the Chief Executive and to make the appointment of executive Directors.
- 2.3.2.2 To make recommendations to the Board on the appointment of Independent Board Members.

#### **2.3.3 Audit Committee**

- 2.3.3.1 Monitor integrity of financial statements of the company, reviewing significant, financial reporting judgements.
- 2.3.3.2 Review Derby Homes internal financial control system and risk management system.
- 2.3.3.3 Monitor and review effectiveness of the Derby Homes internal audit function.
- 2.3.3.4 Make recommendations to the Board in relation to the appointment of the internal and external auditor and to

approve remuneration and terms of engagement of the internal and external auditors.

- 2.3.3.5 Monitor and review external auditor's independence, objectivity and effectiveness, taking into consideration relevant UK professional and regulatory requirements.
- 2.3.3.6 To 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.
- 2.3.3.7 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.

#### **2.3.4 City Housing Consultation Group**

- 2.3.4.1 Receive and respond to reports produced by Derby Association of Community Partners.
- 2.3.4.2 Receive draft reports to improve the housing service that are being considered by the Council's Cabinet and the Derby Homes Board and Committees and provide an initial response.
- 2.3.4.3 Identify and discuss any issues which have an impact on all tenants relating to the housing service.
- 2.3.4.4 Advise and participate in policy formulation.
- 2.3.4.5 Resolve issues not agreed at CHCG Sub Group (attended by officers of Derby Homes).

#### **2.3.5 Disciplinary Committee**

Will deal with appeals arising from action taken against the Chief Executive under the company's employment policies and relevant national agreements.

#### **2.3.6 Governance Services Committee**

- 2.3.6.1 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.
- 2.3.6.2 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.
- 2.3.6.3 To improve the risk management system of performance management to make Board Members and staff roles within it more effective.
- 2.3.6.4 To review the possible delegations of responsibilities to individual Board Members and membership of committees.
- 2.3.6.5 To examine all parts of the Governance structure systematically:

- Board
- Resources and Remuneration 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

2.3.6.6 To monitor the action plan drawn up at Governance Away Day 2006.

2.3.6.7 To review the Governance Rules.

### **2.3.7 Joint Consultative Committee**

2.3.7.1 Promote good industrial relations and enable the representatives Derby Homes and its employees to meet so that the aims of Derby Homes may be achieved and its efficiency improved.

2.3.7.2 Provide a means for regular consultation and negotiation on matters of joint interest that affect employees of Derby Homes.

2.3.7.3 Give employees through their trade union representatives the opportunity to play a greater part and take more responsibility for the conditions under which their work is performed.

2.3.7.4 Exchange opinions and seek ways to jointly agree with the trade unions how to tackle problems affecting employees in the organisation.

Discuss:

- (a) allocation of duties, duty rotas and working hours
- (b) provision and use of materials and equipment
- (c) content and programmes of staff training and development
- (d) general health, safety and welfare
- (e) general application of disciplinary rules and grievance procedures
- (f) general application of recruitment, selection and promotion procedures
- (g) application and interpretation of conditions of service and agreements
- (h) such other matters that are mutually agreed.

### 2.3.8 Derby Homes City Board

Will:

- 2.3.8.1 set Local Performance targets and standards;
- 2.3.8.2 monitor local performance;
- 2.3.8.3 prioritise and manage the local area Housing Capital Works Programme;
- 2.3.8.4 develop and approve Estates Pride strategy and initiatives
- 2.3.8.5 develop and approve bids for funding for local initiatives from various funding sources;
- 2.3.8.6 approve any grants, loans or sponsorship over £5,000 to organisations operating in the City;
- 2.3.8.7 respond to representations from Housing Focus Groups and Tenants' Scrutiny Panel;
- 2.3.8.8 approve, monitor and implement Local Estate Agreements;
- 2.3.8.9 approve local Derby Homes Service Improvement Plans and targets;
- 2.3.8.10 develop local tenant participation structures;
- 2.3.8.11 monitor relationships and performance of all tenant organisations in the area, ie Tenant Management Organisations;
- 2.3.8.12 work with other organisations and agencies in order to improve sustainability of council housing within the area;
- 2.3.8.13 recommend partner contractors for improvement programmes to the Council;
- 2.3.8.14 review and approve the provision of equal opportunities services;
- 2.3.8.15 review existing customer services and approve the introduction of new services;
- 2.3.8.16 make recommendations to Board on any change in strategies, policies, business plans and any other matter reserved to the Board, that it sees fit;
- 2.3.8.17 make recommendations as part of the Budget Review process;
- 2.3.8.18 receive questions from members of the public and approve answers;
- 2.3.8.19 receive petitions from members of the public and approve actions arising;
- 2.3.8.20 receive recommendations from the Board and the Resources Remuneration & Regeneration Committee and other Committees on any matter delegated to it by the Board;
- 2.3.8.21 contribute to Derby Homes Service Reviews
- 2.3.8.22 monitor and propose ways of improving Housing Focus Groups and other forms of local consultation
- 2.3.8.23 making major decisions about implementation of any of the Derby Homes' functions delegated to the City Board;
- 2.3.8.24 major decisions for the City Board, as referred to in 22 above, are defined as:



