

Appendix 4 i4b Business Plan SLA Schedule One - Services and Service Requirements

Corporate Services									
Ref	Services	Description	Period	i4B Trading Account Heading	Service	Service Area	Lead Officer	KPIs	Performance Required
1a	Strategic Support	The Service Provider shall provide company secretary services. This will include: Providing support and guidance to the Board, Chair and Shareholder; Ensuring that all operations of the Company comply with the necessary statutory and regulatory requirements; Facilitating the acquisition of information by board members; Assisting with the compilation of board papers and filtering to ensure compliance with required standards of good governance; Communicating with the shareholder; Supporting regular board meetings; Carrying out research and policy development work to support the work of the Company; Any other duties to coordinate and support the work of the Company. The Service Provider will provide services to enable the Company to comply with requirements for management of data and freedom of information and complaints handling. The Service Provider will support the company to maintain and improve its performance. The Service Provider shall be responsible for collating and coordinating the performance information of sub-contractors and directly delivered services. This will include the inputting and creation of reports from the Northgate and Lifespan asset management system and for collating reports from sub-contractor weekly and monthly reports.	2023 to 2025	Corporate Services	Company Support	Transformation	Director of Transformation	N/A	Supporting monthly board meetings Providing any returns required to external organisations Monthly reports on the performance of sub-contractors are compiled and reported to the Board Ensuring 100% of complaints, FOIs, SARs etc are responded to within statutory timescales
1b	Strategy Delivery Manager	The Service Provider shall provide delivery support. The Service Provider will be responsible for coordinating service areas and providing a clienting service on behalf of i4B. The Service provider will act in a client role between the Companies and the Council, including negotiating and managing Service Level Agreements, raising any issues with service delivery and ensuring action plans are developed and implemented in response to these.	2023 to 2025	Corporate Services	Company Support	Transformation	Director of Transformation	N/A	Support monthly board meetings Attend monthly SLA meetings on behalf of i4B. Provide an annual performance review
1c	Financial Services and Administration	The Service Provider shall provide the board with financial and business plan support and financial management services including: Financial reports to the Board; Providing an analysis of financial performance against business plan assumptions; Managing the Company's accounts; Providing advice to the Company as requested; Inputting and management of the Company's financial management systems including Oracle; Invoicing and payments to sub-contractors; FSC, Management and reconciliation of payments to the Company including the 4 weekly electronic payment of rent and other items to the Company's account from housing management contractors; Treasury Management; Developing and amending the Service Providers/companies business model; administering the loan agreement.	2023 to 2025	Financial Management & Support	Financial Management & Support	Finance	Head of Finance - Companies	N/A	Adhering to all accounting deadlines Ensuring all sub-contractors are invoiced and paid within specified deadlines Monthly financial reports to be provided to the board Providing financial support for annual business planning Annual review of the Company's financial model Monthly rent reconciliations
1d	Commercial Legal Support	The Service Provider shall provide the board with legal advice and support in relation to a range of company and commercial matters: to include legal advice in relation to the procurement and preparation of service contracts for the company; the preparation of legal documentation and procedures for the company; advice and assistance in relation to any joint arrangements or merger proposals including all necessary due diligence.	2023 to 2025	Legal Services	Commercial Legal Support	Legal Services	Corporate Director - Governance	N/A	Provide advice by agreed deadlines
1e	Insurance	The service provider will administer the company's insurance requirements including property, directors, public liability and any others such as professional indemnity, vehicle and employee liability as required.	2023 to 2025	Financial Management & Support	Insurance	Finance	Head of Finance - Insurance	N/A	The service provider will insure all properties purchased by the company on the same day of purchase and renew insurances on an annual basis unless informed not to do so. The service provider will inform the Board of insurance costs and manage claims on behalf of the company. The service provider shall renew other insurances required by the company and directors as required to protect the company, employees, directors, customers and public. The service provider will undertake any additional project work as agreed between the Company and the service provider
1f	Senior corporate management	The service provider's corporate management team will oversee tasks within their departments to ensure performance and standards are maintained.	2023 to 2025	Corporate Services	Service Provider Corporate Governance (All service areas)	Finance	Head of Finance - Companies	N/A	Monthly board meetings
1g	Internal Audit & Investigation	To deliver a suite of risk-based Internal Audit work that provides assurance to the Board and key stakeholders regarding the effectiveness of the company's governance, internal control and risk management arrangements. Anti-fraud and corruption support will also be provided, where required.	2023 to 2025	Corporate Services	Internal Audit	Audit and Investigation	Head of Audit and Investigation	N/A	Agreement of annual internal audit plan. Investigation support as required. Additional project work as agreed between the Company and service provider
1h	Information Governance	Information Governance support to support good company governance and data processing.	2023 to 2025	Corporate Services	Information Governance	Digital Transformation	Information Governance Lead	N/A	Information Governance support as required

