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Lochfield Park
Housing Association

Lochfield Park Housing Association

Standing Orders for Committee Meetings, Remits & Delegated Powers

FUNCTION	DOCUMENT	DATE
Management Committee Control & Accountability	Standing Orders for Committee Meetings, Remits & Delegated Powers	Review: May 2014 Approved: May 2014 Implemented: May 2014 Next review: May 2017

STANDING ORDERS

MANAGEMENT COMMITTEE GENERAL RESPONSIBILITIES

(Meetings of the Committee of Management will normally be held on the last Tuesday of each month {evenings})

General Issues

- Ordinary meetings of the Management Committee shall be held every calendar month with the exception of July and December recess.
- The Management Committee may delegate any of its powers to permanent or “occasional” sub-committees consisting of such Committee members and other persons, to office bearers and staff, as it thinks fit to carry out such functions entrusted to them by the Management Committee. The Management Committee shall ensure that such Sub-Committees, office bearers and staff conform to the instructions given to them.
- At its first meeting after each Annual General Meeting, the Management Committee shall appoint such Sub-Committees, as it deems necessary.
- Each Sub-Committee shall meet in accordance with a rota of suitable dates and times to be set out in the remit of that Sub-Committee. Timing of Sub-Committee meetings may be altered and additional meetings held, subject to the agreement of majority of the Sub-Committee.
- Apologies for above should be submitted to the office by 4.00 p.m. on the date of meeting to which they relate or in the morning if the meeting is an afternoon meeting.
- The Management Committee shall oversee, control and direct the duties and actions of the Chairperson, Secretary and any other officers of the Association to ensure that these are undertaken in accordance with the rules and aims of the Association.
- The Management Committee shall ensure that the Association’s borrowings are undertaken in accordance with the rules.
- The Management Committee shall ensure that the AGM and any General Meetings of the Association are called and conducted in accordance with the Rules of the Association.
- The Management Committee is responsible for the appointment and removal of staff and for fulfilling the Association’s legal and contractual obligations as an employer and for ensuring an appropriate and efficient staff structure is in place to meet operational demands placed on the Association, and that an appraisal system is in place to ensure staff or agents perform their functions effectively.
- The Management Committee may affiliate to the SFHA, Employers in Voluntary Housing and to any other organisation having objectives similar to those of the Association.

- The Management Committee is responsible for ensuring the Committee consists of people with the interests and ability to manage the Association's business effectively and for ensuring the directions contained in the Scottish Housing Regulator's "Regulatory Standards of Governance and Financial Management" and / or guidance given in the course of Performance Audit visits are considered and followed where appropriate.
- The Management Committee may appoint in accordance with its' rules any of its members or any employee to act as signatories or mandatories on its behalf for clearly specified functions.
- The Management Committee shall ensure there is an adequate financial control system in place with appropriate checks and balances and that appropriate book of accounts are kept to protect the Association's interest.
- Committee shall receive and scrutinise draft annual budgets and approve budget for the year.
- Committee shall ensure the Association fulfils its obligations in filing accounts and returns with the Scottish Housing Regulator, the Financial Conduct Authority, and OSCR.
- Committee shall ensure Annual Accounts are prepared on time and discuss contents with the Director, Finance Agent and Auditor.
- Committee shall agree remits for staff and committee identifying which individuals are authorised to sign cheques, grant applications etc.
- Committee shall examine and approve terms of private loan finance offers.
- Committee shall ensure that all sources of funding are investigated to determine suitability.
- Committee shall ensure that the principals of CIPFA'S Treasury Management Code of Practice and guidance from the Scottish Housing Regulator are followed and all borrowing decisions are made in accordance with the Association's Treasury Management Policy.
- Committee shall receive quarterly management accounts and monitor performance against budget.
- Committee shall maintain prudent insurance against risk and ensure that businesses with whom contracts are arranged have appropriate insurance cover.
- Committee shall ensure longer-term financial plans and projections are prepared based on realistic assumptions and the Association's future strategy.

