STANDING ORDERS & COMMITTEE MEETING REMITS

Title:	Standing Orders & Committee Meeting Remit
Purpose of Procedure:	To ensure the Association carries out its affairs in accordance with the rules of the Cooperative and Community Benefit Societies Act 2014.
Section:	Committee
Date:	January 2026
Review Date:	January 2029
Regulatory Standards & Guidance:	Standard 1 - Guidance
	1.2 The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.
Reference:	Cooperative and Community Benefit Societies Act 2014 & Regulatory Standards and Guidance

BLAIRTUMMOCK HOUSING ASSOCIATION LIMITED
COMMITTEE REMITS

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1.0 INTRODUCTION

Blairtummock Housing Association takes recognition of Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management which states:

"We are independent from other bodies (unless we are a subsidiary RSL) and properly constituted. We operate under the terms of our constitution".

1.1 Management Committee

The Management Committee is responsible for ensuring that the Association carries out its affairs in accordance with the Rules of, the provisions of the Industrial and Provident Societies Act 1980, other such relevant legislation and the direction of Scottish Housing Regulator.

The Management Committee will be elected in accordance with the Rules, and may co-opt up to 5 persons - who shall normally be shareholders - to serve on the Management Committee.

The Management Committee will comprise no fewer than 7 and not more than 15 members, exclusive of co-optees. In the event of the number falling below 7, vacancies will be filled in accordance with the Rules to allow the Committee to continue its functions.
In addition, Scottish Housing Regulator may appoint a person to the Management Committee.

2.0 STANDING ORDERS

2.1 Appointment of Office Bearers

The Management Committee will appoint its own Chairperson - who will be a full member - at the first meeting following its Annual General Meeting. The Management Committee will also appoint its Secretary and any other Office Bearers at the same meeting (they will be full members). The Chairperson and other Office Bearers may be removed from office, only in conjunction with the Rules.

2.2 Level of Meetings

The Management Committee will normally meet monthly and not less than 9 times a year. Minutes of the previous meeting will be circulated in advance for consideration and approval and Minutes of the previous sub-committee meetings will be circulated in advance for ratification or recommendation.

2.3 Calling Management Committee Meetings

Meetings of the Management Committee will be called by the Secretary in conjunction with the Director. The Chairperson will set the Agenda in conjunction with the Director and will chair Management Committee meetings. In the absence of the Chairperson or his/her unwillingness to act, meetings or any parts of meetings will be chaired by a Committee member elected from those present.

2.4 Resignation of Committee Members

Any Management Committee member failing to attend four Management Committee meetings in a row without special leave of absence previously being granted by the Committee either at his/her request or by exercise of the Committee discretion will cease to be a Committee member Any Management Committee member wishing to resign will do so in writing to the Secretary.

2.5 Quorum

Four Committee members shall be a quorum.

2.6 Role of Chair

Members of the Committee should try to address their remarks through the Chair and should try to keep their contribution as short and precise as possible.

The Chair is responsible for ensuring that the meeting runs smoothly and keeps to time. From his/her knowledge of the agenda, he/she should allocate a time against each item and ensure that this time limit is not exceeded. He/she should try to ensure that all members are invited to contribute to the discussion and that no person or group of people dominates the discussion to the exclusion of the rest of the Committee. If necessary, he/she should limit members' contributions.

If necessary, the Chair should move the meeting to a vote by asking for a motion to be proposed and seconded.

2.7 Conduct of Members at Committee Meetings

When attending Committee meetings, all Committee Members must:

- Conduct themselves in a courteous and business-like manner;
- Show respect for the authority of the chairperson of the meeting;
- Show respect and consideration towards other committee members, the Association's staff, and anyone else attending the meeting.

The Chairperson of the meeting is responsible for determining if any Committee Member is acting in a way contrary to the Standing Orders or the Code of Conduct for Committee Members. The Chairperson may provide a warning to the Committee Member(s) concerned, and request that the inappropriate behaviour ceases.