Landlord Function

Ref	Services	Description	Period	i4B Trading Account Heading	Service	Service Area	Lead Officer	KPIs	Performance Required
2a	Housing Management - Payments	The Service Provider will procure or use their own resources to make payments on behalf of i4B. The Service Provider will request approval from i4B to set up purchase orders. The Service provider will work with suppliers to ensure invoices are paid on time. The Service Provider will request approval from i4B to pay invoices. All invoices will be scrutinised to ensure they are accurate.	2023 to 2025	Housing Management	Housing Management	Resident Services	Head of Housing and Neighbourhoods	N/A	Monthly performance SLA meetings. All invoices paid within 30 days Purchase Orders and Invoices approved by i4B. Invoices are reviewed to ensure they are accurate
2b	Housing Management - Neighbourhood Services	The Service Provider will be responsible for liaising with residents, customer care, ASB cases, complaints, tenancy verification visits and management of tenancies	2023 to 2025	Housing Management	Housing Management	Resident Services	Head of Housing and Neighbourhoods	See Schedule 3	Monthly performance SLA meetings. Issue appropriate notices or terminations within a reasonable time (monitored by the void turn around time) All complaints dealt with within statutory timescales. The Service Provider shall keep and maintain accurate records of all action taken on neighbour disputes, allegations of harassment, anti-social behaviour (ASB) etc. and shall provide information relating to the nature and status of these matters in its monthly performance reports. Visits carried out at all properties every six months
2c	Housing Management - Leasehold Support	The service provider will manage the i4B Leasehold database to include annual check of insurance, freeholder contact details, service charge and ground rent monitoring, Servicing and administering S20 notices on behalf of i4B, monitoring and tracking s20 notices and service charges received by i4B. The Service Provider will also carry out annual reviews of leasehold compliance information e.g. Fire Risk Assessments. The Service Provider will liaise with legal services to ensure lease obligations are not breached. Provision of leasehold data to i4B. The Service Provider will work with the Asset Management Team to ensure future capital investment costs on third party leasehold properties are accurate. This will involve ensuring all external s20 notices are recorded on Asset Management systems. The Service Provider will procure or use their own resources to make payments for service charges and grounds rents to freeholders where i4B own a leasehold property. All payments will be logged on the Housing Management CRM. The service provider will provide i4B and the councils insurance team proof of freeholder insurance. An annual confirmation check of all freeholders will take place including - update of freeholders details, insurance certificate, check of service charge and check of the ground rent charges.	2023 to 2025	Housing Management	Housing Management	Resident Services	Head of Housing and Neighbourhoods	N/A	Monthly performance SLA meetings. All third party service charges and s20 notices logged on the CRM. Service charges and s20s are reviewed and challenged before payment to ensure VIM Annual report submitted to i4B in September on all i4B leasehold properties which includes: freeholder details, i4B repair responsibilities, insurance details, lease start end date, current s20 notices, annual service charge costs and charge dates, block reference number, and compliance info. Property Inspections in line with an agreed schedule Work with the payments team to ensure service charge and s20 invoices are paid within 30 days Liaise with freeholders on future budget costs
2d	Housing Management - Income Team	The Service Provider shall be responsible for all aspects of rent and service charge collection and arrears management including the conduct and management of legal proceedings. The target collection rate is 100% of all rent and service charges due. A minimum collection rate of 98.5% is expected across the portfolio. The Service Provider will also be responsible for collecting former tenant arrears. The Service Provider will provide i4B with an annual report outlining historic debts that are deemed unrecoverable. Where the Service Provider deems a debt unrecoverable they will follow i4B procedures to seek permission from i4B to write off the debt.	2023 to 2025	Housing Management	Housing Management	Resident Services	Head of Housing and Neighbourhoods	See Schedule 3	Monthly performance SLA meetings. Rent and any other charges collected will be paid to i4B on a monthly basis. Monthly reports on all i4B accounts, and when accounts are in arrears what action is being taken. Rents are paid to i4B on a monthly basis
2e	Housing Management - Rent Accounting	The Service Provider will ensure rents accounts are correctly set up and charged. The Service Provider will be responsible for managing and maintaining rent accounts on Northgate. Rents are set annually by the i4B Board. i4B will work with the Service Provider annually to implement new rents. The Service Provider will be responsible for notices and communication with all tenants and leaseholders on changes to rent and service charges.	2023 to 2025	Housing Management	Housing Management	Resident Services	Head of Housing and Neighbourhoods	See Schedule 3	Monthly performance SLA meetings. Rent accounts are set up on the day the tenancy start date. Monthly reconciliations are carried out between Lettings data and rent accounts to ensure all rent accounts have been set up. Notice of annual rent increases are sent out in accordance with relevant regulations prior to rent increases being implemented.
2f	Housing Management - Estate Caretaking	The Service provider will provide cleaning and maintenance services at i4B blocks	2023 to 2025	Housing Management	Housing Management	Resident Services	Head of Housing and Neighbourhoods	See Schedule 3	Regular programme of cleaning and maintenance
2g	Property Management - Responsive Repairs	The Service Provider will be responsible for managing a responsive repair service for i4B properties. The Service provider will inspect repairs to ensure quality and VIM. There will be an emphasis on resolving repairs at the first visit	2023 to 2025	Asset Management	Housing Property Services	Resident Services	Head of Property Services	See Schedule 3	Monthly Performance Meetings Photos taken before and after repairs with inspection of repairs to monitor VIM Monthly report on repairs carried out within the fixed price Monthly report on repairs carried out outside the fixed price Repair jobs will be provided on a monthly basis broken down by PPP contract or exclusion. Monthly report on outcome of inspection samples Monthly repairs monitoring reports submitted

