

# Property Oversight & Projects (POP) Committee

## Terms of Reference

**This note sets out the terms of reference of the POP committee.**

**The primary purpose of the committee is to enable the Board of Trustees to delegate effective and active governance on property specific issues which will monitor, analyse, investigate and report on matters relating to LHA's strategic objectives, policies and statutory obligations and to report into and make appropriate recommendations for approval by the full Trustee board.**

The committee will consist of no more than five Trustees and no fewer than three, plus the Chief Executive Officer. The Trustees will normally but not essentially, have some property related skills and selection will be approved by the full Trustee Board. Other key members of staff and/or advisors will be invited to attend as necessary.

The meeting will be quorate when a minimum of two Trustees and the CEO are present.

The committee will typically meet quarterly, generally prior to the full Trustees meetings, although more frequent meetings may be called by the CEO or Chair, for example in connection with acquisitions, sales or specific projects.

The CEO will arrange for minutes of the meetings to be taken and circulated for access by all Trustees and the Senior Executive team.

The objective of the committee is to consider the following matters:

- The performance and quality of the property portfolio.
- Review future project requirements, ongoing contracts, budgets, cash flow and associated procurement issues.
- Discuss acquisitions, sales, leases and capital investment strategy relevant to the LHA Strategic Plan in order to inform report and recommend decisions at main board level
- Review compliance against LHA policies and statutory controls and instigate new procedures, systems or controls where necessary.
- Review the effectiveness and adequacy of internal and external staffing resources
- Any other matter deemed appropriate by the CEO under the remit of the committee.

It should be noted that the committee is intended as a forum to discuss strategic and specific matters in relation to the management of the Charity's business. It is specifically not a decision making body.

Delegated authority has been granted by the Trustee Board for the CEO and POP committee to approve unanticipated costs which will lead to the overall total annual projects budget being exceeded by no more than £50,000, without the necessity to obtain Board of Trustees consent.

Authority is also granted for the POP committee chair or other delegated member, to sign leases or other legal documents, as an LHA London Director, on behalf of the Board of Trustees.

The POP committee will ensure that its' activities are coordinated with the Social Policy committee, holding joint meetings as necessary, to ensure consensus and consistency in achieving LHA strategy.

The committee will continue until such time as the Trustee Board decides otherwise.

## **1. Projects:**

For capital projects, including upgrades and major refurbishment projects, but not routine maintenance, the Committee will:

- 1.1 Ensure that each project has a viable Business Plan, Board approval and an authorised budget.
- 1.2 Review procurement options and identify the most suitable strategy and contract types and conditions.
- 1.3 Agree whether to appoint an external project administrator.
- 1.4 Agree the process for appointment of any other consultants, e.g. architect, quantity surveyor, planning, etc.
- 1.5 Review and agree the scope of work and design brief. RMC Terms of Reference and Guidelines Ver 3 – 13.02.16
- 1.6 Participate, as appropriate, in the selection process for the bidders. Attend bidder selection meetings, for major projects, as appropriate.
- 1.7 Review the project administrator's and other consultants' reports.
- 1.8 Attend regular meetings with the selected contractor, for major projects, as appropriate.
- 1.9 Provide support to the CE to achieve completion within the approved budget.
- 1.10 Based on the circumstances and market conditions, recommend contingency sums for inclusion in LHA's budget.
- 1.11 Monitor safety performance, quality of work and compliance with planning and environmental requirements.
- 1.12 Monitor the actual schedule against the contractual schedule and agree any actions to minimise over-runs.
- 1.13 Review cost reports and approve any final cost settlement.
- 1.14 Review and issue a post-project report for inclusion in Board papers. This will include the Business Plan, Contract Strategy and Lessons Learnt for the benefit of future projects.

## **2. Interaction with the Social Policy Committee:**

2.1 The POPC will co-ordinate its actions with the SPC in respect to the Key Performance Indicators.

2.2 For new acquisitions and major refurbishment projects, the POPC will solicit relevant SPC input at an early stage in the planning process which will minimize any rework by consultants.

Examples of such specific input are:

- room formats in terms of numbers sharing each room and numbers of different room types within a building.
- decision on catered or non-catered, for which residents' profile data and survey feedback are significant.
- provision of communal facilities and use of outside space.
- feedback on residents' preferences and feedback on problems/issues with existing buildings. This will be incorporated as appropriate into the new or refurbished facilities.
- assessment of the impact of increasing the percentage of young people or increasing the proportion of affordable accommodation to people on the London Living Wage level.

These issues should be part of the business case.

The CE will first provide an initial plan with ideas and suggestions on the various options for new properties or major refurbishments. Then the POPC and the SPC will comment before agreeing on the best option. This will allow consideration from the outset on how far the selected option moves us towards our strategic objectives.

(RMC Terms of Reference and Guidelines Ver 3 – 13.02.16)

Where there is overlap with the work of the SPC, the POPC Chairman will liaise in the first instance and joint meeting(s) may be convened if necessary.

### **3. Strategic Plan**

The Committee will review the POPC Group actions which are identified in the 10-Year rolling Strategic Plan. The Committee will ensure that it meets its scheduled dates as listed in the Milestone Review. If not, revised dates will be agreed.