

**Asset Management and Maintenance Committee**

**Terms of Reference**

## 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 an Asset Management and Maintenance 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 executive powers to the Committee to make decisions in line with the scheme of delegations up to the value of £15million (see below).

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 and Independent Advisers are briefed on appointment;
- e. Ensure that that induction and training needs are considered and met; and
- f. Ensure that Independent Advisers' 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 annual planned stock investment programme.
- b. Any new asset related strategies.
- 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.

The following are the responsibilities of the Asset Management and Maintenance Committee:

- a. To agree and approve the Annual Improvement and Investment Plan and to share the Plan with the Resources and Performance Committee.
- b. To agree and approve (under delegated authority from the Board), significant asset related procurements up to values of £15million.
- c. To ensuring the monitoring of overall organisational progress in respect of asset management initiatives against objectives set out in the Asset Management Strategy.
- d. To ensure the monitoring of performance against Key Performance Indicators and service delivery plans, including monitoring the effectiveness of any corrective measures required, particularly in relation to:
  - Repairs service KPIs

- Planned programme delivery
  - Statutory compliance KPIs
  - DLO financial performance
  - Adaptation KPIs
- e. To ensure the monitoring of performance against the approved repairs, CoTs, compliance budgets, including monitoring the effectiveness of any corrective measures required.
- f. To agree and approve any significant policy changes or new policies in respect of asset management or maintenance related services and where appropriate recommend these to the Board.

## **4.0 Membership**

- a. The Committee will comprise a minimum of four Board Members and up to two Independent Advisers who shall be appointed by the Board on the recommendation of the Board Chair;
- b. Decisions of the Committee are taken by Members, in line with the powers delegated by the Board to the Committee. Independent Advisers do not have a role in decision-making and are not responsible for any decisions taken by the Committee but provide expert advice and guidance to the Committee and its Members.
- c. One of the Board Members of the Asset Management and Maintenance Committee will be appointed as the Chair of the Committee by the Board on the recommendation of the Board Chair;
- d. 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 Adviser should not be

appointed a temporary Chair;

- e. The Board reserves the right to rotate Committee Membership at any time;
- f. The Board Chair may attend the Committee as a non-Member; and
- g. Any Board Member may attend Committee Meetings in the capacity of an observer, or to assist the Committee with discussions on particular matters.

## **5.0 Quorum**

The quorum of the Committee shall be two Members, namely the Chair (and/or nominated Chair) and one other Member.

## **6.0 Declaration of Interests**

Members and Independent Advisers 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 and Independent Advisers will be required to declare any interests in accordance with the Code of Practice for Board Members;
- b. Members and Independent Advisers must update the declaration of interests register at least annually, or as changes occur;

Members and Independent Advisers 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 attending by invitation of the Committee must include:
  - i. Chief Executive;
  - ii. Director of Asset Management;
  - iii. Other Directors as appropriate;
  - iv. Head of DLO;
  - v. Assistant Directors as appropriate; and
  - vi. Any other internal Officer(s) as required.

## **8.0 Conduct**

All Committee Members and Independent Advisers are expected to conduct themselves in accordance with the Seven Nolan Principles of Public Life and the same expectations for conduct as set out in 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.

## **10.0 Committee Support**

The Board and Committee Support Team and other relevant officers will be responsible for:

- a. Ensuring all meeting participants 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 and Independent Advisers;
- d. Facilitating the Committee's annual self-effectiveness review in line with Best Practice;
- e. Facilitate the annual performance appraisal process for Independent Advisers;
- f. Facilitating reviews of the Terms of Reference as required and publishing accordingly; and
- g. Ensuring appropriate training arrangements are progressed as required.

## DOCUMENT CONTROL SUMMARY

<b>Title</b>	Asset Management & Maintenance Committee Terms of Reference
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