

Section: 2. Barnet Homes Delegation

Barnet Homes Board delegations to full Board, Board Members and the Chief Executive Officer

2-1. Introduction

- 2.1.1 Barnet Homes will be responsible for all of Barnet Council's HRA housing stock, together with associated buildings, such as garages on and adjacent to estates, storage facilities, and estate open spaces.
- 2.1.2 Barnet Homes will provide housing maintenance services for the Council's temporary accommodation hostels, some of which are in the HRA and some in the General Fund.
- 2.1.3 Barnet Homes will manage the Community Centres on HRA estate land, and the Claremont Road Community Centre which is on General Fund land.
- 2.1.4 Barnet Homes will operate in accordance with the Memorandum and Articles of Association.
- 2.1.5 Barnet Homes will prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, Barnet Homes have:
- selected suitable accounting policies and applied them consistently;
 - made judgements and estimates that are reasonable and prudent;
 - followed applicable United Kingdom accounting standards; and
 - prepared the financial statements on the going concern basis.
- 2.1.6 Barnet Homes are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.
- 2.1.7 Barnet Homes are responsible for ensuring that the directors' report and other information included in the Annual Report is prepared in accordance with company law in the United Kingdom.

Delegation to Barnet Homes

- 2.2.1 The housing management functions to be delegated to Barnet Homes are listed below.

- Stock investment decisions and procurement
- Responsive repairs and procurement
- Rent collection, account management and dealing with arrears
- Consulting and informing residents on matters which are the ALMO's responsibility including formal leaseholder consultation
- Promoting resident participation
- Involvement of residents in setting service standards and monitoring services
- Enforcement of tenancy and lease conditions and tenancy advice
- Managing lettings, voids and under occupation
- Estate management services
- Services under the supporting people programme
- Environmental protection and improvement
- RTB administration
- HRA administration

2.3. Barnet Homes Delegations to Board and Officers

2.3.1 Board Delegation

Barnet Homes Board responsibilities set out in Appendix 2 are exercised at Board meetings on the basis of officer reports and recommendations. Confidential Reports will be submitted in Part 2 of meetings (with press and public excluded) in accordance with definitions and rules about confidentiality.

All reports to the Board must be signed off by the Chief Executive Officer (CEO) before they are circulated to Board Directors and by HOS for the Board Sub-Groups.

2.3.2 Officer Delegation

Barnet Homes Officer delegations are decisions/activities delegated from the Board to the Chief Executive Officer. Further delegation from the Chief Executive Officer to other officers to ensure maximum business efficiency, audit trails and proper risk assessment is set out in part 17 of this document.

This is a formal document, recording who has delegated authority to make decisions on a range of activities.

All officers granted delegated authority must formally sign two copies of this scheme of delegations, one to be held by the officer, and one to be held by the CEO as the master record of delegations.

Only delegated officers can exercise delegated authority as set out in the scheme of delegations.

2.4 Contract Procedure Rules (Section 17)

- 2.4.1 The Contract Procedure Rules provide the framework within which Barnet Homes may procure works, supplies and services.
- 2.4.2 The Contract Procedure Rules shall apply to all contracts entered into by or on behalf of Barnet Homes. Exceptions to the Contract Procedure Rules can be approved by the Business sub group.
- 2.4.3 Set procedure Rules do not apply to
 - (i) employment contracts
 - (ii) contracts relating to interests in land.
- 2.4.5 Every contract entered into by Barnet Homes shall be entered into pursuant to or in connection with Barnet Homes' functions AND shall be procured in accordance with all relevant domestic and European legislation.

2.5 Financial Regulations (Section 18)

- 2.5.1 The Financial Regulations govern the way the Company undertakes financial forward planning, annual budget setting, budget monitoring and the closing of accounts. Financial regulations also govern the way day to day financial administration is conducted and financial controls are exercised.