Conduct of Management Committee Meetings

- The Management Committee will appoint from its number a Chairperson, Vice Chairperson, Secretary and Treasurer and any other office bearers as are considered necessary to discharge the committee's business. The duties and delegated powers of all Office Bearers will be as agreed by the Management Committee and incorporated in these standing orders.

- All Office Bearers will be appointed at the first meeting of the Management Committee following the Annual General Meeting and shall serve for one year. Retiring Office Bearers shall be eligible for re-election.
- The Chairperson may be re-elected but may not hold office continuously for more than five consecutive Annual General Meetings. On the expiry of five continuous terms of office, the retiring Convenor shall not be eligible for election as Convenor during the ensuing twelve months.
- The Committee may remove any Office Bearer at a Special Meeting called for the purpose: such removal of an Office Bearer requiring a two-thirds majority of committee members present.
- The Chairperson shall convene all meetings of the Management Committee. In the absence of the Chairperson, the Vice Chairperson will do so, and in the absence of both the members present shall elect one of their number to chair the meeting.
- All questions of order arising at any meeting shall be decided by the Convenor of the meeting. In the case of equality of votes, the Chairperson of the Management Committee meeting, or substitute, shall have both a deliberative and casting vote.
- Agendas for Management Committee meetings shall be prepared by the Director, or in the case of Sub-Committees the staff member designated in the remit to service that Committee.
- Notice of all meetings of the Committee, shall be sent to members not less than four days before the date of the meeting.
- All papers will be delivered by close of business on the Thursday prior to the meeting.
- The business at meetings shall normally follow the order of the Agenda, but the Chairperson or substitute shall have the power to alter the order of business at any stage.
- No meeting shall continue for more than two hours beyond the time from which the meeting is called unless with the approval of at least two thirds of the members present. For the meeting to continue a motion to suspend standing orders must be approved by two-thirds majority of those present (Rule 3). Standing orders may only be suspended for 15 minutes duration and no more than twice in any one meeting.
- A quorum shall be four Committee members.
- Minutes of every meeting of the Management Committee and any Sub-Committees shall be prepared by an employee of the Association and issued for approval with the Agenda for the next ordinary meeting of the Management Committee.
- Minutes of all meetings shall be submitted to the Management Committee meeting for information and approval.

- Voting shall normally be by show of hands but shall be by secret ballot if such procedure is requested by one third of the members present at any meeting. A simple majority shall be sufficient to determine the matter. In the case of a motion to suspend Standing Orders a simple majority of the members present in favour the motion shall be necessary.
- If any member or employee has a personal or pecuniary interest direct or indirect, in any matter under discussion at a meeting of the Committee or of a Sub-Committee, he/she shall declare that interest before the meeting or if unable to do so as soon as practicable after the commencement of the meeting, and shall leave the room and take not further part in the matter under discussion.
- All matters discussed at committee or Sub-Committee meetings, shall be treated in strict confidence by Members and Employees in attendance.
- It shall be the duty of the Chairperson/Convenor of any meeting to ensure that Standing Orders are observed and enforced at that meeting.

Delegation of Powers to Office Bearers

General Principles

- It is recognised that the execution of the Association's work will often require decisions to be taken without awaiting Committee or Sub-Committee approval and that many routine matters will fall to be decided by Office Bearers. Accordingly this Scheme of Delegation sets out the basis on which delegated powers shall be exercised by the Association's Officer Bearers.
- The Committees purpose in approving the scheme of Delegation of Powers is to ensure that the work of the Association is not unnecessary delayed for decisions which are clearly within the general terms of the Association's Policy.
- No policy decisions will be taken or major financial commitments entered into without the approval of the Management Committee or the appropriate sub-committee.
- The Chairperson of the Management Committee, in consultation with the Director of the Association, shall have discretion to authorise such actions or decisions as may be necessary to avoid delays in prosecuting the work of the Association within the area covered by each of the sub-committees. Provided that policy decisions are reserved to the Committee or standing sub-committee. All matters on which the Chairperson has authorised action shall be reported to the following meeting of the Committee or standing sub-committee.
- The Chairperson shall be authorised to represent the Association at promotional events and to arrange for other members of the Management Committee of the Association to attend as appropriate, provided that attendance at all such events shall be reported to the next ordinary meeting of the Management Committee and shall be subject to any regulations approved by the Association in relation to the payment of the necessary expenses.

