



## **Shropshire Towns and Rural Housing Ltd Housing Development Committee**

### **Terms of Reference**

Approved at STAR Board Meeting on 17<sup>th</sup> September 2013.

Reviewed by STAR Board Meeting on 18<sup>th</sup> February 2016.

## **DEFINITIONS**

**Board** means the Board and directors of Shropshire Towns and Rural Housing Ltd.

**Committee** means the Housing Development sub-committee of Shropshire Towns and Rural Housing Ltd.

**Company** means Shropshire Towns and Rural Housing Ltd.

**Council** means Shropshire Council.

## **PURPOSE**

The Company has responsibly to manage the Council's housing stock and ensure a sustainable and viable Housing Revenue Account (HRA) in the long term.

The Sub-committee shall review housing development, considering new build housing and land and property purchases to ensure that the Council's HRA has sufficient housing stock to ensure the long term viability.

The Subcommittee is responsible for keeping the Board informed about Housing Development progress and related issues including making recommendations to the Board as and when appropriate.

## **MEMBERSHIP & MEETINGS**

The Housing Development committee will comprise of a minimum of 5 members of the Board who will be limited to serve a maximum period of no more than 5 years. Members will be appointed by the Board each year normally at the Annual General Meeting, although the Board can appoint members at any time if vacancies arise.

The Subcommittee shall meet a minimum of three times a year but normally at least four times per annum. It may hold additional meeting at the request of the Board or where the committee considers it necessary.

The Managing Director, Director of Finance and Resources and Asset Manager (or their nominated representatives) will normally attend Committee meetings. Other attendees could also include:

Officers directly involved with the development process:

STAR  
Development Subcommittee  
Terms of Reference

Note Taker  
Other employees of the Company on invitation  
Appropriate Officer(s) of Shropshire Council on invitation  
External advisors where appropriate

## **SUMMARY OF MAIN RESPONSIBILITIES**

To identify development opportunities and make proposals to the Board for recommendation to the Council.

The Sub-committee shall review and make recommendations relating to housing development matters under the remit of the Company. This includes both new build development and the acquisition of land or property from third parties to provide additional housing resources.

The Sub-committee is to review and make recommendations relating to significant decisions that impact the strategic direction of the Company or present high operational risk. Significant decisions may include:

- purchase and disposal of land and property
- expansion of operations into new activities or geographic areas
- any decision to cease a material part of the organisation's operations
- key policies and procedures
- key strategic plans
- the annual development programme
- key areas of performance concern
- responses to consultations on significant policy matters
- financial implications on the HRA and the Company
- Insure that contracts are let as per the Company's Contract and Procurement rules
- Review the award of contracts.

The Chair will report to the Board on Key issues and the activities of the committee, including review and recommendations relating to significant decisions.

## **SPECIFIC AREAS OF RESPONSIBILITY**

### **1. Strategy & Policy**

- 1.1. Ensure an annual development business plan is developed incorporating activities within the housing and development function and monitor progress against the plan and advise the Board of any major revision or performance concern.
- 1.2. Ensure that existing operational policies and procedures are reviewed regularly and that new policies are developed in keeping with new legislation, best practice and Council aims and objectives.
- 1.3. Monitor progress on identified areas of continuous improvement ensuring that any operational recommendations are implemented and report any aspect that is of strategic importance to the board.

- 1.4. Keep abreast of legislative changes and developments in the Sub- committee's areas of responsibility and provide the Board with all relevant information on these issues.

## **2. Governance**

- 2.1. Ensure, at all times that this Sub-committee and its individual members operate within its Terms of Reference and the corporate governance procedures of the organisation and decisions are fair and reasonable and based on the information provided.
- 2.2. Promote and maintain good working relationships internally and externally.

## **3. Administration and Communication**

- 3.1 Unless otherwise specifically determined the Sub-committee will meet in private. The Sub-committee shall be as open as possible about its work, but operates in a commercial environment and must respect people's rights of privacy and protect the interests of the organisation. Certain items of the Sub-committee's business may be declared to be confidential and as such the item and any accompanying papers shall be so indicated and shall not be made available to anyone other than the members of the board / Sub-committee and appropriate staff members either before or after the meeting at which they are considered.

The following types of information should be treated as confidential:

- Items concerning specific individuals or their financial affairs – tenants, board members or employees;
  - Items concerning the terms of negotiations relating to the acquisition of property or land or the supply of goods and services or the involvement of the association in new areas of work;
  - Items concerning staff relations, consultations or negotiations with staff or residents;
  - Items concerning legal proceedings;
  - Items specifically marked 'confidential';
- 3.2 The Managing Director shall ensure that the minutes of the Sub-committee meetings are circulated to all board members.
  - 3.3 Ensure accurate and relevant performance management information is collected and disseminated to the relevant stakeholders.
  - 3.4 Ensure there are effective communication systems incorporating tenants/staff newsletters; department/site visits by Sub-committee, and that the Sub-committee communicates effectively with other Committees and the Board.

## **4. Finance**

- 4.1 Receive financial reports for housing development.

## **Internal Controls**

- 4.2 Receive any relevant internal audit reports on the activities under the remit of the Sub-committee.

## **5. Housing Development**

- 5.1 Approve the Annual Development Programme and make recommendations to the Board on priorities included, monitor progress ensuring the Company meets the requirements of all funding bodies. Monitor programme planning for efficient and timely implementation.
- 5.2 Ensure that there is effective communication and consultation about the location, quality and design of accommodation between the organisation and interested stakeholders.
- 5.3 Ensure that business cases are completed on all potential new schemes
- 5.4 Ensure the Homes and Communities Agency certification process is adequately implemented for all new developments
- 5.5 Monitor operational and financial risks making any decision required to maintain the financial stability of a specific development and advise the Board accordingly.
- 5.6 Agree the terms of any agreement to provide a development service to another organisation and refer to the Board for their approval.
- 5.7 Ensure that tenant's satisfaction with scheme development and design is evaluated and receive reports periodically.
- 5.8 Monitor the development and effectiveness of joint procurement partnerships.
- 5.9 Have an input in risk management of each scheme, looking at existing risks and newly arising risks, minimising the impact as necessary.

## **6. Joint Management Agencies**

- 6.1 Approve partnerships with other housing and support organisations, monitor performance and ensuring these are reviewed regularly.
- 6.2 Ensure the organisations interests are safeguarded and that all delegated responsibilities are monitored and applied throughout agencies activities.
- 6.3 Monitor the viability if these organisations and the effectiveness of the partnership arrangements on an annual basis.

## **7. Legal**

- 7.1 Ensure that there is appropriate insurance cover with regard to the functions of this area of work.

## **8. General**

- 8.1 Consider and make decisions and recommendations on any other issues that may arise that relates to the business and delegated authority of this Subcommittee.
- 8.2 Instigate research into any pertinent matter relating to the operational activities of this area of work.