

Scheme of Delegation

A. Brent Housing Partnership Board

* denotes matters to be determined by a sub committee e.g. Service Delivery, Finance & Audit, which make recommendations to Board for final approval.

1. Strategy and Management

- 1.1 Approval of the annual Delivery Plan and 5 year Business Plan to include BHP's strategic aims and objectives
- 1.2 Review of performance of BHP's objectives, strategies and budgets, determining any necessary corrective action to be taken.
- 1.3 *Approval of annual operating and capital expenditure budgets and any material changes to them
- 1.4 Overview of BHP's operations ensuring:
 - competent and prudent management
 - sound planning
 - an adequate system of internal control
 - compliance with statutory and regulatory obligations

2. Structure

- 2.1 Major changes to BHP's corporate structure
- 2.2 Change to BHP's senior management and control structure

3. Financial Reporting and controls

- 3.1 Making and amending from time to time any changes as the Board considers necessary within BHP's Standing Orders and Financial Regulations.
- 3.2 * Approval of preliminary announcements of interim and final accounts
- 3.3 * Approval of the annual report and accounts
- 3.4 * Approval of any significant changes in accounting policies or practices

4. Internal controls

- 4.1 Reviewing the effectiveness of BHP's risk and control processes to support its strategy and objectives

- 4.2 Undertaking an annual assessment of these processes
- 4.3 * Approving the 'annual board report' for inclusion in the annual report.

5. Contracts

- 5.1 Making and amending from time to time such contract procedure rules as the Board considers necessary for the procurement of goods, works and services
- 5.2 Approval of major capital projects
- 5.3 Approval of any contracts called in by the Board

6. Board membership and other appointments

- 6.1 Changes to the structure, size and composition of the Board
- 6.2 Appointments to the Board
- 6.3 Ensuring adequate succession planning for the Board
- 6.4 Selection of the Chair and Vice Chair of the Board
- 6.5 Appointment of the Managing Director of BHP
- 6.6 Appointment of the Company Secretary to the Board
- 6.7 Composition and membership of Board sub committees
- 6.8 * Appointment, reappointment or removal of the external auditor

7. Remuneration

- 7.1 * Determining the remuneration policy for the Managing Director and Directors

8. Delegation of Authority

- 8.1 Delegation of functions to the Managing Director and Board sub committees
- 8.2 Approval of terms of reference of Board sub committees
- 8.3 * Receiving reports from Board sub committees

9. Corporate Governance

- 9.1 * Undertaking a formal review annually of its own performance, that of its sub committees and individual Board members
- 9.2 * Review of BHP's overall corporate governance arrangements

10. Other

- 10.1 Defence or settlement of litigation being material to the interests and reputation of BHP
 - 10.2 Approval of overall levels of insurance for BHP including Directors' and Officers' liability insurance and indemnification of Board members
 - 10.3 Major changes to the rules of BHP's pension scheme
-

B. Delegation to the Managing Director

1 Strategy and Management

- 1.1 Responsibility for the day to day executive management of BHP, its delivery and co-ordination of business operations
- 1.2 Ensure the necessary financial and human resources are harnessed in order to meet the stated objectives of BHP
- 1.3 Ensure that business planning is undertaken and risks identified
- 1.4 Management of overall strategy and policy development in BHP in accordance with the annual Delivery Plan and 5 year Business Plan
- 1.5 Liaison with the Council and other major stakeholders
- 1.6 Monitoring of the level and quality of service delivery by BHP and determining service plans
- 1.7 Meet all statutory and contractual obligations required to be met by virtue of the nature and operation of BHP

2 Financial Accountability and Control

- 2.1 Management of the overall budget and expenditure of BHP and ensure compliance of staff with financial regulations and contract procedure rules
- 2.2 Responsibility for budget and policy framework on virements between service budget heads
- 2.3 Responsibility for BHP's capital programme

- 2.4 To act on behalf of the Council in relation to any interest in land under Right to Buy legislation

3 Human Resources

- 3.1 Responsibility for staffing structure and all staffing policies
- 3.2 Responsibility for any restructuring of the service and related posts
- 3.3 Overall responsibility for the grievance/disciplinary and dispute resolution process in BHP and dealing with final grievance and disciplinary appeals including dismissals
- 3.4 Determining redundancies and levels of compensation payments (except for MD)
- 3.5 Ensure BHP meets its statutory and contractual obligations as an employer
- 3.6 Develop and implement performance management systems which monitor and appraise performance
- 3.7 Determining the remuneration policy and structure for staff in BHP (except for MD)

4 Contracts

- 4.1 Authority to award, extend, renegotiate, enter into or terminate contracts, provided always that an appropriate budget is available. Such delegated power to be exercised by any two Chief Officers acting jointly, one of whom will normally be the Managing Director.

5 Accountability to Residents/Stakeholders

- 5.1 Identification of residents' views and aspirations to inform the service of BHP
- 5.2 Responsibility for the continuous improvement of the service against Best value review targets
- 5.3 Communication to residents and stakeholders about BHP and consultations
- 5.4 Developing strategic partnerships to enable BHP meet its targets and improve its service
- 5.5 Ensure value for money in BHP service delivery and operations
- 5.6 Exercise such of the Council's regulatory and enforcement functions as have been delegated by the Management Agreement

5.7 Enable compliance with the Council's obligations under the Tenancy Agreement and Leasehold agreements

6 Delegation of authority

6.1 Management of clear delegation of authority from Managing Director to Finance Director, other Directors and Business Management Group

7 Other

7.1 To instigate and defend legal proceedings in cases appropriate to the function of BHP

7.2 Delegation to the Director of Finance

8 Audit & Financial Reporting

8.1 Management and maintenance of BHP's audit systems and internal/external financial controls

8.2 Provide financial reports on budget, expenditure and company accounts to the Board and stakeholders

9 Budget & Accounts

9.1 Prepare a framework for virements between budgets and a scheme for the treatment of year end balances for approval by the Board

9.2 Responsibility for all accounts and accounting records of the company

9.3 Operate such banking accounts as he/she may consider necessary