

LBTH Affordable Housing Grant Scheme (2016-2019)

Schedule 2 - Monitoring Framework

1. Governance

The programme governance will be the following:

Executive Members Housing and Regeneration and the Mayor will have an oversight of the programme.

The Major Projects Board receives reports on the Right To buy Receipts Programme and will consequently be updated regularly on the Local Affordable Housing Grant programme.

The management of the Local Affordable Housing Grant Programme will be the responsibility of the Affordable Housing Team.

2. Scheme Review Meetings

Meetings will take place quarterly. The responsibility for convening will rest with the Local Authority. The records of the meetings will be part of the formal monitoring data and will be subject to audit.

The Review Meetings will be attended by the project / scheme lead officers from the Registered Provider, at least one housing or development officer from the Council, a Finance officer from the Council.

3. Terms of Reference of the Review Meeting

These will be as follow:

- Review the scheme as submitted by the RP in the bid
- Consider and agree any changes in dwelling/tenure mix
- Sign off the Design prior to Planning submission
- Track the progress of milestones against agreed forecasts
- Approve “Employer Requirements” for Contractor
- Agree the proposed works budget post works tender prior to the appointment of the contractor
- Receive copies of key documents including Planning Consent, Confirmation of Start On Site and Practical Completion Certificate
- Review scheme costs which will be provided by the RP on an “open book basis” at regular points during the development process including pre-tender and post-tender
- Receive budget profiling information including profiling of the grant expenditure and cashflow within the requirements of the Right To buy Receipts Agreement between LBTH and CLG
- Sign off the Specification prior to the works tender
- Monitor the Programme Performance Agreement (PPA)
- Set up a final scheme review prior to the approval for the payment of the

- grant to be processed
- All information will be supplied by the RP at least 5 working days before the meeting on a prescribed schedule of information to be agreed.
- Any changes resulting from delays to agreed forecasts, planning requirements, changes in the specification of works due to an increase in work's costs following return of tenders, must be raised immediately, the issues discussed and the way forward agreed with the LA and not wait for the quarterly meeting cycle.

4. Scheme Details

See Appendix One on Bidding Process and Scheme Criteria

5. Monitoring Arrangements

The monitoring arrangements will be part of the Legal Agreement. Partners will be required to sign following approval of their bids. The legal agreement will have been issued with the tender documents. Any queries pertaining to the Legal Agreement will have been raised during the tender process. Provision will be made in the Legal Agreement for variations to be authorised and issued by the Local Authority in consultation with the Registered Partner. In exceptional circumstances only and only when the circumstances are unavoidable and were not known and could not have been known at the time of tender, will the Registered Provider Partner be able to request a change to the Legal Agreement.

It is anticipated that the monitoring arrangements will follow closely the current arrangements in place for grant funding by CLG and the GLA in the expenditure of public funds. Registered Providers will be familiar with these.

The L.A. Authorised Officer for the Affordable Housing Grant Scheme is the Service Head, Strategy, Sustainability and Regeneration of the Development & Renewal Directorate. The attendance to meetings, approval of stages and documents and other functions attributable to the role of Authorised Officer may be delegated to other officers as s/he sees fit.