- It shall be understood that in all cases where discretionary authority is delegated to the Chairperson, the same authority shall be delegated to the Vice Chairperson as substitute in the absence of the Chairperson and that all matters on which the substitute has authorised action shall be reported to the following meeting of the Committee or standing sub-committee.
- Notwithstanding the foregoing, the Secretary shall have authority for carrying out the duties of secretary as laid in the Association's rules and to ensure the proper completion and scrutiny of all legal documents.
- Where urgent decisions become necessary when it is impracticable to call a committee meeting, the Chairperson or in his/her absence, the Secretary, shall consult with a majority of Committee members and the Director and shall only take such decisions as shall involve the least policy commitment on behalf of the Association. The decisions taken shall be reported to the Management Committee as soon as possible thereafter for ratification.
- The Management Committee may appoint any person to represent the Association in dealing with outside bodies or to serve as the Association representative on any other Official Body.

Policy and Decision Powers

- The Management Committee will consider and take the final decision on the recommendations from its sub-committees.
- The Management Committee will ratify decision made by its sub-committees (in accordance with its delegated authority).

Sub-Committees: Their Powers & Remits

Standing Orders for all sub-committees

- A minimum of 4 and a maximum of 6 Committee Members will be appointed to each sub-committee unless the Management Committee agrees to more.
- Each sub-committee will appoint its own convenor whom must be an elected member. This appointment will be agreed by the sub-committee at their first meeting after the AGM. The Convenor will chair meetings and set the agenda in conjunction with the appropriate member(s) of staff. In the Convenors absence, the meeting will be chaired by a member chosen from those present.
- Each sub-committee will generally meet no less than four times in each year. It will submit the minutes of each meeting to the following Management Committee meeting for discussion and consideration of recommendations and decisions.
- The Minutes of each sub-committee meeting will be approved as a true record at the following meeting of the sub-committee.
- A quorum will be 3 members.

- In the event of a quorum not being present by thirty minutes after the scheduled start of the meeting, the meeting may be reconvened at another mutually acceptable time.
- Staff will attend sub-committee meetings and submit written reports as required by the sub-committee. Written reports should be circulated in advance no less than two days before the date of the meeting. Policies and complex reports should be issued at least five days prior to the meeting at which they are to be discussed.(Wherever possible)
- Decisions will be a majority of the members present. In the event of a tie, the Convenor will have a second and casting vote.
- Meetings will close at maximum 2 hours from the scheduled start. For the meeting to continue a motion to suspend orders must be approved by 2/3 majority of those present. Standing Orders may only be suspended for 15 minutes duration and no more than twice in any one meeting.
- Remit and delegated powers will be reviewed at regular intervals.

Each sub-committee shall observe strictly its remits and delegated powers and shall exercise in any matter only the degree of authority delegated to it by the Management Committee. (Remits attached).

DEVELOPMENT SUB-COMMITTEE

(Meetings of the Development Sub-Committee of Management will normally be held as required)

Remit

The Development Sub-Committee is responsible for the following matters and is empowered by the Management Committee to take decisions on and approve reports in these areas subject to them being reported to the Management Committee

A decision of the Sub-Committee will not be binding until the Minutes have been approved by the Management Committee except in the case of specific delegation of functions and powers by the Management Committee

The Development Sub-Committee will have the following delegated powers and functions:

- Examine and approve offers of Grant from Glasgow City Council, the Scottish Housing Regulator or any other Agency
- Ensure that Section 66 consent is applied for in respect of all disposals and securities.
- Recommend housing and tenure mix for projects.
- Approve list of Contractors for development projects.
- Annually review lists of approved Consultants and Contractors.

