

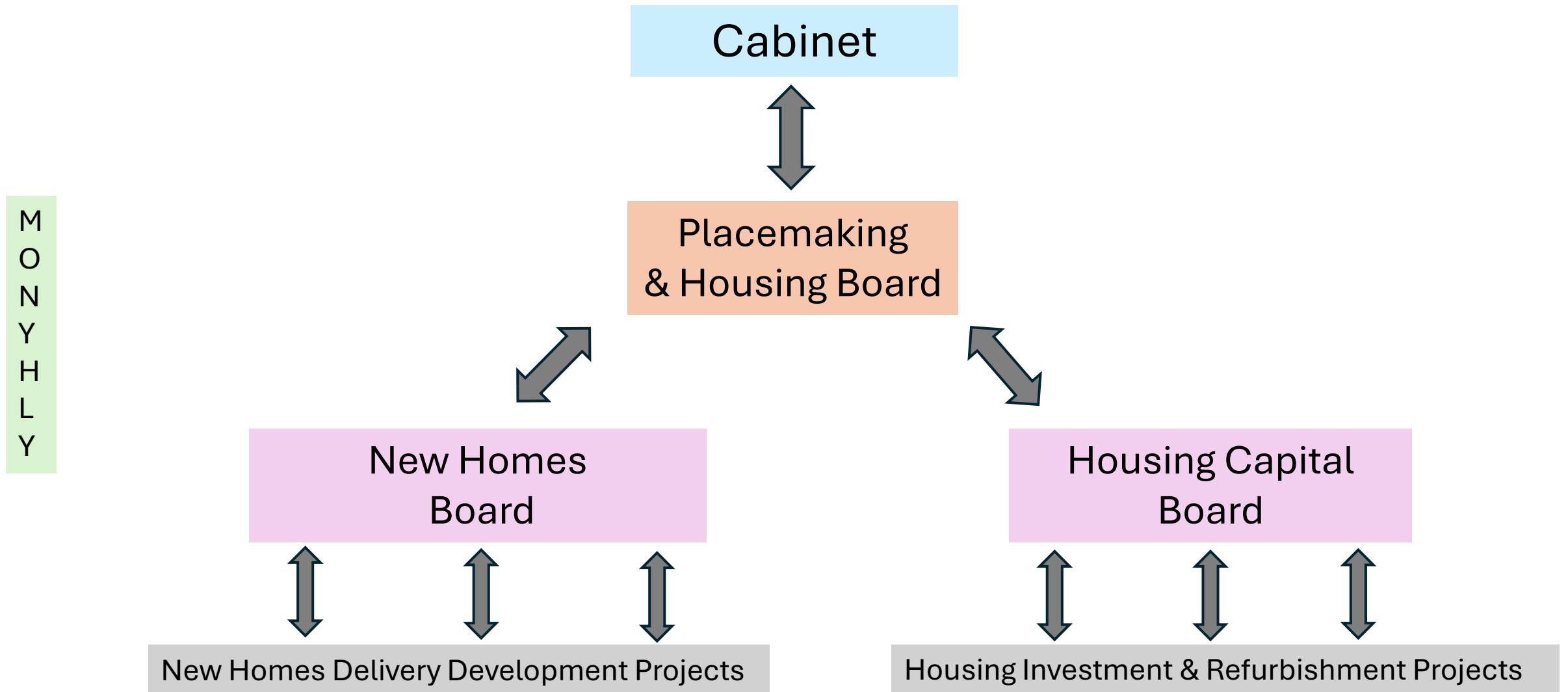
Scrutiny

HRA Projects Governance & Monitoring

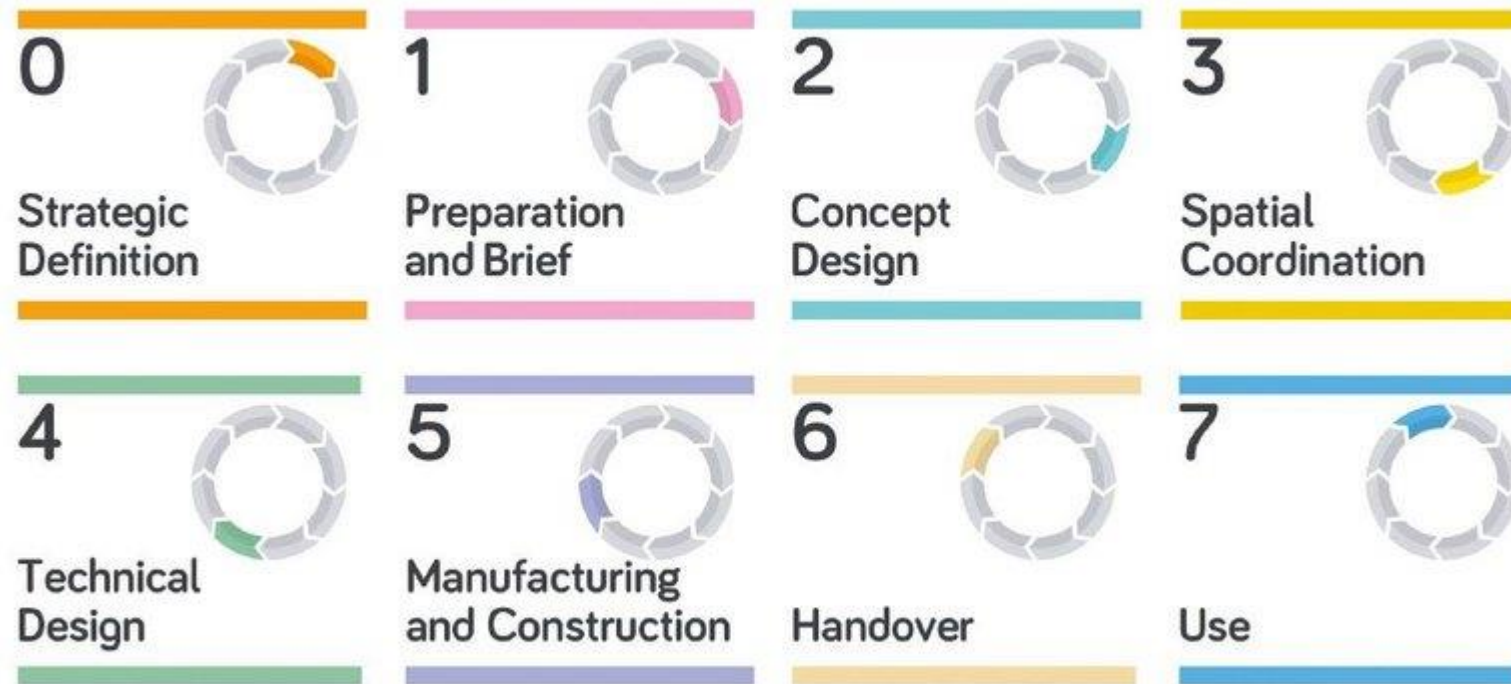
September 2024



HRA Project Delivery Governance Structure

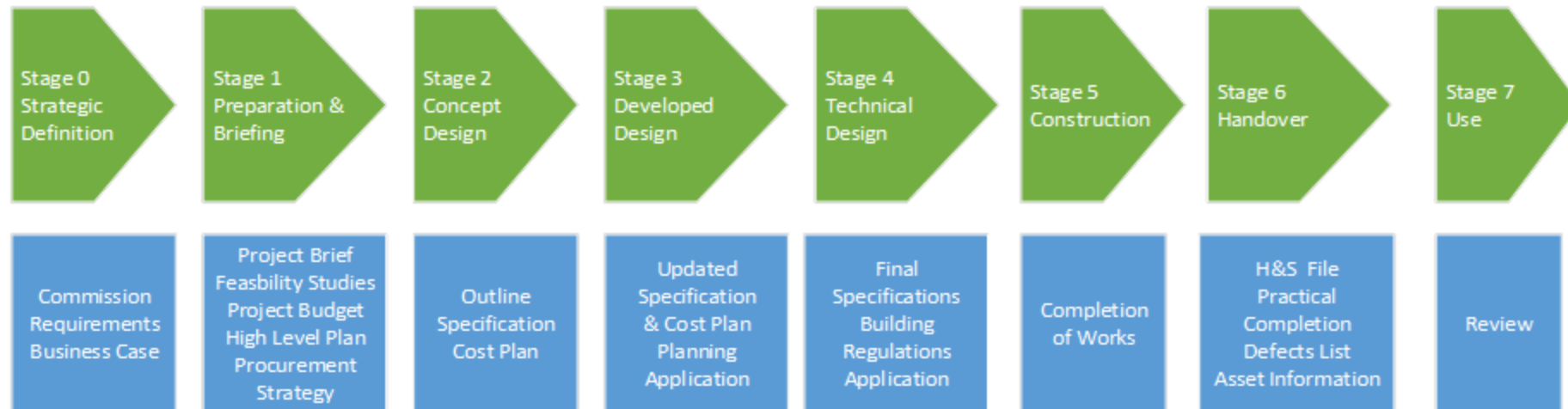


RIBA Plan of Work Stages



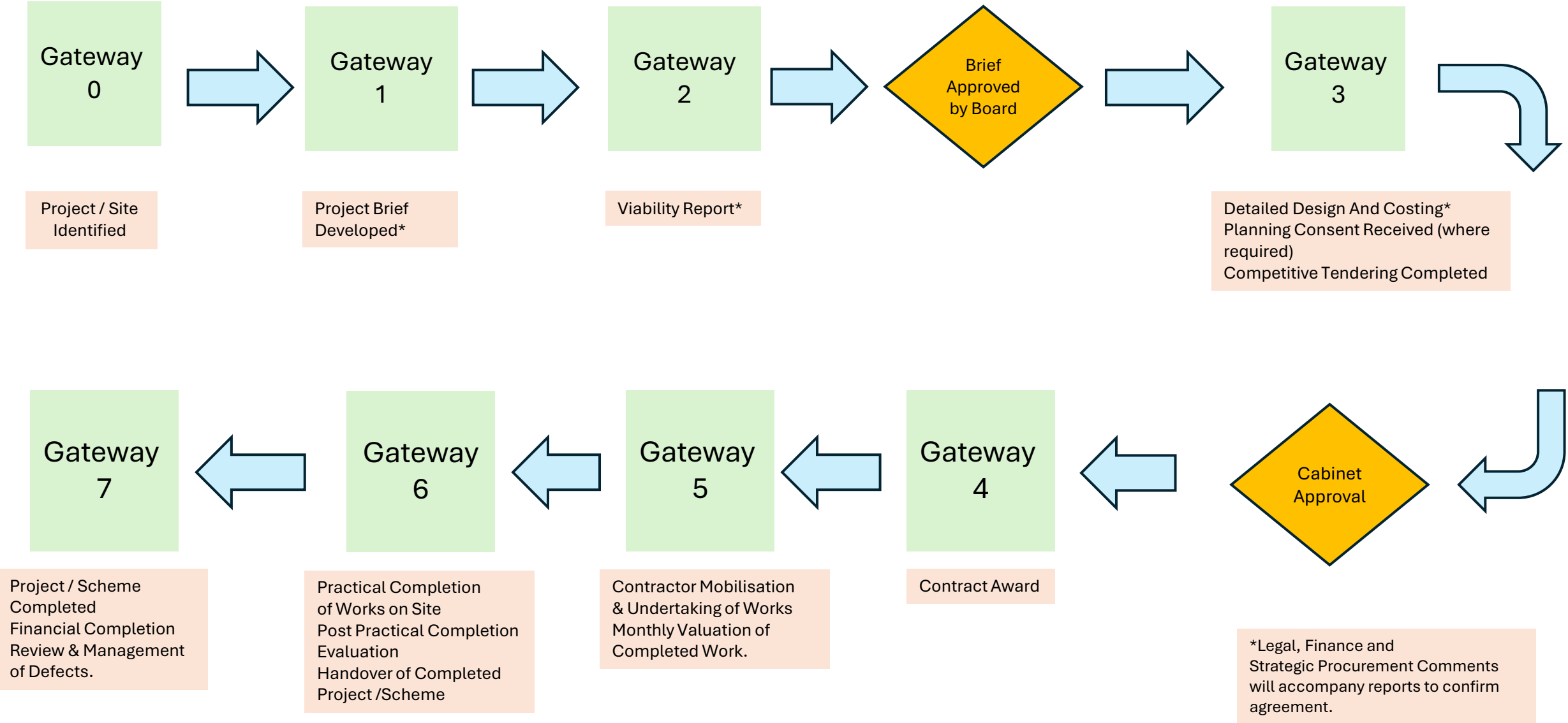
- The RIBA Plan of Work stands as an industry-standard roadmap for orchestrating successful projects and sets the benchmark for project design and delivery, outlining each phase from inception to completion.

Gateway Stages Based on RIBA Plan of Work



Each Team has a set of processes and procedures for covering all elements of delivery which provide guidance on all aspects from inception to completion.

Governance



Monitoring Arrangements



- **Board Meetings** – Monthly Board meetings (Housing Capital Board / New Homes Board) monitoring progress on individual projects against milestones, budget management and risk and issue management.
