



Investment Working Group: Remit

Name of Working Group	Investment Working Group (IWG)
Date Established by the Board	20 February 2020
Membership	Not more than 7 members appointed by the Board
Chair	Elected and approved by the Board
Reporting Arrangements	As and when required to facilitate scheme progress
Principal Adviser	Director of Housing and Property Services
Final Report Date	(To be confirmed. Date of Board meeting for presentation of final report)
Date Working Group Dissolved	(To be confirmed. Include reference to relevant Minute)

Remit

The remit for the Investment Working Group (IWG) will ensure that new development adheres to the Governance of the Development Process adopted by the RSHA Board in June 2018.

Outputs

The IWG has been assigned the following key tasks by the Board:

- Review and update of the Governance of the Development Process adopted by the RSHA Board in June 2018 and making recommendations to the Board.
- Oversight of scheme design at key stages and identification of points in the Design Process for each new development for IWG involvement to leverage maximum impact.
- The development of a process to ensure that lessons learned from completed developments form part of a regular review and update of design guidance and that tenants/users feedback informs our process going forward.
- The development of an agreed set of criteria for Post Occupancy Evaluation (POE) for new developments.
- Ongoing review and update of the standard Design Guide & Technical Specification. The IWG may be required to take advice and assistance from specialist consultants

Remit Investment Working Group

from time to time to ensure that this is carried out and the Design Guide kept up to date and fit for purpose.

- Consideration of a communication framework and the role of community panels/representatives with regard to keeping Board members updated on development proposals between meetings and our tenants in terms of planned works and improvements. It is suggested that where a Community Panel has been established, the Investment Working Group will work alongside the Panel and nominate IWG representative(s) to the Community Panel to represent RSHA. For the avoidance of doubt, staff are responsible for the operational progress of the scheme, in accordance with RSHA's Standing Orders and Scheme of Delegation.
- Exploiting grants and funding opportunities, exploring collaborative and partnership working to assist with achievement of the above objectives and making recommendations to the Board.
- Review and update of the Asset Management Strategy.

Budget

There is no specific budget assigned to the IWG. Any aspect of the remit with a financial implication requires Board approval.

Frequency of Meetings and Conduct of Business

The IWG will meet as and when required to facilitate tasks assigned to it or to facilitate scheme progress. The DHPS will act as principal adviser to the IWG and will be responsible for drawing up the agenda for meetings, in consultation with the Chair of the working group and for the production of Action Notes of meetings.

The IWG will continue for the next 12 months to oversee the above tasks. The IWG, with input from other Board members to ensure a full 360° approach, will undertake an End of Year Review of effectiveness of the working group after 12 months and will make a recommendation to the Board to formally wind up the Working Group or recommend that there is a need for the IWG to continue.

If there is a recommendation that the work of the IWG needs to continue, the specific tasks and the life span of the group will be subject to approval by the Board.

Reporting and Accountability

The IWG is accountable to the Board. Action Notes will be produced of all meetings and will be presented to the Board for information. The Chair of the IWG is responsible for ensuring that the Board is kept informed of the business of the Working Group.

This remit was approved by the Board on **7 August 2025** and will be reviewed at the end of 12 months.