- To discuss and agree items of significance to be contained within design briefs for all development projects.
- To agree standard documents for schemes namely design briefs, specification, and product list.
- To discuss and agree design options and proposals for all development projects.
- To receive reports on and to monitor progress of projects on site.
- To receive reports on and to monitor spend of contracts on site.
- To ensure that adequate consultations take place with the tenants and others required on all development projects and proposals.
- To monitor the Development Programme including the level of expenditure against cost planning target.
- Selection and appointment of Consultants and agreeing terms of appointment

PROPERTY MANAGEMENT SUB-COMMITTEE

Meetings of the Property Management Sub-Committee of Management will normally be held on the 2nd Tuesday of each month (afternoons)

Remit

The Property Management Sub-Committee is responsible for the following matters and is empowered by the Management Committee to take decisions on, and approve reports in these areas, subject to them being reported to the Management Committee.

Delegated Powers – Housing Management

- To monitor statistical information on the Association's Housing List, Allocations, Voids and Internal Transfers.
- To monitor affordability of rent levels and rent arrears control.
- To regularly review the Association's Housing Management Staff.
- To monitor rent collection methods.
- Decide on recommendations from Housing Management Staff, to proceed with Legal Action for rent arrears (in line with the Association's policy).
- Monitoring annually the demographic and social effects of the allocations policy.
- Monitoring void property figures.
- Consider special cases and one-off referrals (in line with allocations policy)

To Submit Recommendations To The Management Committee On:

- Approval of the Association's Allocation Policy along with any information sheets pertaining to same.
- Establishing estate management policies for the Association.
- Agreeing and approving tenant's handbook, tenancy agreements, leases and any other similar publications.
- Review of the Association's rent arrears policy.
- Review of the Association's rent policy.
- Review of the Association's factoring policy.

Delegated Powers – Maintenance

- To monitor the performance of contractors carrying out repairs and maintenance works for the Association.
- To approve contractors each year to be used to provide the Association's repairs and maintenance service and to approve any amendments to this list as required. (Approved Contractor List)
- To monitor cost of day-to-day repairs and maintenance against budget provision and to report any potential overspend to the committee.

To submit recommendations to the Management Committee on:

- Major one-off repairs providing costs are contained within budget provision for year.
- Annual maintenance programme covering day-to-day repairs, major repairs, and cyclical maintenance.
- Policy and Procedure for tenants' alterations and improvements.
- Report any significant changes in the approved maintenance programme.
- Agency agreements with other RSL's.
- *Review of the Association's Maintenance Policy.*

STAFFING SUB-COMMITTEE

Meetings will be held 6 monthly or on request but at least once a year.

Remit

The Staffing Sub-Committee is responsible for the following matters and is empowered by the Management Committee to take decisions on and approve reports in these areas, subject to them being reported to the Management Committee.

Delegated Powers

- To monitor staff attendance, holidays, toil and sickness.
- To monitor and review staffing levels and salary grade structure and report findings / recommendations to management committee at their next meeting.
- To decide upon recommendations from the Director on routine staffing issues i.e. leave of absence, periods of annual leave in excess of 2 weeks, temporary staff cover if and when required.
- To act on behalf of Management Committee on personal issues i.e. disciplinary issues, grievances, etc. Subject to it being within the agreed staff structure, recruitment of staff.
- Responsibility for all issues relating to staff welfare.
- All staff and Committee training and attendance at conferences that is within the budget and general policy agreed by the Association.
- Promotion of the Association within and beyond Lochfield Park.
- Monitoring of the Association's Equal Opportunities Policy.

To Submit Recommendations To The Management Committee on:

- Annual review of the staff complement and structure.
- Conditions of service including salaries.
- Review of job descriptions.
- Staff regrading out-with the agreed staff structure.
- General Policy issues that fall out-with the remit of other sub-committees.
- Appointment of Legal Advisors.

HEALTH & SAFETY SUB-COMMITTEE

(Meetings will be held six monthly following on from the Property Management meeting)

Remit

The Health & Safety Sub-Committee is responsible for approving the Health & Safety policy and ensuring the policy is regularly reviewed with updating as necessary.

