enfieldhomes
www.enfieldhomes.org

# CAPITAL PROJECTS COMMITTEE

Terms of Reference

## 1. Purpose of Committee

1.1 To support the achievement of the Enfield Homes' vision, particularly the achievement of Decent Homes through the development, monitoring and overview of major capital projects.

The Committee will take the lead for the Board in the following areas:

- Planning and development of the Capital Programme
- Performance monitoring against key delivery PIs, programme and finance and benchmarking with peer groups
- Capital financial planning and detailed capital monitoring
- Customer involvement and customer satisfaction with capital work
- Procurement of capital projects
- Impact and outcomes achieved by the capital programmes

1.2 The work of the Committee will not be limited to these areas and additional areas will be taken on as appropriate and as delegated by the Board.

1.3 The Committee will report to the Board on a bi-monthly basis on its activities and provide an annual report to the Board after the end of each financial year.

1.4 The Committee will make recommendations to the Board on an ad-hoc basis.

1.5 The Committee, through its Chair, will report on its activities to each Board meeting. In doing so, the Chair will have regard to whether anything reported is commercially confidential, and should be reported in part 2 of the Board's agenda.

## 2. Quorum

2.1 The quorum for the Committee shall be 2; with one member from at least two groups present.

## 3. Frequency of Meetings

3.1 The Committee shall meet bi-monthly.

## 4. The Committee's Responsibilities

4.1 To contribute to the planning and development of the annual capital works programmes with a view to achieve Decent Homes by 2014 and discharge Enfield Homes' responsibilities under the terms of the Management Agreement as an agent to the landlord.

4.2 To agree a suite of KPIs for capital programme monitoring at both a strategic and project specific level and to receive regular performance reports and to ensure appropriate organisational learning and service improvement is achieved.

These reports may include:

- Customer satisfaction with product and service
- Customer engagement pre contract, during and post contract
- Economic predictability in respect of both cost and time
- Construction performance, defects and quality
- Safety
- Added value, environmental impact, training and development
- Benchmarking data

4.3 To agree capital budgets and undertake detailed financial monitoring down to a project level. To receive regular financial monitoring reports.

4.4 To agree a resident consultation action plan for the capital programme and monitor performance against the plan.

4.5 To agree a specific leaseholder engagement action plan and to monitor performance against the plan.

4.6 To receive reports on and monitor the procurement of capital works projects.

## 5.0 Voids Review (Short–life Project)

5.1 To contribute to the review of the responsive maintenance contract arrangements for Enfield Homes with particular regard for void re-servicing to ensure that Enfield Homes achieve best value for money from the contracts.

5.2 To receive from officers, a risk based options assessment of the current contractual arrangements and review officer's recommendations

5.3 To receive progress reports from officers during the review period.

5.4 To receive reports making clear recommendations for process and contract changes to allow Enfield Homes to effectively manage the contractual arrangements in the interim.

5.5 To receive reports, advise on and monitor both the internal service review of the responsive maintenance service and proposals for the re-procurement of the responsive maintenance contracts.