- **Multi-Disciplinary Consultants (Investment & Refurbishment) / Employers Agent (New Homes)** – Independent oversight of delivery of individual projects, with additional monitoring of quality & conformity by the Clerk of Works and Inspectors appointed by the Council's Building Control Department. In addition, for New Homes, quality and conformity is also monitored by latent defect's insurer (NHBC, or LABC).
- **Retentions** - The Council will, in accordance with the form of, also retain part of the value of the contract:
 - (New Homes) - 3% of the costs against any future liabilities that may arise from the Contractor. For a period of 12, or 24 months (dependent on the Contract requirements the Contractor is obliged to remedy any defects that may arise.
 - Investment & Refurbishment - 5%, with 2.5% released at final account stage and 2.5% released after defects liability period has ended (usually 12 months).
- **Project Management** - Project Managers are allocated to every project / scheme and their work is supervised both by Senior Project Manager and the Head of Service.
- **Monthly Project Meetings** - Project Review Meeting monthly where:
 - Review of Progress against Milestones
 - Issue identification and resolution.
 - Review of financial forecast against actual costs.

Monitoring Arrangements - Budget Changes



- **Virements / Additional Funds** - Any requests for virement are approved by the Head of or Assistant Director (dependent on the amount required).
- Any requests for additional funds beyond that specified in the contingency must be approved by:
 - Housing Capital Board or New Homes Board
 - Placemaking and Housing Board (Chaired by the Director for Placemaking and Housing).
 - Cabinet for which additional Reports, approved by Finance, Legal and Strategic Procurement, are required.

Draft



Questions ?