Delegated Powers

- The Health & Safety Sub Committee will monitor the effectiveness of the Health & Safety Policy and annually make recommendations in its review.

- Ensuring that the objectives of the Health & Safety Policy are fully understood and observed by all employees and that the agreed Health & Safety Policy is correctly implemented.
- Ensuring regular statutory inspections of equipment within the Association are carried out as required.
- Regularly monitor the Association's operations to ensure that the procedures outlined in the Policy are implemented.
- Ensure that any internal, external matters concerning Health & Safety are brought to the attention of the appropriate manager of the section they affect.
- It will be the responsibility of the Management Committee to ensure training and information is given to those appointed with responsibility for Health & Safety matters.

FINANCE SUB-COMMITTEE

Meetings of the Finance Sub-Committee will normally be held as required

The Finance Sub-Committee will be delegated to receive and scrutinise financial and other reports on behalf of the Management Committee.

- The Finance Sub-Committee will comprise a minimum of 4 members from the Management Committee however all management committee members will be eligible to participate in this committee. The Director, Finance Agent and Office Manager will also attend these meetings.
- The Finance Sub-Committee shall be able to co-opt additional members with particular expertise or interest as necessary to perform their functions.
- The Finance Sub-Committee shall elect a Chairperson who shall not be the Chairperson of the Association.
- The Finance Sub-Committee has the right to report directly to the Chairperson of the Association.
- All Management Committee members shall receive a copy of the Minutes of the Finance Sub-Committee meetings together with other relevant papers.
- The Director, Finance Agents and Internal Auditor shall be in attendance at Finance Sub-Committee meetings.
- Other members of the Management Committee shall have the right to "attend" Finance Sub-Committee meetings upon request.
- Minutes of the Finance Sub-Committee meetings will be presented to the next Management Committee meeting for approval and ratification. Issues may include:
- Comment on adequacy and effectiveness of the Association's internal control systems.

- A review of the external auditor's management letter.
- Comments on promoting economy, efficiency and effectiveness within the Association.
- Comments on financial performance.
- Comments on Internal Auditor's Reports
- Comments on internal auditor's report.

Meetings

As the Association's Management Committee receives and approves all matters relating to Finance then meetings of the Finance Sub-Committee will be convened as required but normally at least twice a year e.g. to receive and scrutinize:

- Annual Accounts, Six Monthly Financial Performance figures etc
- The annual internal audit programme/internal auditors appointment
- Results of internal audit checks carried out.
- External audit matters including appointment of auditors.
- To consider other relevant matters including annual assessment of potential risks to the Association.

Delegated Powers

Overview of Financial Reporting

- To assist the Committee of Management in ensuring that financial reports to external parties, in particular, the annual financial statements, are balanced and fair and conform to accounting standards.
- To confirm to the Committee of Management that there are no outstanding matters of disagreement between management and the external auditor.
- To learn from the external auditor of his or her principal matters of concern.

Overview of External Audit

- To consider whether or not the Association is getting good value for money from its external auditor.
- To review external audit work on behalf of the Committee of Management.
- To recommend to the Committee of Management the re-appointment or otherwise of the external auditor.
- To recommend to the Committee of Management the fee to be paid to the external auditor.

- To receive and consider the Auditors Management Letter and to make recommendations to the Management Committee.

Overview of Internal Control

- To satisfy the Committee of Management that there is a sufficient, systematic review of the internal control arrangement of the Association, both operational (relating to effectiveness, efficiency and economy) and of financial reporting controls.
- To ensure that weaknesses in control are being corrected and reported to the Committee of Management accordingly.
- To commission special investigations into matters of particular concern relating to internal control.
- To learn from the internal audit function of any major audit findings and to advise thereon.

Overview of internal Audit

- To ensure that the Association has appropriate internal audit arrangements and to approve the scope and/or limitation of such arrangements.
- To approve in advance the appointment or approve changes to externally provided internal audit services.
- To review the planned programme of work of the internal audit function to ensure its appropriateness.