REPORT TO SHAREHOLDER COMMITTEE

Open/ Exempt		Would a	Would any decisions proposed:					
Any especially affected	Mandatory/	Be entir	Be entirely within Shareholder Committee powers to decide YES/NO					
Wards	Discretionary /	Need to	Need to be recommendations to Council YES/NO					
	Operational	Is it a K	Is it a Key Decision YES/NO					
Lead Member: Cllr Alistair Beales			Other Cabinet Members consulted:					
E-mail: cllr.alistair.beales@west-norfolk.go			Other Members consulted:					
Lead Officer: Honor Howell E-mail: honor.howell@west-norfolk.gov.uk			Other Officers consulted: West Norfolk Housing Company Board of Directors					
Direct Dial: 01553 616550								
Financial Implications YES /NO	Policy/ Personnel Implications YES /NO	Statutory Implication YES/NO	S	Equal Impact Assessment YES/NO If YES: Pre- screening/ Full Assessment	Risk Management Implications YES /NO	Environmental Considerations YES /NO		

Date of meeting: 16 November 2023

WEST NORFOLK HOUSING COMPANY – REVIEW OF GOVERNANCE DOCUMENTS

Summary

West Norfolk Housing Company have reviewed their governance documents to ensure compliance with the latest legislation and regulations. In accordance with the Shareholder Agreement, amendments to the company's Memorandum and Articles of Association must be approved by the council as the Shareholder.

Recommendation

That the Shareholder Committee note the proposed amendments to the memorandum and Articles of Association for West Norfolk Housing Company and agree with the amendments.

Reason for Decision

To ensure West Norfolk Housing Company's governance documentation continues to be compliant with the latest legislation and regulations as well as the new NHF Code of Governance which the Board of Directors has agreed to transition towards.

1. Background

West Norfolk Housing Company's board of directors has reviewed its governance documentation to ensure it is compliant with the latest legislation and regulations and consistent with the operations of the company. The review has also looked at the new NHF Code of Governance which the board has agreed to transition towards.

Following the review, the board has recommended the following amendments to the Memorandum and Articles of Association, Terms of Reference for the board, Board Member Role Description and Chair Role Description.

The proposed amendments are attached at Appendix A.

In accordance with the shareholders agreement, any amendments to the companies Memorandum and Articles of Association must be approved by the council as the Shareholder.

2 Options Considered

None, the amendments are required for legislative purposes.

3 Policy Implications

There are no policy implications.

5 Personnel Implications

None

6 Environmental Considerations

None

7 Statutory Considerations

The amendments are necessary to meet statutory requirements.

8 Equality Impact Assessment (EIA)

(Pre screening report template attached)

Pre-screening only

9 Risk Management Implications

The council's wholly owned companies should regularly review their governance documents to ensure compliance with statutory requirements and best practice.

10 Declarations of Interest / Dispensations Granted

None

11 Background Papers

None

Pre-Screening Equality Impact Assessment





	WCSt NOTION /	0 4	Y (
Name of policy/service/function	Amendments to West Norfolk Housing Company governance documents					
Is this a new or existing policy/ service/function?	existing					
Brief summary/description of the main aims of the policy/service/function being screened.	Amendments to the Memorandum and Articles of Association for West Norfolk Housing Company.					
Please state if this policy/service is rigidly constrained by statutory obligations						
Question	Answer	_				
1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic,		Positive	Negative	Neutral	Unsure	
for example, because they have particular needs, experiences, issues or priorities or	Age			х		
in terms of ability to access the service?	Disability			х		
	Gender			х		
Please tick the relevant box for each group.	Gender Re-assignment			х		
	Marriage/civil partnership			х		
NB. Equality neutral means no negative	Pregnancy & maternity			х		
impact on any group.	Race			х		
	Religion or belief			х		
	Sexual orientation			х		
	Other (eg low income)			Х		

Question	Answer	Comments					
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No						
3. Could this policy/service be perceived as impacting on communities differently?	No						
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No						
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section If 'yes' to questions 2 - 4 a full impact ass provided to explain why this is not felt need to explain why this is nee		Actions agreed by EWG member: I be required unless comments are					
Decision agreed by EWG member:							
Assessment completed by:	Honor How	rell					
Name							
Job title	Corporate Governance Manager						
Date	8.11.23	8.11.23					