



Ealing Homes Limited (EHL) Asset Management Committee (AMC): Terms of Reference (03.06.09)

Purpose

The purpose of the Asset Management Committee is to represent the Board of Ealing Homes Limited in all property investment, development and maintenance activities and to exercise the Board's delegated authority in respect of these activities.

1. Membership

- 1.1 The members of the AMC shall be appointed by the Board. Members will, as far as practicable, represent Council, Independent and Resident Board members.
- 1.2 The Committee shall consist of not less than three members, and a quorum shall be two members. The Committee will appoint a Chair (and Vice-Chair if appropriate) at its first meeting after EHL's Annual General Meeting.

2. Meeting and reporting arrangements

- 2.1 The AMC will meet not less than four times a year. The Chair of EHL Board, the Chief Executive and the Director of Asset Management shall be invited to attend each AMC meeting.
- 2.2 The Company Secretary will be the Secretary to the AMC and attend all of its meetings. The Company Secretary will arrange for the preparation and circulation of papers to Committee members in a timely manner (not less than 5 days before the meeting) and will prepare minutes of meetings for circulation to AMC members and members of the Board of EHL.
- 2.3 The Chair of the AMC (or his/her deputy) will report to the Board at each meeting on the Committee's activities and will draw the Board's attention to plans for mitigating significant risks arising from the activities within the Asset Management Directorate.

The role of the AMC in each area described below is to:

3. Strategic

- 3.1. keep under review the delivery and implementation of the London Borough of Ealing's Asset Management Strategy by EHL's Asset Management Directorate (AMD) and to provide regular updates to the Board on implementation and recommendations for any necessary changes to funding requirements;
- 3.2. monitor the progress of the AMD in delivering the Asset Management Improvement Plan against agreed targets and oversee the AMD's work to identify and implement appropriate corrective action where necessary;

- 3.3. review and approve on behalf of the Board, the annual Investment Plan, including the AMD's proposed priorities and programmes for Capital Projects and to receive regular updates on implementation;
- 3.4. monitor progress against delivery by the AMD of the Decent Homes Works programme, other capital investment works and revenue repairs and to report to the Board regularly on progress against targets.

4. Procurement processes

- 4.1. receive updates on the procurement of contracts by the AMD and seek assurance from the AMD that the proposed awards of contracts are consistent with the Asset Management Strategy, the current Contract Procedure Rules and Value for Money criteria;
- 4.2. consider the AMD's annual review of contractor and consultant performance and recommendations for changes to the list of approved suppliers and make recommendations to the Board for changes if required.

5. Financial and Risk Management processes

- 5.1. receive timely reports from the AMD when the final account for a contract is likely to exceed the notification criteria in the CPRs and consider the AMD's proposals for remedial action and the mitigation of adverse impact on the Asset Management Investment Plan;
- 5.2. seek assurance from the AMD that the Repairs and Asset Investment teams follow the contract procedure rules, finance procedures, the approvals process and all agreed protocols in the delivery and on-going maintenance of works;
- 5.3. receive reports from the AMD summarising significant claims from contractors or consultants, with recommendations for remedial action, including referral to the Board;
- 5.4. be advised of a failure to complete a contract on time where there is the potential for liquidated damages to be withheld from sums due to the contractor and to consider the AMD's proposed remedial action, including referral to the Board;
- 5.5. be advised of any significant delays to delivery of the Asset Management Investment Programme and recommendations from the AMD for remedial action, including referral to the Board.

6. Performance Monitoring

- 6.1. review annually the AMD's achievement against performance targets and to recommend to the Board any changes to the targets;
- 6.2. review updates from the AMD on the achievement of Customer Satisfaction targets, efforts made to increase resident involvement, and trends in complaints and any action proposed to address identified shortcomings and to improve the service provided to residents.

7. Health and Safety (H&S)

- 7.1 oversee, on behalf of the Board, the processes and plans for the management and mitigation of H&S risks by AMD with input from the Board's Health and Safety Champion and seek assurance from officers on the effectiveness of those plans in order to report to the Board on the handling and mitigation of significant H&S risks.
- 7.2 invite the H&S manager to attend the AMC at least twice a year to report on the development of H&S policy and the work of the Health and Safety Panel and to review any proposed changes to ensure the policy remains in line with good practice in the housing sector.
- 7.3 receive reports of any accidents that require notification under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 or major incidents of potential danger to residents or workers and remedial action taken in respect of relevant statutory obligations.