In the event of a failure to comply with such a request, or where the breach of standards, in the opinion of the Chairperson, is sufficiently serious, the Chairperson can propose that member or members in question be excluded from the remainder of the meeting.

Such a resolution, if seconded, will be voted on immediately by the remaining Committee Members who are not the subject of the resolution and shall be decided by a majority vote of the remaining Members. If the motion is carried, the Committee Member or Members concerned must then leave the meeting.

These procedures also apply to the person chairing meetings. The Chairperson has a duty to show exemplary conduct in the way they carry out their role. If Committee Members are concerned about the conduct of the person chairing a meeting, a resolution may be made to exclude the Chair from the remainder of the meeting.

2.8 Raising Old Business

Where the Management Committee has taken a decision which is duly minuted, the topic may not be raised again at the Management Committee until a period of one year has elapsed. Any member who wishes to review a decision before the expiry of the above time limit must make the request in writing to the Secretary stating the reason for the review. The Secretary, in consultation with the Chair, shall decide on whether or not the item should be:

- Placed on the Agenda of the next meeting.
- A special meeting should be called to review the decision;
- Not be reviewed.

2.9 Confidentiality

Committee Members should be aware that all information presented to them is in confidence. While obviously decisions reached by the Committee are recorded in the Minutes, the discussion leading up to that decision and the opinions expressed are confidential. Decisions made in Committee should be supported by all the Committee. Where decisions affect third parties, no Committee Member should divulge the decision until the party involved has been formally notified.

Committee Members are requested not to raise personal complaints directly with the Committee. All complaints/queries, etc. should be directed in the first instance to the Association staff.

Committee Members who are interested parties in any discussion should declare their interest, take no part in the discussion and, if necessary, leave the meeting while the topic is being discussed. Such declarations of interest must be recorded in the Minutes.

Where a motion has been proposed and seconded and there is no counter proposal which has been duly seconded, the motion shall be moved to a vote by the Chair, and duly recorded. Amendments to the motion may be proposed, but the acceptance of any amendment is entirely at the discretion of the proposer of the motion.

If the amendment is acceptable to the proposer, it is then put to the vote before voting on the motion.

It should be noted that abstention from voting should only be in the case of direct interest by the member. Members must vote.

The Chair shall have a casting vote.

Any breach of, or question to, the Standing Orders may be raised by a Member on a Point of Order.

The Management Committee may request staff to attend meetings or to submit reports in advance. Written reports will be considered by Management Committee, only when circulated in advance or at the discretion of the full Committee.

2.10 Legal Action Taken by the Association Against a Committee Member

Where a Committee Member is also a tenant or customer (e.g. shared owner applicant etc.) of the Association then the procedures and policies of the Association apply to them in the same way as any other tenant.

Where a Staff Member has to enforce the Association's Policy against a Committee Member when the members is in breach of tenancy then the Director should be kept advised of the position to ensure that the Committee Member is neither being treated preferentially or worse because of their status.

Where a final warning has to be given to the Committee member this should contain the reference that further action would impact a Committee Membership.

If a notice requires to be served on a Committee Member, they would be expected to take leave of absence until the breach is resolved. If this course of action is taken by the Committee Member concerned then the Committee do not require to know any details of the reason for the request.

If a leave of absence is not requested or if the Committee Member requests to return before the breach is resolved the matter is referred to the Management Committee for consideration.

Where a Management Committee or Sub-Committee meeting is convened at between 5.00pm and 5.30pm, refreshments shall be provided for member's convenience.

2.11 Responsibilities

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 consider applications for membership of the Association in accordance with the Rules and Policies 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 Annual General Meeting and any General Meetings of the Association are called and conducted in accordance with the Rules of the Association.

The Management Committee shall establish and maintain, for Committee members and employees, a Code of Conduct which ensures that all conduct is in accordance with the Rules, legislation governing the affairs of the Association and the aims and policies of the Association.

The Management Committee may delegate any of its powers to permanent or ad hoc 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.

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. The Management Committee may affiliate to the EVH or such other body having objects, in respect of responsibilities as an employer, similar to the objects of the Association.

