

**ARCH Review – Terms of Reference (June 2017)**

Covering a period of the last four years:

**Consultants and Contractors**

1. Review and report on the decision making process for the engagement of all consultants and contractors (including the use of procurement and commissioning arrangements where appropriate).
2. Review and report on the terms of engagement for all consultants and contractors with particular reference to the pay and reward schemes and any commitment to the supply of equipment and other non-pay elements.
3. Review payments made to all consultants and contractors with particular reference to: the terms of engagement and the evidence provided regarding the work undertaken and completed, and the authorisation process.
4. Is there an inventory of all other terms and conditions for each consultant/contractor available including all items of equipment within an individual's possession?
5. Does Arch have the correct insurance cover for each consultant/contractor with regard to any Arch equipment within their possession?
6. Have all benefits in kind to consultants/contractors been correctly accounted for and is all HMRC documentation in place.

**Employees**

7. Review and report on the decision making process and arrangements for the engagement and termination of all employees.
8. Review and report on the terms of engagement for all employees with particular reference to the pay and reward schemes and any commitment to the supply of equipment and/or any other non-pay elements.
9. Review payments made to all employees (including non-regular and routine payments) with particular reference to the authorisation process.
10. Is there an inventory of all other terms and conditions for each employee available including all items of equipment within an individual's possession?
11. Have all benefits in kind to employees been correctly accounted for and is all HMRC documentation in place?

**Property Portfolio**

12. Compile a comprehensive portfolio of properties purchased including the value and any other terms associated with the purchase, and, from whom the properties were purchased. If available, to review the evidence and documentation to support each purchase to assess whether each purchase has been processed in line with the governance structures of Arch.
13. Compile a comprehensive portfolio of all properties leased to tenants including all terms associated with the lease, and, to whom the properties were leased. If available, review the evidence and documentation to support each tenancy to assess whether a tenancy agreement exists for each

tenant and whether the tenancy document is up to date. A summary of the status of the tenants account would also be beneficial.

14. Compile a comprehensive portfolio of properties sold including the value and any other terms associated with the sale, and, to whom the properties were sold. If available, review the evidence and documentation to support each sale to assess whether each sale has been processed in line with the governance structures of Arch.

### **Hospitality and Gifts**

15. Report on details of all expenditure in relation to hospitality and gifts paid for by Arch and names of individuals/organisations that benefitted from that hospitality including Arch employees and Board members.
16. Report on all hospitality and gifts received by employees and Board members paid for by other organisations. Provide confirmation that declarations were completed by Arch employees and Board members.
17. Report on the register of interests completed by employees and Board members to identify whether this is in existence and has been updated regularly.

### **Award of Major Contracts**

18. For all contracts awarded:
  - a) Review and report on the decision making process for the award of all such contracts and the engagement of all major contractors (including the use of procurement and commissioning arrangements where appropriate).
  - b) Review and report on the terms of engagement for major contractors with particular reference to the pay and reward schemes and any commitment to the supply of equipment and other non-pay elements.
  - c) Review payments made to all major contractors with particular reference to: the terms of engagement and the evidence provided regarding the work undertaken and completed, and the authorisation process.
  - d) Is there an inventory of all other terms and conditions for each major contractor available including all items of Arch equipment which is within the contractors' possession?
  - e) Examine any necessary declarations in relation to contracts awarded.