



CLYDEBANK HOUSING ASSOCIATION LTD.

Sub-Committee Remits

Management Committee submission:	29 November 2016
Approved:	29 November 2016
Review date:	November 2019

This policy can be made available on request in a variety of different formats, such as on tape, in large print and translated into other languages.

CLYDEBANK HOUSING ASSOCIATION LTD

Sub-Committee Remits

The Management Committee delegates authority to sub-committees per Rule 58.1 of its Charitable Model Rules 2013 for particular aspects of its business, e.g. Housing Management/Maintenance, Finance, Staffing & General Purposes and Development. Any decisions made by Sub-Committees remain the responsibility of the whole Management Committee and are considered for ratification at the Management Committee meeting following the Sub-Committee meetings. The scope of delegation is detailed below.

Delegation from Management Committee to Sub-Committees

The Management Committee at their meeting of 29 November 2016 delegated the following authorities to the various Sub-Committees. The remits are set in accordance with the Scottish Housing Regulator's Regulatory Framework. Consideration of business will automatically revert back to the Management Committee where Sub-Committees are suspended or decisions required in advance of the next scheduled Sub-Committee meetings.

Development

1. Initial Scheme Assessment

To assess the viability of development opportunities in line with the Association's Rent Policy, availability of Housing Association Grant, Private Finance requirements and availability including security arrangements, risk assessment, etc. to determine whether to progress with proposals.

2. Acquisition

To approve the location and terms of acquisition of sites for development in line with the Association's objectives.

2. Design Brief/Housing Mix

To consider planning constraints, needs assessment (from Business Plan) and to approve design brief and housing/tenure mix in line with current waiting list statistics.

3. Specification

To approve and monitor scheme specification and to review/approve any proposed variations out with the Association's agreed standard specification.

4. Consultants Appointments

(a) To appoint consultants and to approve terms of appointment in accordance with Clydebank Housing Association's Procurement Policy.

(b) To monitor performance of consultants and take any necessary appropriate action.

5. Selection of Contractors (non-design and build proposals)

- (a) To select contractors for tender lists and to approve tenders in accordance with the Association's Procurement Policy and Code of Procedure for tendering.
 - (b) To monitor contractors performance and to take any necessary appropriate action.
6. **Development Bid**
To consider final projected cash flows and development costs and approve annual submissions for Scottish Government/Local Authority funding.
 7. **Cash Planning Targets**
To monitor monthly capital expenditure against approved target.
 8. **Ongoing Contract Monitoring**
To monitor ongoing contract performance and risks and take action as required.

Finance, Staffing & General Purposes Sub-Committee

Finance

1. To ensure that the Association complies with the requirements of the Scottish Housing Regulator's Regulatory Framework in particular the Regulatory Standards of Governance and Financial Management. The Association should ensure that sufficient resources are available to enable it to exercise sound financial management in accordance with its Financial Regulations.
2. To recommend to the Management Committee the approval of the Annual Budget which will be submitted prior to the commencement of each financial year.
3. To monitor and approve the quarterly Management Accounts which will be submitted the month following the end of each quarter.
4. To regularly analyse and assess all information reported to it including reasons for deviations from expected results or patterns.
5. To monitor the cash flow position of the Association on a quarterly basis. This would include the monitoring of all expected income (rents, allowances etc), expected expenditure (salaries, office overheads, legal expenses, maintenance etc) and capital items. To ensure this information is forwarded to its lenders/other stakeholders on a quarterly basis.
6. To monitor the Association's Bank, HOBS, Investment and Term Deposit Accounts on a regular basis and recommend investments which will optimise income as per the Treasury Management Policy.