2h	Property Management - Asset Management and Capital Programme	The service provider will produce an annual, 5 year, and 30 year Capital Investment Plan for works and services required to maintain i4B properties. These plans will include service charge and compliance responsibilities for i4B. The service provider will be responsible for overseeing the plan and the management of all capital works.	2023 to 2025	Asset Management	Housing Property Services	Resident Services	Head of Property Services	See Schedule 3	Annual stock condition surveys Component data updated by every component replacement Review of capital investment requirements on an annual basis leading to a 5 year detailed programme and a 30 year financial plan Outturn review of last year's spend in July Next year's 5 year plan agreed in September Monthly capital programme monitoring Asset management standard agreed and compliance monitored Monthly capital monitoring reports submitted
2i	Property Management - M&E and Compliance	The Service Provider will be responsible for the management out mechanical and electrical works as well as compliance works for i4B properties. The Service Provider will ensure that all i4B properties meet statutory and regulatory requirements. The Service Provider will assist i4B in producing a comprehensive set of compliance policies that outline i4B's compliance responsibilities. The Service Provider will have suite of reporting metrics that they will use to report on compliance on a monthly basis.	2023 to 2025	Asset Management	Housing Property Services	Resident Services	Head of Property Services	See Schedule 3	Full compliance list for i4B properties Legal and policy requirements set out in governance documents Compliance standards agreed KPI list and targets produced Monthly monitoring in place Collating data from third parties (Mears and third party freeholders) Quarterly reconciliations between compliance systems and other systems to ensure data is accurate
2j	Performance reports	The service provider will input sufficient data onto the CRM Northgate and Lifespan housing management and asset management systems and provide monthly monitoring reports for the service provider to analyse and to inform the Board.	2023 to 2025	Corporate Services	Housing Management	Resident Services	Head of Housing and Neighbourhoods	N/A	Monthly report detailing: rent collection, complaints, void turnaround times, tenancy verification visits, repairs, legal cases, void properties, FTA, compliance submitted 10 days before the monthly Board meeting. Quarterly reconciliations are carried out to ensure information on systems is accurate.
2k	Legal support - Housing Management and Civil Litigation	The service provider will provide legal service to i4B regarding housing management matters such as rent increases, disrepair, and ASB. This will include providing litigation services relating to possession proceeding and ASB action.	2023 to 2025	Legal Services	Legal Services	Chief Executive's Department	Corporate Director - Governance	N/A	Information on all legal cases included in monthly performance report. Quarterly updates on case numbers and hours worked.
2l	Housing Management - Call Centre	The service provider will provide Call Centre services to ensure tenants can approach them with management and repair matters during the hours of 8.00am to 6.00 pm Monday to Friday and a 24/7 and 365 days per year emergency service.	2023 to 2025	Housing Management	Housing Management	Resident Services	Head of Housing and Neighbourhoods	See Schedule 3	
2m	Property Management - Re-let Voids	The Service Provider will deliver void and compliance works during void periods. The service will liaise with contractors, housing management, and the Housing Needs Service to ensure void periods are kept to a minimum.	2023 to 2025	Asset Management	Housing Property Services	Resident Services	Head of Property Services	See Schedule 3	Monthly performance meetings. Pre and post void inspection of works to ensure VIM and quality. Monthly invoicing of costs Biannual review of void costs and void standard. All void cases are correctly logged on void management CRM. Monthly report on outcome of voids handover inspections Monthly voids monitoring report submitted All properties must achieve the statutory compliance requirements for the private rented sector

