**Hexagon Housing Association**

**IDA**

Required documents

November 2016

**For each document, the most recent version is requested.**

1. Organisation structure charts and documentation covering:

* governance structure
* executive team
* any joint ventures / special purpose vehicles etc.
* details of shareholdings and control, debt flows and potential total exposure, guarantees, covenants and any on-lending
  + list of current board members
  + board members skills summary report
  + confirmation of turnover and potential total exposure
  + confirmation of any external borrowings

1. Terms of reference for board and all sub-committees
2. Examples of independent advice (e.g. legal/financial advice) Hexagon has taken on key business decisions such as lending and ensuring it is acting within its charitable rules (i.e. intra vires)
3. Assessment of compliance against code of governance
4. Summary report of annual review of board effectiveness and any subsequent action plan
5. Most recent independent review of governance report and any subsequent action plan
6. Most recent independent review of board appraisal
7. Schedule of board succession planning
8. Statement / board paper confirming how the requirement for “protection of social housing assets” is being met
9. Risk management strategy
10. Risk map and risk report considered by the board and corresponding minutes of the meeting
11. Risk report presented to Audit and Risk Committee
12. Statement of Board’s risk appetite
13. Board report on welfare reform including possible impact of Local Housing Allowance
14. Internal controls framework document
15. Internal audit summary report on audits carried out in 2015/16
16. Internal audit plan for 2016/17
17. Performance report to board against the Corporate Plan and KPIs
18. Annual Report and Financial Statements (OFR)
19. Management accounts
20. Treasury management policy and annual treasury and funding strategy
21. Treasury management report to board
22. Board reports covering ring fence arrangements
23. Investment policy/strategy
24. Value for Money progress report to board
25. Asset management strategy, including assumptions underpinning stock condition surveys
26. Board report on asset and liability register
27. Board report on arrangements for ensuring compliance with the new regulatory framework
28. Development strategy and programme
29. Board report to enter into market sales
30. Board report on development programme
31. Board report on impact of Right to Buy on Hexagon
32. Risk assessment report on the care and support business within Hexagon

Latest set of board/committee papers for each committee within the governance structure