

## **EXETER CITY COUNCIL**

**EXECUTIVE  
10 FEBRUARY 2009**

### **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 and authorise the payment of Other Public Subsidy (OPS), Social Housing Grant (SHG) and Transitional Local Authority Social Housing Schemes (TLASHG), to Registered Social Landlords (RSLs) and developers through the Homes and Communities Agency's online Investment Management System (IMS).

#### **2 BACKGROUND**

- 2.1 Where the Council is funding or supporting affordable housing through an RSL 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 2007/08 at Executive on 11 February 2008. Due to changes in the funding regime, the signatories should be approved for the remainder of this financial year.
- 2.2 The IMS system also requires an authorised administrator able to designate users.
- 2.3 The IMS system is 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 and developers for OPS, SHG and TLASHG during the financial year 2008/09 and the remainder of 2007/08, 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, it may find itself liable to meet them 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 | Head of Treasury Services (Andrew Stark) or<br>Service Finance Manager (Brenda Steer)<br>Strategic Housing Manager (Ron Mayers) |
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|                       |  |
|-----------------------|--|
| Scheme-work Approvals | Head of Housing Services (Steve Warran<br>Strategic Housing Manager (Ron Mayers) or<br>Housing Enabling Manager (David Gibbens) or<br>Housing Enabling Officers (Gary Stenning and<br>Kerry Plumb) |
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| Monitoring | As per scheme-work approvals plus Strategy<br>and Enabling Assistant (Duncan Brownlie) |
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- (2) that the Strategic Housing Manager (Ron Mayers) be designated as Systems Administrator for these purposes on the IMS Computer System

## HEAD OF HOUSING SERVICES

S:LP/Committee/209EXEC1  
29.1.09

## COMMUNITY & ENVIRONMENT DIRECTORATE

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

None