Acquisitions

Ref	Services	Description	Period	i4B Trading Account Heading	Service	Service Area	Lead Officer	KPIs	Performance Required
3a	Property Acquisitions - PRS Street Properties	The Service Provider will act as a buyer's agent for the Company. The role of the buyer's agent will commence with the identification of potential portfolio properties and end with the provision of keys and a complete property handover pack within 2 working days of purchase. The buyer's agent will identify properties which meet the Company's specification, business plan, targets and spend profile as provided by the company from time to time. The Service Provider will procure or deliver directly valuation and surveying services for the Company. Portfolio properties will be purchased directly for the Company and the company will fund the Council at the time of purchase the purchase price, disbursements, disbursements and SDLT. Other costs such as valuation and legal fees will be recharged to the company at intervals agreed by the Council. Properties will be registered in the name of the Company and the Service Provider will be provided with sufficient authority to manage the purchase on behalf of the Company. The Service Provider will comply with the Company's acquisition process which includes agreed points at which Board authority is required to proceed with the purchase. The Service Provider will act as a representative of i4B when working with solicitors.	2023 to 2025	Property Services	Property Services	Regeneration and Environment	Head of Property Services	See Schedule 3	Purchase of PRS street properties Monthly Performance Meetings All relevant documentation and information uploaded to the CRM Handover of PRS street properties to the refurbishment team within two working days of purchase. Quarterly market update reports to the Board. All costs incurred in the acquisition of properties are entered into financial systems. Properties purchased meet i4B's financial acquisition criteria.

3b	Property Disposals and Market Lets - PRS Street Properties	The Service Provider will act as an agent on behalf of i4B when disposing of properties and sourcing external agents to let at market rates. The Service Provider will be responsible for sourcing agents, procuring valuations negotiating leasing agreements and organising viewings	2023 to 2025	Property Services	Property Services	Regeneration and Environment	Head of Property	N/A	The Service Provider will attend fortnightly performance meetings.
3c	Future Development, Block Purchases and Projects	The service provider manage the relationships with agents on behalf of the i4B board. Bringing forward both land and block purchase opportunities for review with i4B officers. These opportunities will be presented to the board monthly through the Future Developments Update report at each board meeting.	2023 to 2025	Property Services	Property Services	Regeneration and Environment	Head of Property	See Schedule 3	The service provider will be tasked with bringing forwards at least 6 opportunities throughout a financial year.
3d	Conveyancing Legal Support (Purchases)	The Service Provider will procure or deliver directly legal conveyancing services for the Company. The Service Provider will act on behalf of i4B when purchasing and disposing of properties. The Service Provider will manage and recharge i4B Holdings Ltd through costs/adjustments and record and net off any retained monies as a result of the acquisition process.	2023 to 2025	Legal Services	Legal Services	Chief Executive's Department	Corporate Director - Governance	See Schedule 3	Purchase of PRS street properties Fortnightly operational meetings Monthly SLA performance meetings. All relevant documentation and information uploaded to the CRM
3e	Legal Services - Project Costs	The Service Provider will provide conveyancing services for the Company on large new build acquisitions and disposals. The Service Provider will manage and recharge i4B Holdings Ltd through costs/adjustments and record and net off any retained monies as a result of the acquisition process.	2023 to 2025	Legal Services	Legal Services	Chief Executive's Department	Corporate Director - Governance	See Schedule 3	
3f	Property Management - New PRS Voids	The Service Provider will deliver void and compliance works during for PRS void. The service will liaise with contractors, housing management, and the Housing Needs Service to ensure void periods are kept to a minimum.	2023 to 2025	Asset Management	Housing Property Services	Resident Services	Head of Property Services	See Schedule 3	Monthly performance meetings. Pre and post void inspection of works to ensure VIM and quality. Monthly invoicing of costs Bi annual review of void costs and void standard. All void cases are correctly logged on void management CRM. Monthly report on outcome of voids handover inspections Monthly voids monitoring report submitted All properties must achieve the statutory compliance requirements for the private rented sector