

**Resources & Performance Committee**

**Committee Terms of Reference**

**April 2021  
Final Version**

***Approved by the Board on 28<sup>th</sup> April 2021***

## 1.0 Purpose of the Committee

The Board of the Housing Executive wishes to prioritise and strengthen further its strategic role to enable more time to focus on issues which are high level and of fundamental importance to the current and future direction of the organisation.

Accordingly, the Board has established the Resources & Performance Committee. Its primary function is to support the Board in carrying out its constructive challenge and oversight function and as such the Board has delegated authority for the Committee to approve and authorise spend in line with the agreed scheme of delegations.

Whilst it is not intended that the activities of the Committee should be constrained, it is also the duty of the Committee to report to the Board any matters of strategic significance, irrespective of any delegated limit or other power.

## 2.0 The role of the Chair

- a. Provide effective leadership to the Committee, this includes how the Committee operates, builds relationships and engages with stakeholders;
- b. Meet with the Board Chair as required;
- c. Ensure that the Board is briefed on matters deemed significant on behalf of the Committee;
- d. Ensure that new Committee Members are briefed on appointment;
- e. Ensure that that induction and training needs are considered and met; and
- f. Ensure that Independent Members' performance is formally assessed on an annual basis.

## 3.0 The role of the Committee - Overall Objectives

The Committee will provide constructive challenge and oversight of the items identified below and refer on to the Board for approval:

- a. The Corporate and Annual Business Plan;
- b. The Annual Budget; and
- c. Will defer any decision which could be deemed novel and contentious. For the avoidance of doubt this does not affect the discretion of the Committee to refer any of the items identified as requiring its approval to the Board for approval, for any other reason, as it considers appropriate and proper.

In light of the powers delegated by the Board, the Committee has responsibility for agreeing and approving the items identified below:

- a. To agree and approve the strategic financial and resourcing plans to align with the achievement of our corporate objectives;
- b. To ensure the monitoring of performance against the approved corporate and business plans, including achievement of the targets and Key

- Performance Indicators, and consideration of any corrective measures required;
- c. To ensure the monitoring of performance against the approved annual budget, including any corrective measures required;
  - d. To agree and approve any significant policy changes or new policies that support delivery of our corporate objectives;
  - e. To agree and approve any significant financial or establishment changes that support delivery of our corporate objectives; and
  - f. To provide the Board with assurance that monitoring and due process is undertaken on all land disposals, and to approve those disposals above a value of £500k.

## **4.0 Membership**

- a. The Committee will comprise three Board Members and up to two Independent Members who shall be appointed by the Board on the recommendation of the Board Chair.
- b. One of the Board Members of the RP will be appointed as the Chair of the Committee by the Board on the recommendation of the Board Chair.
- c. In the event of the Committee Chair not being able to attend a scheduled meeting, the other members of the Committee should appoint one of the remaining Board members as a temporary Chair to facilitate the effective management of the meeting. An independent member should not be appointed a temporary Chair.
- d. The Board reserves the right to rotate Committee Membership at any time.
- e. The Board Chair may attend the Committee as a non-member, and;
- f. Any Board Member may attend a Meeting of the Committee in the capacity of observer, or to assist the Committee with discussions on any particular matter.

## **5.0 Quorum**

The quorum of the Committee shall be 3 Members, namely the Chair (and/or nominated Chair) and 2 other Members.

In the event of a vacancy or emergency meeting, the quorum of the Committee shall be 2 Members, namely the Chair (and/or nominated Chair) and 1 other Member.

## **6.0 Declaration of Interests**

Members are reminded of their legal obligations in relation to the disclosure of pecuniary interests as imposed by sections 28, 29 and 146 of the Local Government (NI) Act 1972, as applied to the Board by Schedule 1 of the Housing Order 1981.

- a. A Declaration of Interests Register will be kept and Members will be required to declare any interests in accordance with the Code of Practice for Board Members;

- b. Members must update the declaration of interests register at least annually, or as changes occur;

Members are also reminded of:

- c. The obligation not to misuse information gained in the course of their public service for personal gain or for political profit;
- d. Or to promote their private interests or those of connected persons or organisations.

## **7.0 Meetings**

- a. The Committee shall meet at least four times per year;
- b. The Chair of the Committee may convene additional meetings as deemed necessary;
- c. Notice of Meetings will be given in accordance with Standing Orders and Board Scheme of Delegations;
- d. Officials identified below should be ordinarily in attendance:
  - i. Chief Executive;
  - ii. Directors (Finance, Corporate Services & Regional)
- e. Other officers of the Organisation may be invited to attend including those identified below:
  - i. Other Directors;
  - ii. Assistant Directors; and
  - iii. Any other internal Officer(s) as required.

## **8.0 Conduct**

All Committee Members are expected to conduct themselves in accordance with the Seven Nolan Principles of Public Life and comply with the current Code of Practice for Housing Executive Board Members.

## **9.0 Reporting Responsibilities**

The Committee Chair shall provide a verbal update at the next Board meeting.

The Update to the Board should summarise:

- Any specific matter that the Committee wishes the Board to make a decision or provide approval;
- An overview of the Minutes; and
- A summary of any decisions reached by the Committee in accordance with the executive powers delegated to the Committee.

## **9.0 Secretariat**

The Secretariat will be responsible for:

- a. Ensuring Committee Members have electronic access to their papers at least one week in advance of all meetings;

- b. Ensuring Minutes of meetings are drafted and adequately reflect salient points and capture all necessary actions;
- c. Developing and rolling-out an Induction Plan for new Committee Members;
- d. Facilitating the Committee's annual self-effectiveness review in line with Best Practice;
- e. Facilitate the annual performance appraisal process for Independent Members;
- f. Facilitating reviews of the Terms of Reference as required and publishing accordingly; and
- g. Ensuring appropriate training arrangements are progressed as required.