



## **Performance Planning Committee Terms of Reference**

### **Purpose**

The Performance Planning Committee is constituted under the provisions of para 22 (1) of the Articles of Association of East North East Homes Leeds.

Its purpose is to consider the performance of the organisation by monitoring key performance indicators and the delivery of improvement plans.

### **Constitution and Membership**

The Performance Planning Committee shall comprise at least five Board Members, with representation from each category of Board Member. The membership shall be determined and ratified by the Board.

The Performance Planning Committee shall meet quarterly.

The quorum shall be three members of the Committee, representing at least two of the Board Member categories.

At the request of the Chair of the Committee, other Board members, Executive Team members, staff or external advisers may be in attendance at meetings.

An Officer of ENEHL will support the Committee, arranging for the location of meetings, circulating papers and taking minutes. Papers shall be made available five working days prior to the meeting date.

The ENEHL Publication Scheme applies and meetings of the Committee shall be open to members of the public in so far as items that are not exempt are concerned. Members of the public shall be entitled to attend as observers but shall not be entitled to speak at meetings. The Committee may receive questions from members of the public, subject to approval by the Chair.

## **Responsibilities and Duties of the Committee**

The following principal responsibilities are delegated to the Performance Planning Committee:-

1. To establish a range of key performance indicators, standards and targets and to monitor performance against those indicators, standards and targets;
2. To review Service Improvement Plans, and monitor delivery of those Plans;
3. To agree Service Standards and monitor performance against these;
4. To consider the implications for service delivery and recommendations arising from relevant inspections and Value for Money reviews, or any other form of service review and assessment;
5. To approve local lettings schemes as required;
6. To monitor Choice Based lettings and local scheme allocations;
7. To monitor the effectiveness of resident involvement within East North East Homes Leeds;
8. To monitor complaints;
9. To receive and consider reports on other key areas of delivery as necessary
10. The Committee has authority to approve work of an urgent nature with joint agreement of the Board Chair, Deputy Chair and Chief Executive