

## BOARD SUB-COMMITTEE LIST (19) 2009

<b><u>Officers</u></b>	
<b>Chair</b>	Rose Wilson
<b>Vice Chair</b>	Trevor Peel
<b>Treasurer</b>	Linda Clemett

<b>Nominations Committee</b>	
Five members of the Board. Three = quorum	
♣	Rose Wilson (Chair)
♣	Chris Mansfield
♣	Peter Murrell
♣	<i>Vacancy New Board member after appointment</i>
♣	<i>Vacancy New Board member after appointment</i>
♣	Company Secretary (Secretary)
♣	Assistant to Company Secretary (Minute Secretary)

## Audit Committee

A Minimum of Five members of the Board. Three = Quorum.

♣ **Philip Tolchard (Chair)**

♣

♣ Trevor Peel

♣

♣ ***Vacancy New Board member after appointment***

♣ Chris Mansfield

♣ Peter Murrell

♣ Richard Taylor

♣ Linda Clemett (Ex Officio)

♣ Chief Executive to attend

♣ Continuous Improvement Director to attend

♣ Director of Finance (Secretary)

<b>Human Resources &amp; Remuneration Committee*</b>
Five members of the Board. Three = Quorum
♣ NB the Chair of the Committee to be the vice chair of the organisation, unless the vice chair is disqualified because s/he is an employee of another housing association. If the latter is the case the chair will be elected by the committee at its first meeting. In the event of the Vice Chair already being a member of the Committee another member will be co-opted.
♣ Jenny Brierley (Acting Chair)
♣ Trevor Peel
♣ <i>Vacancy New Board member after appointment</i>
♣ Rose Wilson
♣ Philip Tolchard
♣ Head of Human Resources to attend
♣ Company Secretary (Secretary)
♣ Assistant to Company Secretary (Minute Secretary)

Groups:

<b>Evictions Scrutiny Group*</b>
Five core members. All Board members invited to attend. Three=Quorum.
♣ Peter Murrell (Chair)
♣ Peter Hill
♣ Claire Baker
♣ Samuel Akpabio
♣ Linda Clemett
♣ Operations Director (Secretary)

\* Note: These committees meet at the same time.

### **Business Development Scrutiny Group\*\*\***

Five core members. All Board members invited to attend. Three=Quorum.

- ♣ Richard Taylor (chair)
- ♣ Trevor Peel
- ♣ Claire Baker
- ♣ Chris Mansfield
- ♣ Philip Tolchard
- ♣ Operations Director (Secretary)

### **Finance Scrutiny Group\*\***

Five core members. All Board Members invited to attend.  
Three = Quorum.

- ♣ Linda Clemett (Chair)
- ♣ *Vacancy New Board member after appointment*
- ♣ Chris Mansfield
- ♣ Peter Murrell
- ♣ Trevor Peel
- ♣ Director of Finance (Secretary)
- ♣ Financial Accountant (Minute Secretary)

<b>IT Scrutiny Group**</b>	
Five core members. All Board members invited to attend. Three=Quorum.	
♣	Philip Tolchard (chair)
♣	Claire Baker
♣	Peter Murrell
♣	<b><i>Vacancy to be filled after additional Board Members recruited</i></b>
♣	<b><i>Vacancy to be filled after additional Board Members recruited</i></b>
♣	Director of Finance to attend
♣	Head of ICT (Secretary)

\*\*Note: These Committees meet at the same time

#### **OTHER APPOINTMENTS**

Best Value Steering Group: <b>(3)</b>	Peter Hill, Claire Baker and <b><i>two new Board Members to be appointed when s/he has been coopted</i></b>
Women's Holiday Fund: <b>(2)</b>	Claire Baker and Linda Clemett
Diversity Group: <b>(2)</b>	Claire Baker, Samuel Akpabio and 1 new board member after cooption
MKT <b>(1)</b>	Liz Williams, Joe Ward, Deborah Knowles Jenny Brierley.
<b>CG Services Ltd (3 Directors)</b>	Gary Lashko Jenny Brierley Philip Tolchard

In addition the Board needs to nominate an independent Board member for the CG Services Board to make the separation from Carr-Gomm clearer. A process for this must be agreed by the Board and it is suggested that a similar process to that suggested for finding new Carr-Gomm Board members should be adopted.

☐ NOTE: Although Committees and Groups have specific membership the Terms of Reference of committees and groups allow all Board members to attend. In the case of the Finance Scrutiny Group, it considers Board papers and so no special administrative arrangements are necessary. Members are encouraged to attend this group, which meets before the main Board. In the case of other Committees and Groups, Board members who plan to attend a meeting where they are not a member

will need to be sent papers and are asked to contact the Company Secretary in advance so that this can be arranged.

## LEAD BOARD MEMBERS

Lead Board members are those to whom the organisation may turn for consultation on strategy or policy issues in advance of papers to Board/Committees or as delegated. In the light of the debate on fire safety at the Board Meeting on 18 September, it is recommended that it would be appropriate to designate a fourth portfolio – health and safety and the suggested list of lead board members list is as follows.

- |                            |                      |
|----------------------------|----------------------|
| 1. Equality and Diversity: | Samuel Akpabio       |
| 2. Client Involvement:     | Richard Taylor       |
| 3. Property:               | <b><i>Vacant</i></b> |
| 4. Health and Safety       | Chris Mansfield      |

## FUTURE FOCUS GROUPS (PREVIOUSLY CLIENT FOCUS GROUPS)

Region	Chair	Client Board Members
North	Trevor Peel	Peter Hill
London	Linda Clemett / Chris Mansfield	Samuel Akpabio
South	Richard Taylor	Peter Murrell
West	<b><i>vacant</i></b>	Claire Baker