

Useful Acronyms and Commonly Used Words in Board Reports

SEH - South Essex Homes

SEPS - South Essex Property Services (formerly Atilius)

SBC - Southend-on-Sea Borough Council

NFA - National Federation of ALMOs

ALMO - Arm's Length Management Organisation

EMT - Executive Management Team

OMT - Operational Management Team

SMT - Senior Management Team (EMT & OMT)

IIP - Investors in People

KPI - Key Performance Indicator

ToR - Terms of Reference

SLA - Service Level Agreement

FOI - Freedom of Information

SAR - Subject Access Request

ASB - Anti Social Behaviour

GDPR - General Data Protection Regulation

DPA - Data Protection Act 1998

ICO - Information Commissioners Office

SMAART - Southend Multi Agency ASB Response Team

HASAWA - Health and Safety at Work Act 1974

PEEP - Personal Emergency Evacuation Plan

VFM - Value for Money

DBS (check) - Disclosure and Barring Service

BACS - Bankers Automated Clearing Services

PAYE - Pay As You Earn

SHO – Sheltered Housing Officer

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P&R (Committee) - Personnel and Remuneration

A&R (Committee) - Audit and Risk

NB (Committee) - New Business

BQ (Project) - Better Queensway

SP (Funding) - Supporting People

ECC - Essex County Council

CPBC - Castle Point Borough Council

SWOT Analysis - Strength, Weakness, Opportunity & Threat Analysis

uPVC - Un-Plasticized Polyvinyl Chloride

DV - Domestic Violence

SETSAP Referrals - Southend, Essex & Thurrock Safeguarding Adult Form

EHA Referrals - Early Help Assessment (Children)

CAWN - Child Abduction Warning Notice

PRR – Potential Risk Register

HSG65 - Successful Health and Safety Management – HSG65 was prepared by HSE as a practical guide to improve Health and Safety in organisations.

H&S - Health and Safety

RIDDOR – Reporting Incidents, diseases and dangerous occurrence Regulations.

CPD – Continuing Professional Development

MH - Manual Handling

PPE - Personal Protective Equipment

COSHH - Control of Substance Hazardous to Health

FRS102 - The Financial Reporting Standard

Virement - Movements of budget provisions between budget headings

Agresso - The Company's main accounting system, also used for raising orders, paying invoices, financial reporting and payroll

Capital Budget - Proposed expenditure on the capital repairs budget as agreed with SBC

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Revenue Repairs Budget - Proposed expenditure on the revenue repairs budget

Operating Budget - Proposed expenditure by the Company not out of the Revenue Repairs budget and not constituting part of the Capital Programme

Data Controller - The person/organisation that decides the purpose and manner in which personal information is managed, either for SEH or on behalf of SBC

Data Subject - The person whose personal information is held by a Data Controller

Vision 2022 - The Company's Business Plan

Better Queensway - The Council's regeneration project for the town centre area