



Finance and Business Planning Committee Terms of Reference

Purpose

The Finance and Business Planning Committee is constituted under the provisions of para 22 (1) of the Articles of Association of East North East Homes Leeds.

The purpose of the Finance and Business Planning Committee is to review and interrogate the Business Plans and budgets of East North East Homes Leeds and to monitor performance against these. It will keep the Management Agreement under review and ensure compliance with it and the Memorandum and Articles of Association

The Committee will also monitor key Service Level Agreements in place with the Council, and advise the Board on setting of charges where that is necessary.

The Committee will actively support and drive the efficiency agenda within East North East Homes Leeds.

Constitution and Membership

The Finance and Business Planning Committee shall comprise at least five Board Members, with representation from each category of Board Member. The membership shall be determined and ratified by the Board.

The Finance and Business Planning Committee shall meet quarterly.

The quorum shall be three members of the Committee, representing at least two of the Board Member categories.

At the request of the Chair of the Committee, other Board members, Executive Team members, staff or external advisers may be in attendance at meetings.

An Officer of ENEHL will support the Committee, arranging for the location of meetings, circulating papers and taking minutes. Papers shall be made available five working days prior to the meeting date.

The ENEHL Publication Scheme applies and meetings of the Committee shall be open to members of the public in so far as items that are not exempt are concerned. Members of the public shall be entitled to attend as observers but shall not be entitled to speak at meetings. The Committee may receive questions from members of the public, subject to approval by the Chair.

Responsibilities and Duties of the Committee

The following principal responsibilities are delegated to the Finance and Business Planning Committee:-

1. To review and recommend to the Board for agreement, the Business Plan, and annual budgets, for East North East Homes Leeds, and the capital budget being managed on behalf of LCC;
2. To monitor performance against budgets and Business Plan;
3. To approve amendments and movements to the capital programme during the year;
4. To monitor compliance with the Management Agreement, Memorandum and Articles of Association and associated documents and appendices;
5. To review and consider the Financial Procedure Rules and Contract Procurement Rules, making recommendations to the Board;
6. To review and monitor the Service Level Agreements in place for Support Services and central Council services, recommending appropriate changes to the Board;
7. To review and approve levels of charges being made for services;
8. To negotiate, as appropriate, the Management Fee and capital allocations for East North East Homes Leeds;
9. To research and develop alternative funding mechanisms and attract additional funding to East North East Homes Leeds;
10. To promote the value for money agenda throughout East North East Homes Leeds;
11. To approve and review the Information Technology Strategy;
12. To approve, review and monitor the approach taken to Treasury Management;
13. To ensure that appropriate insurance cover is in place and make recommendations to the Board as necessary;
14. To monitor delivery of efficiency savings;
15. To make recommendations on changes in Policy to the Board.
16. The Committee has authority to approve work of an urgent nature with joint agreement of the Board Chair, Deputy Chair and Chief Executive