

Appendix 2a – Update on Progress Against Special Resolution

Actions for JEH Board to progress

Action	Progress	RAG rating
(1) Submit a draft business plan for the accounting year 2024/25, with a view to the Council's Cabinet approval to this being sought by the end of November 2024 or a later date as agreed by the Council. The draft should be submitted by 18 October 2024 and should set out options for returning JEH to profitability, alongside risks and mitigations	Business plan received 26 September 2024. Whilst the business plan was submitted prior to the deadline, further work was required. An interim business plan was submitted for 2025/26. The Council needs to conclude its options appraisal and review of its strategic business case for JEH before a longer-term business plan can be drafted and approved.	Complete
(2) Undertake a skills audit of the board and identify any gaps in skills and knowledge, to allow the Council to consider making additional appointments to the Board. Such a skills audit should be submitted to the Council by 30 September 2024	This has not been completed as the Board continues to rely on a single part-time director. The Council is to approve updated articles and steps need to be taken to increase the number of directors and ensure independence.	
(3) Submit evidence of a review of the services provided by the Council under the service level agreement and identify any risks or issues by 31 October 2024	The JEH director has raised issues about some of the services provided by the Council. Steps have been taken to consider alternative options for finance and company secretarial support.	
(4) Submit minutes of JEH board meetings held in the last 6 months, together with management accounts by 30 September 2024	Completed	Complete
(5) Submit an up-to-date risk register with mitigating actions by 30 September 2024	Completed but the shareholder has requested further information. Risks are now being considered by the Council's shareholder panel.	
(6) Submit evidence that conflicts of interest are being appropriately managed, including details of any conflict of interest protocol and declarations of interests by 30 September 2024	Not yet completed. This is linked to the Council's action to review board composition and appoint additional directors.	
(7) Submit details of any further support required to run JEH effectively, including details of	The JEH director has submitted details of additional support required. Further work is required	

cost of such support if this is required to be externally sourced by 30 September 2024	once the options appraisal is considered as this will depend on whether the company will remain in operation over the medium-term.	
(8) Submit details of all governance documentation and evidence of approval by the Board and by the Council as sole shareholder and/or service provider by 30 September 2024	Completed	Complete

Actions for Council officers

Action	Progress	RAG rating
Recruit and appoint an executive director/chief executive who will be a direct employee of JEH – appointment is a decision of the Chief Executive or officer acting under their delegation, with appropriate commissioner oversight;	Not yet progressed. This needs to be undertaken once the options appraisal is completed and new articles approved.	
Support JEH to commission specialist finance support, either by way of an independent non-executive director with a background in finance, a finance officer or a commissioned service	Finance support has been provided, but this is on behalf of the Council as shareholder. Finance systems and external support are being considered as part of a wider review of company governance.	
Review the arrangement for company secretariat support	Company secretarial services have been procured.	Complete
Review the articles of association and other governance documents with a view to Cabinet Committee being asked to approve any amendments.	Articles updated and submitted for approval to Cabinet Committee.	
Conduct an options appraisal informed by the recommendations made by Local Partnerships and to inform JEH's business plan	In progress	
Consider the role of JEH as part of a wider review of the Council's housing and homelessness prevention strategies	In progress as part of wider housing improvement plan	
Reviewing the use of Homeless Prevention Grant as part of wider review of housing services	In progress as part of wider housing improvement plan and budget setting process	

Appendix 2b – Compliance with Letter of Assurance

Conditions of Letter of Assurance	Current Position
Submit to the Council its monthly accounts, profit and loss, balance sheet and cashflow forecasts within ten working days of the last working day of each month	<p>The company has been unable to submit information monthly and within timescales. The company requires to move to a separate finance system away from the council to enable relevant core finance statements to be provided. The company has chosen a finance system, finance support is being sought and 2025/26 bank statement will be transacted on the company's chosen finance system.</p> <p>For the period ended November 2025, the company Director has a draft version to comply with this condition by a working spreadsheet in readiness to transfer all data to the finance system</p>
Notify the S151 officer and the Council, as Shareholder, of any deterioration or changes in JEH's overall financial position and objectives as set out within the business plan	The S151 officer and the Shareholder Panel have not been notified of any deterioration or changes in JEH's overall financial position
Ensure revenues are maximised on rent anniversary dates (not the assumed 10%, there is a potential that this will be higher than 10%) and debtor management	The company have not complied with this condition
Not enter into any new contract(s) or engagement(s) for works, goods or supplies, or seek to vary the terms of any existing contract(s) or engagement(s) for works, goods or supplies, with a value in excess of £10,000 plus VAT without the prior written consent of the Council, as Shareholder	The company Director obtains written consent by the Shareholder Representative Officer.
Not commit to spending or seek to procure works, goods or supplies worth more than £10,000 plus VAT in connection with any new or existing contract(s) or engagement(s) for works, goods or supplies without the prior written consent of the Council, as Shareholder. This includes the services provided between the company and the Council	The company Director obtains written consent by the Shareholder Representative Officer.