The Management Committee may affiliate to the Scottish Federation of Housing Association and to any other organisation having objects similar to those of the Association.

The Management Committee is responsible for ensuring the recommendations or directions made by Scottish Housing Regulator in the course of Monitoring Visits, Spot Audits or its other functions are implemented.

The Management Committee may recommend amendments to the Rules of the Association for approval by a General Meeting of the Association by Scottish Housing Regulator and by Financial Conduct Authority. The Management Committee must ensure that its members at all times act in the interests of the Association, as a charity, and that the Association complies with the provisions of the Charities and Trustee Investment (Scotland) Act 2005.

The Management Committee may appoint any of its members or any employee to act as signatories or mandatories on its behalf for clearly specified functions.

The Management Committee will determine and review the Association's policy on sales.

The Management Committee will ensure the submission of a comprehensive Business Plan to Scottish Housing Regulator on an annual basis.

2.12 Policy and Decision Powers

The following powers rest with the Management Committee:

Finance

Recommendations of the Finance and Audit Sub-Committee on the following will be considered by the Management Committee with whom the final decision on acceptance, rejection or amendment will rest;

- Recommendations on staffing levels.
- Cash Flow, Budgets, Management Accounts and Financial plans.
- Annual Accounts and Auditor's Management letters.
- Appointment of Auditors and review of Auditors every 7 years.

Housing & Maintenance

- Decisions to proceed with eviction.

- Any items having a long term or major effect on the finance of the Association outwith its prescribe budget.

Development

- The Management Committee will approve or reject the registration of New Build sites, promotion of new Project Areas (rehabilitation).

- The Management Committee will approve or reject the adoption of non-standard tendering procedures for rehabilitation and new build schemes.

- The Management Committee will approve the proposed programme of the Association. This will be reviewed by the Management Committee on a twice yearly basis.

2.13 Staff Matters

The Management Committee will be responsible for making all decisions relating to redundancy and severance payments, they may choose to set up a smaller working group to do this.

All decisions will be made taking account of relevant legislation and the necessary legal advice will be sought. All Scottish Housing Regulator requirements in relation to severance payments and notifiable events will also be adhered to.

2.14 Epidemic Circumstances

During the period of the epidemic circumstances might arise requiring that urgent business be undertaken between meetings of the management committee. If, in the opinion of the Director, such circumstances arise the Management Committee hereby delegates decision making authority to the Office Bearers, acting in consultation with the Director, to ensure that required decisions can be made in order that urgent business can be undertaken in the interests of the Association.

2.15 Urgent Decisions

The Chair has delegated authority to make decisions on urgent matters between Management Committee meetings. Where it is essential for the effective operation of the Association that a decision that would normally be taken at a Committee Meeting has sufficient urgency that it must be taken between meetings. The Director, or in her/his absence the most senior manager present will contact the Chair and advise that an urgent matter has arisen and the Chair will decide whether the matter requires and urgent decision.

All decisions made under this urgent procedure will be referred to the following Management Committee meeting for homologation.

3.0 HOUSING MANAGEMENT AND MAINTENANCE SUB-COMMITTEE

3.1 Standing Orders

3.1.1 A minimum of 4 Committee Members will be appointed/elected to the Housing Management and Maintenance Sub-Committee

3.1.2 A quorum will be 3 members

3.1.3 In the event of a quorum not being present, the meeting will be re-convened

3.1.4 The Chairperson and Secretary shall be members of the Sub-Committee with full voting rights

3.1.5 Other members of the Management Committee may attend the Sub-Committee, but may not vote

3.1.6 The Sub-Committee will appoint its own Chairperson who will convene meetings, and set the Agenda in conjunction with the Housing and/or Maintenance Officers

3.1.7 Minutes will be taken by a staff member

3.1.8 Minutes will be presented to Management Committee for their approval

3.1.9 The Sub-Committee will meet as determined by the Management Committee

3.1.10 Staff shall attend the Sub-Committee as required by the Sub-Committee

3.2 General

3.2.1 In general, the Management Committee will develop policies relating to Housing Management and Maintenance functions; the Sub-Committee will be responsible for ensuring these policies are carried out. Routine affairs, emergency items and other items delegated by the Management Committee will be authorised by the Sub-Committee. It is expected that only points of principle or policy will be challenged at Management Committee meetings, although this does not prejudice the right of Committee members to discuss or ask for clarification on any Sub-Committee decision.