- (a) any decision that has significant impact on the North and/or South areas
- (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:
- (e) decisions that are a direct consequence of implementing a major decision are not, in themselves, major;
- (f) bids for sums over £200,000 are not major decisions;
- (g) decisions to make a grant or a loan to any individual or organisations is a major decision unless it is below £5,000;
- (h) significant impact on North and South area of 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 area of the City;
- (i) this means that City Board decisions that have a significant positive or negative impact across the North and South areas must be agreed by the Board;
- (j) 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;

## **2.3.9 Resources & Remuneration Committee**

### **2.3.9.1 Resources**

To oversee and make decisions on:

- (a) policies for the supervision and control of the finances, accounts, income, expenditure and assets of Derby Homes;
- (b) making recommendations to the Board on the annual budgets of Derby Homes and monitoring progress during the year;
- (c) Derby Homes' cash flow and income collection activities;
- (d) monitoring implementation of the Derby Homes budget and policy decisions;
- (e) undertaking activities relating to virement and other issues specified under Financial Procedure Rules;
- (f) all matters relating to the insurance of the Company's assets;
- (g) manage the Derby Homes' Risk Management strategy and agree action plans;

- (h) Disaster Recovery plans;
- (i) Derby Homes' IT strategy and monitor its implementation;
- (j) provision of support services and arrangements for any functions to be fulfilled by another organisation.

#### **2.3.9.2 Personnel and Training**

To approve:

- (a) policies relating to training and development, recruitment, health and safety, contracts of employment and union matters.
- (b) policies relating to pay and budgets.
- (c) performance on staff turnover, sickness, training, achievement and development, equal opportunities employment and health and safety.
- (d) performance issues relating to personnel, central support services provided by Derby Homes staff.
- (e) negotiating and overseeing the implementation of formal agreement with staff and ensuring representation in the final stage of any dispute.
- (f) agreeing personnel policies, other than minor or technical changes to existing policies which do not affect the underlying principles of the policies.
- (g) agreeing 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.

#### **2.3.9.3 Remuneration**

- (a) Determine and agree with the Board, the framework or broad policy for the remuneration of the Chief Executive, senior managers and such other staff
- (b) Determine any performance related pay schemes operated by the Company
- (c) In determining remuneration packages and arrangements for Board members, give due regard to the guidance contained in the Combined Code including the provisions regarding disclosure of remuneration and pensions
- (d) Be exclusively responsible for establishing the selection criteria, selecting, appointing and setting the terms of reference for any remuneration consultants who advise the committee

- (e) Report the frequency of, and attendance by members at committee meetings in the annual report
- (f) 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
- (g) the Chair of the Committee to be present at the AGM to answer questions through the Chair of the Board.

#### **2.3.9.4 Property**

- (a) To oversee and make recommendations to the Board on the management of land and buildings (other than dwellings) managed by Derby Homes.
- (b) To consider and propose the new build, regeneration and redevelopment strategy for Derby Homes and recommend this to the Board.
- (c) To consider and agree detailed procurement rules for the selection of partners.
- (d) To meet as required to consider in detail individual proposals for new build and major regeneration or redevelopment projects involving Derby Homes.
- (e) To advise and make recommendations to the Board on any new build or major regeneration or redevelopment proposals.
- (f) To recommend 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.
- (g) To consider other reports on associated matters and make recommendations to the Board.

#### **2.3.9.5 Any other matters**

- (a) Any other matters referred by the Board or other committees of Derby Homes.