

My ref: AM/Company Secretariat  
Tel. 0115 915 7362 (Direct Line)

Your ref:



Dear,

**Nottingham City Homes Ltd**  
**Revision of the Management Agreement**

Further to our previous conversations regarding the above, I formally invite you to an interview to discuss your proposals on [Date]. The interview will take place at the Company's head office: 14 Hounds Gate, Nottingham, NG1 7BA. Please report to the main reception i.e. "Staff and Visitor Entrance" and ask for Rebecca Winch on arrival (extension 57253).

Please note that there are no on site parking facilities however car parks are located nearby and a map is enclosed for your assistance.

Please find the enclosed information pack comprising:

1.	Project Brief
2.	DVD – Nottingham City Homes - "Striving for Excellence"
3.	Ten Year Strategy document – "Striving for Excellence"
4.	CD comprising: a) Management Agreement b) Memorandum and Articles of Association

The project brief sets out the information required for the interview. However, you may wish to provide an example of one you did earlier for the purposes of the interview. However, please note that the Interview Panel may wish to retain any

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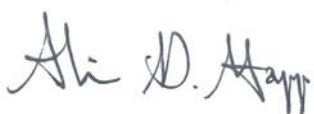
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information you submit solely for the purpose of post interview evaluation.  
However they will be returned to you on the completion of that evaluation. If you wish to make a power point presentation, facilities will be available for you.

I trust the information provided is sufficient for your preparation however please do not hesitate to contact me should you require any further assistance.

Kindly acknowledge receipt.

Yours sincerely,



**Alison Mapp**  
**Company Secretary & Solicitor**

Encs.



## **PROJECT BRIEF**

### **Summary**

This brief sets out the key principles for developing a new ten year management agreement between Nottingham City Council (NCC) and its ALMO, Nottingham City Homes (NCH). The aim is to develop an agreement that reflects the partnership working arrangements between NCC and NCH

### **Background**

Nottingham City Homes (NCH) was established in 2005, under approval of Secretary of State under Section 27 of Housing Act 1985. The management agreement is the legal agreement between NCC and NCH which sets out the delegation of functions to NCH and the arrangements between NCC and NCH.

The current Management agreement runs from 2005 (the formation of NCH to 2010, when it was originally envisaged that the Decent Homes programme would be completed. At the NCC Executive Board in 21<sup>st</sup> October 2008, prior to NCH's re-inspection, it was agreed the agreement be extended to 2013 to cover the new Decent Homes programme.

However at the joint seminar between NCC and NCH in June 2009, it was further agreed, in principle, to develop a new ten year management agreement. NCH is now delivering good (2\*) services for Council tenants with excellent prospects for success as accredited by the Audit Commission following the November 2008 inspection. , This has been further evidenced through the recent results of the annual customer satisfaction survey where customer satisfaction is now 80% (an improvement from 60% in 06/0 and 69% in 07/08).

Nottingham has significant ambition to transform its neighbourhoods, and there is recognition that the ALMO has a key role to play to support the delivery on this ambition.

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## Proposal

It is proposed that the new management agreement should enable Nottingham City Homes to:

- Build, own and manage new build housing
- Participate in wider regeneration activities
- Allow new “arms length” activities, including delivering new services for the council
- Provide services for other organisations

In addition, the new agreement should review and where appropriate revise the current division of responsibilities, including the arrangements for service level agreements and repairs service.

The new agreement should give due consideration to the government’s consultation paper on Council Housing Finance.

Our aim is to have a draft agreement by December 2009, for consultation with CLG in early 2010.

## Interview Preparation

The interview will take the form of a discussion regarding your proposal. Accordingly please note the following requirements below:-

1) In view of the proposal set out in the above brief and with reference to the documents numbered 2 - 4 in the covering letter to this brief, please draft in outline heads of terms only, your proposals for the review of the NCH Management Agreement and the Memorandum and Articles of Association as appropriate.
2) Please outline what your firm can offer NCH in the delivery of this commission and why NCH should appoint your firm. You may refer to previous work you have done for other ALMOS in this regard.
3) Please submit a costs estimate with a breakdown of the work involved in terms of the revision to the Management Agreement and any consequential revisions to the Memorandum and Articles of Association as appropriate.
4) Please confirm your capacity to comply with the December 2009 timescale

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