3.3 Decision Powers

In all cases, this Sub-Committee will liaise with other Sub-Committees, where appropriate.

3.3.1 Arrears Control

- Development and monitoring of rent arrears control procedures
- Decisions on individual cases, which will be presented anonymously, where re-possession is being considered
- To write off arrears

3.3.2 Allocations

- Development and monitoring of lettings procedures for all houses.
- Development and monitoring of procedures on transfers, decants and exchanges.
- Monitoring of outcome of lettings policy.

3.3.3 Void Control

- Monitoring of voids in housing association stock.

3.3.4 Tenancies

- Alterations to tenancy agreement
- Implementation of terms of tenancy agreement.
- Approval of tenants' handbook

3.3.5 Factoring

- Development and monitoring of factoring procedures.
- Approval and monitoring of factoring charges and arrears control procedures.

3.3.6 Community Matters

Examination of role of Association as landlord within the wider community.

3.3.7 **Tenant Participation**

- Considering need and opportunities for dissemination of information to tenants and other residents.

- Considering need and opportunities for the development of tenant participation.

3.3.8 **Maintenance**

- Monitoring programmes for cyclical and planned repairs.

- Approval and monitoring of maintenance procedures and policies.

- Approval and monitoring of maintenance contractors.

- All maintenance issues and contracts for the Association's office

3.3.9 **Non-domestic Leases**

Approval of terms of commercial leases, liaising with Finance and Audit Sub-Committee where appropriate.

3.4 Items Requiring Management Committee Approval

3.4.1 New policies

3.4.2 Allocations involving Committee members, staff, local Councillors, or their relatives, former members of Committee and former members of staff.

3.4.3 Decisions to proceed with eviction.

3.4.4 Any items having a long-term or major effect on the finances of the Association outwith its prescribed budget

4.0 INVESTMENT SUB-COMMITTEE

4.1 Standing Orders

4.1.1 A minimum of 4 Committee Members will be appointed/elected to the Investment Sub-Committee

4.1.2 A quorum will be 3 members

4.1.3 In the event of a quorum not being present, the meeting will be re-convened

4.1.4 The Chairperson and Secretary shall be members of the Sub-Committee with full voting rights

4.1.5 Other members of the Management Committee may attend the Sub-Committee, but may not vote

4.1.6 The Sub-Committee will appoint its own Chairperson who will convene meetings, and set the Agenda in conjunction with the Community Regeneration Officer/Project Liaison Officer

4.1.7 Minutes will be taken by a staff member

4.1.8 Minutes will be presented to Management Committee for their approval

4.1.9 The Sub-Committee will meet as determined by the Management Committee

4.1.10 Staff shall attend the Sub-Committee as required by the Sub-Committee

4.2 General

4.2.1 In general, the Management Committee will develop policies relating to investment issues; the Sub-Committee will be responsible for ensuring these policies are carried out. Routine affairs, emergency items and other items delegated by the Management Committee will be authorised by the Sub-Committee. It is expected that only points of principle or policy will be challenged at Management Committee meetings, although this does not prejudice the right of Committee members to discuss or ask for clarification on any Sub-Committee decision.

4.3 Decision Powers

The Investment Sub-Committee is empowered by the Management Committee to make decisions as follows:-

4.3.1 **Promotion/Programming**

Dissemination of information to residents, etc.

Carrying out residents' surveys.

Briefing of consultants.

Consultation with tenants, owner occupiers and landlords on investment programme.

4.3.2 **Contracts**

Approval of tender lists and negotiations.

Approval of Specification.

Appointment of Clerk of Works.

Acceptance of Tenders.

Acceptance of offers of private finance and associated administrative duties.

4.3.3 **Clearance**

Approval of programme of demolition.

