



Housing SORP-making Body Terms of Reference

1. Responsibilities

1.1 The responsibilities of the Housing SORP-making Body are:

- to address issues arising from the UK accounting framework as they relate to social housing providers (housing associations) and
- to develop and maintain the *Housing SORP: Statement of Recommended Practice for Social Housing Providers*.

1.2 In developing its guidance, the Housing SORP-making Body will be mindful of the principles set out in the Financial Reporting Council's (FRC's) *Policy and Code of Practice on SORPs*. In particular that the SORP will be developed in line with legislative requirements, current accounting standards and best practice.

1.3 In accordance with the FRC's Policy and Code of Practice on SORPs, the Housing SORP-making Body has delegated drafting of the Housing SORP to the Housing SORP Working Party. Relevant FRC staff will attend meetings of the Housing SORP Working Party in an observer capacity.

2. The constitution of the Housing SORP-making Body

2.1 The Housing SORP-making Body shall be made up of no more than eight voting members:

Permanent members

- Chief Executives of the four national housing federations
- the Chair of the SORP Working Party and

Elected members

- an independent professional advisor.

2.2 The Technical Advisor and Secretariat to the SORP Working Party will be in attendance at SORP-making Body meetings.

2.3 Additional observers may be invited to attend meetings at the Chair's discretion.

3. Chair

3.1 The Chair of the SORP-making Body will rotate among the Chief Executives of the national housing federations every six months.



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4. Membership of the SORP-making Body

- 4.1 The SORP-making Body may propose admission of additional members of the SORP-making Body to be approved by the FRC.

Elected members

- 4.2 Vacancies for elected members will be filled through open advertisement and a competitive process. Applicants will be invited to submit a CV with a covering letter setting out their credentials for membership of the SORP-making Body.
- 4.3 The SORP-making Body will select applicants according to its needs.
- 4.4 The appointment of elected members will be for a fixed term, renewable after three years with a maximum tenure of nine years. Upon the end of each fixed term, the elected member may apply for re-election.

5. Administration

- 5.1 The Secretariat for the SORP-making Body will be provided by the National Housing Federation.
- 5.2 The contracted Technical Advisor will provide technical support to the Secretariat.
- 5.3 Staff from the Federation will attend SORP-making Body meetings and provide support as and when required.
- 5.4 As Secretariat to the SORP Working Party, the relevant Federation staff will be the point of contact to the FRC.

6. SORP-making Body etiquette

- 6.1 Members must not use their position for personal gain in either business, political or social relationships. Therefore, a member or observer who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest and withdraw from all discussions relating to it. In addition, members should take no part in any vote on such a matter.
- 6.2 There may be occasions when the confidentiality of information will need to be respected or where commercial interests might be adversely affected by premature disclosure.
- 6.3 Although the papers for the SORP-making Body are sometimes distributed fairly widely for information and debate (and may, if appropriate, be quoted in the news media), certain papers may only be sent to actual members of the SORP-making Body. This will usually be indicated on the agenda. These papers and emails will be



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marked 'confidential' or 'for restricted circulation'. They will be sent out on the understanding that they will not be discussed with, or passed on to, anyone other than another SORP-making Body member until such time as their confidential status is confirmed unnecessary by the Chair and/or Secretariat.

- 6.4 Papers are only restricted when wider knowledge could interfere with negotiations, or when tentative proposals are being put forward. These may be by the housing regulators, grant funding bodies, relevant government departments, a housing federation or the SORP Working Party, and could cause confusion if widely circulated. Sometimes papers may be restricted to preserve a confidence made to the SORP-making Body or the SORP Working Party by another organisation or individual.
- 6.5 As a member of the SORP-making Body you are required to treat papers marked confidential with care.

7. SORP-making Body Meetings

- 7.1 The SORP-making Body will normally meet twice a year. Meetings will be scheduled in advance, but may be changed by agreement. Fewer or additional meetings may be scheduled by agreement.
- 7.2 Members should ensure full attendance of meetings as their input is required for the deliberations of the SORP Working Party to be truly representative. For that reason, members are expected to attend at least three out of every four meetings in a year.
- 7.3 Work between meetings may be progressed either through electronic communication, through meetings of subgroups progressing specific items, and/or by the Secretariat in consultation with the Chair. These requirements will be set by the Chair as necessary.
- 7.4 Minutes of the previous meeting, as well as agenda and papers for the forthcoming meeting will be circulated at least a week prior to each meeting. Members will be expected to review the papers in preparation for active participation in the meetings.
- 7.5 The Chair will take a majority view of members of the SORP-making Body in approving recommendations of the SORP Working Party. Where this is unclear, the Chair may canvass the votes of members of the SORP-making Body on the proposal.
- 7.6 The Chair has a deciding vote on all matters.

8. Quorum

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Cymru



Community
Housing
Cymru
Group

NATIONAL
HOUSING
FEDERATION



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- 8.1 A quorum for meetings is 50 per cent of voting members.

- 8.2 Non-quorate meetings may discuss and formally note matters for future report, but have no executive authority. Urgent decisions, at the Chair's discretion, should be dealt with by correspondence.