# **Hexagon Housing Association Ltd**

# **Board of Management**

**29th September 2015**

###### Agenda Item 3

**Chief Executive’s Report**

**Report by the Chief Executive**

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| ***1.0*** | ***Summary*** |
| 1.1 | This report provides an update across a range of issues and makes three recommendations. |
| ***2.0*** | ***Recommendations*** |
| 2.1 | That the Board formally delegates responsibility for delivery of timely and accurate data returns to the Finance and IT Director, with oversight by the Chief Executive. |
| 2.2 | That the Board approves the change to the Standing Orders & Delegated Authorities as outlined in Section 4 below. |
| 2.3 | That the Board notes the remainder of the report. |
| ***3.0*** | ***Update on HCA Regulatory Returns*** |
|  | At the July Board meeting, I produced a report entitled ‘HCA Regulating the Standards’. As part of that report, I recommended that the Board formally delegated responsibility for all data returns to the Finance Director, with further oversight by the Chief Executive.  A decision on this recommendation was deferred to the September meeting as a request was made for a list of all the regulatory requirements with some further information on our track record over the last three years.  I therefore now attach under **Appendix A**, the information requested.  As Members can see, in terms of submitting the returns on time, over the past 2½ years, we have had one return submitted one day late due to some problems in accessing the information management system. Other than that, all returns have been done on time. There was no come back from the HCA in respect of that individual return.  As the HCA are also concerned about the accuracy as well as timeliness, we have included a section in the Appendix on whether the quality of the submission as OK or not. In answering this question, we have included comments where we had some follow up queries from either the HCA or GLA. The Finance Director confirms that in respect of these queries we responded quickly, so no fundamental concerns were expressed by either the HCA or the GLA.  I would remind Members that at the last meeting, they requested that the annual Internal Controls Assurance Statement, which goes to the Audit & Risk Committee and the Board, updates this information on an annual basis. I can re-confirm this will be done in the future.  Taking that all into consideration, I would recommend that the Board formally delegates responsibility for delivery of timely and accurate data returns to the Finance & IT Director with oversight by the Chief Executive.  For the avoidance of doubt, any issues of non-compliance will be reported to the Chair and the Board at the earliest opportunity. |
| ***4.0*** | ***Changes to Standing Orders & Delegated Authorities (SODA)*** |
|  | The Board recently agreed changes to the Audit & Risk Committee Terms of Reference to ensure that the Chair of the main Board was not a voting member of the Audit & Risk Committee.  To tidy up our Standing Orders & Delegated Authorities, I now propose that the following changes are made to SODA.  Audit & Risk Committee  *The Audit & Risk Committee is a sub-committee of the Board and is responsible for advising the Board on matters of internal control and risk management. The Committee will comprise of* ***5 to 7 members****, the Committee will elect its Chair from the membership, but the Chair of the Board shall not be either a voting member or the Chair of the Audit & Risk Committee. The quorum of this Committee is 3 and it will meet at least three times a year.*  The Terms of Reference for this Committee sets out its purpose, servicing and reporting requirements.  Another small change is needed as the current SODA excludes a new post which we created entitled ‘Estate Services Contracts Monitor’ within our Housing Services Department. This postholder is currently unable to place any works orders for communal repairs, but it is a task that needs to be done very frequently. It would therefore be preferable if they could issue these orders direct rather than rely on Customer Services staff to place the relevant orders, as this is inefficient and can delay important repairs.  It is, therefore, proposed that the SODA be amended as follows:  Under Housing Services: 4.13  *The Estate Services Contracts Monitor is authorised to a) authorise or commit works expenditure within approved budgets and the authority set out in the Delegated Authority Schedule.*    (A £1,000 limit will be inserted in the Delegated Authority Schedule). |
| ***5.0*** | ***Notes from Away-Day held on Saturday, 5th September*** |
|  | At the time of writing this report, I have not yet received the notes from the Away-Day from Campbell Tickell. I do, however, anticipate that I will receive these shortly before the papers go out, so I will include them on this agenda for Members’ information as **Appendix B**.  My sense is that there will probably be a little bit more detailed work to do on developing a clear action plan and I would therefore propose that we finalise this for the November Board meeting. |
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