7. In conjunction with the Development Sub-Committee, approve and monitor the level of private finance required for each development as required.
8. To ensure all income and expenditure is accurately allocated and apportioned to cost centres.
9. To authorise payment of expenses to staff and Committee.
10. To ensure that both capital and revenue activities are carried out economically and efficiently. Areas of poor cost control or financial inefficiency should be identified and remedied.
11. To monitor all, Mortgage to Rent, other property purchases and Shared Ownership sales on a quarterly basis.
12. In conjunction with the Housing Management and Maintenance Sub-Committee, approve the Factoring Policy and monitor its operation as well as ensuring that income is maximised through robust debt recovery procedures.
13. In conjunction with the Housing Management and Maintenance Sub-Committee, ensure that the Association provides a factoring service reflecting value for money and to make sure that the Association's costs for providing the service are covered and to ensure compliance with the new Property Factors Act 2011
14. To approve any capital expenditure when required.
15. To ensure expenditure on Major/Cyclical and Day-to-Day Repairs is monitored on a quarterly basis and liaise with the Maintenance Section on an ongoing basis.
16. To approve Financial Procedures and Regulations and review on an annual basis.
17. To review and recommend for approval to the Management Committee the Association's Financial Plan on an annual basis.
18. To review the Association's 5-year Financial Viability Return, Loan Portfolio Return and relevant parts of the Annual Return on the Charter (ARC) prior to submission to the Scottish Housing Regulator.
19. To monitor performance including value for money, against Peer Groups and against targets set at the start of each financial year.
20. To receive, consider, monitor and approve all financial information relating to the Association's wholly owned subsidiary, CHA Power

Staffing

1. If not considered by the Management Committee, the Finance, Staffing and General Purposes Sub-Committee will review the staffing structure and make appropriate recommendations to the Management Committee in accordance with the Recruitment and Selection Policy as approved by the Management Committee.
2. The Finance, Staffing and General Purposes Sub-Committee will recommend any action regarding staff grievances to the Management Committee in accordance with the procedures laid down in the Conditions of Services.
3. To monitor the effectiveness of the Association's Training Policy and to recommend appropriate amendments to the Management Committee.
4. To monitor attendance management report on a quarterly basis and highlight areas of concern to the Management Committee when required.

Housing Management & Maintenance Sub-Committee

1. **Rents**

To approve the methods of rent payment available to tenants and review/approve any changes.

To approve the methods of rent collection available to the Association and review/approve any changes

2. **Rent Arrears**

To approve the Arrears Policy, to set targets for arrears levels and monitor arrears in the light of those targets.

To ratify legal action taken and give approval prior to any eviction being implemented.

3. **Allocations**

To approve the Allocation Policy and monitor its operation in line with this policy via monthly committee reports received from the Housing Manager.

To approve the Associations allocation targets.

4. **Tenancy Matters**

To approve the terms on which houses are let.

To approve all policy relating to estate management, housing management complaints, breaches of tenancy agreements or other Housing Management Policy.

To ratify legal action taken in accordance with this policy and give approval prior to any eviction being implemented

5. Voids

To approve policy relating to void management, to set targets and to monitor performance against those targets via monthly committee reports from the Housing and Maintenance Managers.

6. Ethnic Monitoring and Equal Opportunities

To ensure that the operation of allocations and its policy follows the Association's Equality and Diversity Policy.

7. All CHA Premises

To approve improvements and maintenance expenditure for matters relating to the Health & Safety Policy.

8. Maintenance Authority

To approve and monitor the delegation of maintenance authority and to review and approved proposed changes in policy.

9. Maintenance Budget

In conjunction with the Finance, Staffing and General Purposes Sub-Committee, approve, monitor and review the maintenance budget in line with Clydebank Housing Association's Life Cycle Costing data.

10. Maintenance Programme

To approve, monitor and review the extent and interval of the maintenance programme to include:

- Planned and responsive routine repairs.
- Anticipated and unforeseen cyclical/major items.
- To report/feedback specification information to Development

11. Inspection/Repairs Reporting

To approve, monitor and review maintenance responses and reporting.

To set annual performance targets and to monitor and compare against peer group average throughout the year.

12. Performance

To monitor overall Housing Management and Maintenance performance in line with agreed targets and peer group performance (Scottish Housing Network information or similar) via monthly reports from Managers.

13. Scottish Social Housing Charter (SSHC)

To monitor compliance, associated outcomes and indicators relative to the SSHC on a monthly basis.