



Nottingham
City Homes

PROPERTY SERVICES COMMITTEE

TERMS OF REFERENCE & DELEGATION OF POWERS

PROPERTY SERVICES COMMITTEE - TERMS OF REFERENCE

The Property Services committee (PSC) is charged by the Board with the responsibility and authority to ensure that the affairs of the Company in relation to the delivery of an efficient, effective and viable repairs and maintenance service is carried out.

The Property Services committee (PSC) shall on behalf of the Board establish a framework, monitor and determine the effectiveness of planned property investments, renovations and new build activities that the Company may from time to time undertake.

The Property Services committee (PSC) shall be accountable to the Board and shall report upon its activities at each meeting of the Board.

The Board shall ensure that as appropriate suitable arrangements and authority for any urgent decisions of the Property Services committee between Board meetings are in place.

On behalf of the Board the Property Services committee shall as appropriate ensure that the Company's affairs in relation to those connected activities that are specifically set out within the Management Agreement between the Company and the City Council in relation to;

- Customer Service policy and strategy
- Risk Management
- Service Performance and Improvement
- Tenant Involvement
- Financial

and that may from time to time be more particularly described and detailed within the Company's Annual Delivery Plan are at all times appropriately and effectively considered.

Delegated powers
General Governance
Receive and consider reports from staff on any statutory, regulatory or inspection reports, recommendations, or notices of non-compliance with requirements in relation to the Property Services Directorate, as well as the proposed responses and action plans.
Ensure the Company is operating within recognised codes of practice and Standards.
Customer services policies and strategies
Determination, and review on a planned rolling programme, of key strategies and policies for the two Property Services areas of operation namely, Commercial Delivery and Asset Management
Review of, and advice to, the Board, on all matters pertinent to the Property Services portfolio
The acceptance of reports from the Director of Property Services for decision by the committee
Performance monitoring and improvement
Reviewing high level performance against key outcomes
Reviewing and prioritising high level risk in relation to the Property Services portfolio
Tenant involvement
Keeping the effectiveness of the tenant involvement/resident consultative structures under review, promote actions to promote their improved effectiveness,
Financial
Monitor and review financial performance within the Directorate.
Receive budget estimates which reflect agreed capital expenditure plans for capital works managed by the Company on behalf of the City Council, on an annual basis.
Audit and Internal Control
Receive and consider Property Services audit reports by the internal auditor on significant audit findings, together with the response from managers to these reports.
Monitor the timely implementation of Property Services audit report recommendations and the respective action agreed by management.
Monitor the performance of key Property Services Service Level Agreements (SLAs).
Risk Management
To assess, monitor and review the Key Directorate risks and the Directorate Risk Register on a quarterly basis.

Mission Statement

The Property Services committee acting on behalf of the Board of Nottingham City Homes shall through its close working relationship with the Director of Property Services actively encourage and seek to create a culture that will continually seek to improve the quality of maintained housing stock across the City through but not limited to strategic and innovative investments that will be linked to realistic outcomes together with setting out underlying objectives that will add real and measurable value to those services provided.