

EXETER CITY COUNCIL

**EXECUTIVE
5 FEBRUARY 2013**

AUTHORISED SIGNATORIES FOR COUNCIL AND JOINTLY FUNDED AFFORDABLE HOUSING SCHEMES INVOLVING THE HOMES AND COMMUNITIES AGENCY'S INVESTMENT MANAGEMENT SYSTEM

1 PURPOSE OF THE REPORT

- 1.1 To agree signatories to enable the Council to administer, validate, authorise and allow the payment of Other Public Subsidy (OPS), Recycled Capital Grant Fund (RCGF), Social Housing Grant (SHG) and Affordable Rent Tenancy Grants (ARTG) to Registered Social Landlords (RSLs), Registered Providers (RPs) and developers through the Homes and Communities Agency's (HCA's) online Investment Management System (IMS).

2 BACKGROUND

- 2.1 Where the Council is funding or supporting the provision of affordable housing through a housing association (RSL or RP) or developer, either by way of capital funding or free or discounted land/property, it is sometimes required to validate schemes and authorise expenditure via the Homes and Communities Agency's Investment Management Computer System (IMS). Signatories, renewable on an annual basis, are needed for these purposes. The signatories were last approved for the period 2012/13 at Executive on 7 February 2012. Due to changes in staffing, new signatories should be approved for this financial year and the next financial year 2013/2014.
- 2.2 The IMS system also requires an authorised security administrator able to designate users. Proof of the Council's agreement to this is needed for audit reasons by the Homes and Community Agency.
- 2.3 A resolution by the Council is therefore needed.
- 2.4 The IMS system is also an essential tool for monitoring expenditure and progress on affordable housing schemes in the city.

3 PROPOSAL

- 3.1 That the Council appoint signatories to authorise and validate claims from RSLs, RPs and developers for the use of OPS, RCGF, SHG and ARTG payments during the financial year 2013/14 and for the remainder of 2012/13 and agree an authorised administrator for IMS and arrangements for facilitating monitoring.

4 RESOURCE IMPLICATIONS

- 4.1 If the Council does not validate and approve claims, as required, schemes may not proceed and/or it may find itself liable to meet the costs from its reserves.

5 RECOMMENDED

- 1) that the following officers be designated as authorised signatories for the purposes set out in paragraphs 1 and 2 and that the Homes and Communities Agency be informed:

All Financial Grant Claims	Assistant Director Finance (A Stark) or Corporate Finance Manager (D Hodgson) Hsg Development Manager (E Osmundsen) Senior Hsg Development Officer (C Massey)
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Scheme-work Approvals	Assistant Director Housing and Contracts Hsg Development Manager (E Osmundsen), Senior Hsg Development Officer (C Massey) or Hsg Development Officer (G Stenning or K Plumb)
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Monitoring	As per scheme-work approvals plus Strategy and Development Assistants (D Brownlie and N Suckley)
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- (2) that the Housing Development Manager (E Osmundsen) and the Senior Housing Development Officer (C Massey) be designated as Systems and Security Administrators for these purposes on the IMS Computer System.

ASSISTANT DIRECTOR OF HOUSING AND CONTRACTS

COMMUNITY & ENVIRONMENT DIRECTORATE

Local Government (Access to Information) Act 1985 (as amended)
Background papers used in compiling this report:

None