

REPAIRS TENDER TASK GROUP

TERMS OF REFERENCE

The Repairs Tender Task Group has been established by the Strategic Board at its meeting on 1 March 2007, to direct and oversee the repairs tender process and recommending detailed matters to future meetings of the Strategic Board for decision.

1 MEMBERSHIP

- 1.1 Members of the Repairs Tender Task Group shall be appointed by the Strategic Board. There shall be a minimum of Four Board Members:

Board Members:

Peter Linford
Paul Rowe (chair)
Valerie Schneider
Tony Sutton

- 1.2 Only Members of the Task Group have a right to attend its Meetings. However, the Group may invite any individual(s) it deems fit to attend the meeting in order to contribute to or aid the conclusion of its duties.
- 1.3 Membership of the Task Group shall be for the period of existence of the Group, or upon termination of membership by the Strategic Board, or upon resignation from the Strategic Board, or upon removal/disqualification from the Strategic Board, whichever occurs earlier.
- 1.4 The Chair of the Board shall be the Chair of the Repairs Tender Task Group. In the absence of the Chair of the Task Group or an appointed deputy, the Members of the Group shall decide the Chair for the Meeting.

2 SECRETARY

The Company Secretary shall perform this function.

3 QUORUM

- 3.1 The Quorum for the Task Group shall be any Three Members. Any External Individual(s) invited to attend the meetings of the Task Group shall not count towards the Quorum.

4 FREQUENCY

The Task Group shall meet as and when necessary, with a view to complete its work when it has fulfilled its duties or at the direction of the Board.

5 PROCEEDINGS OF MEETINGS

The same formalities will be observed as if the Group was a properly constituted committee of the Board, including –

- Notice of meeting to be sent out;
- Agenda to be prepared and provided to all members of the Group; and
- Minutes of meetings to be prepared, agreed at the subsequent meeting, and signed off by the chair.

6 DUTIES

- 6.1 To examine the Repairs Tender process in detail and consider the implications for the Company – strategic, financial, governance, public relations, staffing, relations with the Council and its long term customer relations with tenants and leaseholders;
- 6.2 To report to and advise the Board on these issues;
- 6.3 To ensure that the Company works closely with the Council and where necessary to seek joint meetings to achieve close working;
- 6.4 To meet where necessary with the Companies legal advisers;
- 6.5 Seek any information it requires either in person or writing from the Company to undertake its duties;
- 6.6 To consider the proposed tender price, and to make recommendations to the Board;
- 6.7 To consider the consequences of winning and losing the tender and ensure the Company has developed action plans for both scenarios.

7 REPORTING RESPONSIBILITIES

The Chair of the Group shall formally report to the meetings of the Strategic Board about the proceedings of the Group, and shall present any recommendations being made to the Strategic Board from the Group.

8 POWERS

- 8.1 The Group shall have no executive responsibilities;
- 8.2 The Group shall be empowered to comment, advise and make recommendations to the Strategic Board;
- 8.3 The Group may obtain, at the Company's expense, outside legal or professional advice in order to fulfil its duties;
- 8.4 The Group may determine Company communications to stakeholders about the progress of the repairs tender without reference to the Board.