

REPORT TO SHAREHOLDER COMMITTEE

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

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	Amendments to West Norfolk Housing Company governance documents				
Is this a new or existing policy/service/function?	existing				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	Amendments to the Memorandum and Articles of Association for West Norfolk Housing Company.				
Question	Answer				
<p>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, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	

