

Appendix 2

Local Housing Companies – Hierarchy of Meetings

Meeting	Frequency	Record
WBC (Holdings) Company comprising Executive Directors, Deputy Chief Executive and Director of Resources and Assets, Director of Place & Growth, WBC Solicitor with MD, Head of Finance (LHC's)	Bi-monthly	Minuted
Loddon Homes Board comprising Exec. & Non-Exec Directors, MD, Head of Finance and Head of Operations (LHC's)	Bi-monthly	Minuted
Berry Brook Board comprising Exec & Non-Exec. Directors, MD, Head of Finance and Head of Operations (LHC's)	Bi-monthly	Minuted
Common Purpose Boards comprising Exec. & Non-Exec Directors, MD, Head of Finance and Head of Operations (LHC's)	Bi-monthly	Minuted
Audit and Risk Committee comprising 1no. Exec. Director and 2no. Non-Exec. Directors, Head of Operations, Head of Finance and Management Accountant (LHC's)	Quarterly	Minuted
Strategic Officer Group comprising Deputy Chief Executive and Director of Resources and Assets, Director of Place & Growth, Assistant Director of Economy & Housing, Assistant Director Finance with MD (LHC's)	Monthly	Action notes taken
Commissioning Group comprising Assistant Director Economy & Housing, Head of Strategic Housing, Senior Development Officers (WBC), MD, Head of Operations and Head of Finance (LHC's)	Monthly	Action notes taken

Finance Operations comprising Assistant Director Finance, Chief Accountant and MD (LHC's)	Monthly	Action notes taken
'Silver' Accommodation Group comprising Director ACS, Director of P&G, Strategic Commissioners ACS, Procurement, Commercial Property, Accountants, Housing Strategists, MD (LHC)	Fortnightly	Minuted
MD & Head of Operations (LHC's) 121	Weekly	Action notes taken
MD & Head of Finance (LHC's) 121	Weekly	Action notes taken
LHC's Leadership Team comprising MD, Head of Operation & Head of Finance (LHC's)	Fortnightly	Action notes taken
Development Project Team comprising MD, Head of Finance & Head of Operations (LHC's) with Commercial Property WBC	Bi-weekly	Action notes taken
Financial Modelling Project Team comprising Chief Accountant, Head of Finance (LHC's) and external consultant advising	Bi-weekly	Action notes taken
Director of Place and Growth & Managing Director (LHC's) 121	Monthly	Action notes taken
WBC Asset Team meeting, Head of operations, service improvement officer (LHC)	Monthly	Minuted
Head of Operations LHC's & Head of Operational Housing (WBC) 121	Bi-Monthly	Action notes taken