Approval of rehousing programmes.

5.0 FINANCE AND AUDIT SUB-COMMITTEE

5.1 Standing Orders

5.1.1 A minimum of 4 Committee Members will be appointed/elected to the Finance and Audit Sub-Committee

5.1.2 A quorum will be 3 members

5.1.3 In the event of a quorum not being present, the meeting will be re-convened

5.1.4 The Chairperson and Secretary shall be members of the Sub-Committee with full voting rights

5.1.5 Other members of the Management Committee may attend the Sub-Committee, but may not vote

5.1.6 The Sub-Committee will appoint its own Chairperson who will convene meetings, and set the Agenda in conjunction with the Finance Manager

5.1.7 Minutes will be taken by a staff member

5.1.8 Minutes will be presented to Management Committee for their approval

5.1.9 The Sub-Committee will meet as determined by the Management Committee

5.1.10 Staff shall attend the Sub-Committee as required by the Sub-Committee

5.2 General

5.2.1 In general, the Management Committee will develop policies relating to Finance and Audit function. The Sub-Committee will be responsible for ensuring these policies are carried out. Routine affairs, emergency items and other items delegated by the Management Committee will be authorised by the Sub-Committee. It is expected that only points of principle or policy will be challenged at Management Committee meetings, although this does not prejudice the right of Committee members to discuss or ask for clarification on any Sub-Committee decision.

5.3 Decision Powers

The Finance and Audit Sub-Committee is empowered by the Management Committee to make decisions as follows:

5.3.1 General

The Finance and Audit Sub-Committee is responsible for the financial running of the Association and ensuring viability within the Housing Association finance framework.

The Finance and Audit Sub-Committee is responsible for ensuring that the policies of the Association on financial matters are adhered to and may recommend new policies to the Management Committee (see also Section 2.12).

5.3.2 Financial Planning

The Finance and Audit Sub-Committee is responsible for ensuring that budgets are produced annually and progress reports made, as required.

The Finance and Audit Sub-Committee is responsible for monitoring results at regular intervals, and for recommending action to the Management Committee (see also Section 2.12).

5.3.3 Borrowing Powers

Approval of the budget for a financial year by the Management Committee authorises the Finance and Audit Sub-Committee to seek borrowing facilities shown to be necessary. The Finance and Audit Sub-Committee may seek additional facilities due to a temporary delay in the receipt of budgeted income, but additional facilities required due to any other cause will be referred to the Management Committee for approval (see also Section 2.12).

5.3.4 Spending Powers

The Finance and Audit Sub-Committee has power to incur expenditure necessary for the running of the Association, including the purchase of office furnishings and equipment (and to delegate such authority to staff subject to defined limits) but excluding capital projects funded by Glasgow City Council or other agencies which come within the remit of the Investment Sub-Committee.

5.3.5 Supervision

The Finance and Audit Sub-Committee is responsible for ensuring that quarterly reports on the income and expenditure of the Association are prepared.

5.3.6 **Signatories**

The Finance and Audit Sub-Committee will nominate members and staff authorised to sign cheques and orders drawn on the bank account of the Association.

5.3.7 **Insurance**

The Finance and Audit Sub-Committee is responsible for ensuring that the assets of the Association are adequately protected through insurance, and for recovering insurance monies where appropriate.

5.3.8 **Annual Accounts and Returns**

The Finance and Audit Sub-Committee is responsible for the preparation of Annual Accounts (see also Section 2.12).

The Finance and Audit Sub-Committee is responsible for ensuring that the Association fulfils its obligations in filing accounts and their returns with Scottish Housing Regulator, OSCR and the FCA.

5.3.9 **Audit Functions**

The Finance and Audit Sub-Committee is responsible for overseeing:

- the external audit
- the accounting and internal control systems of the Association
- the internal audit function

5.3.10 **Miscellaneous**

The Finance and Audit Sub-Committee is responsible for preparation and operation of an annual budget for publications and subscriptions relevant to its remit and to general office administration.

The Finance and Audit Sub-Committee is responsible for ensuring the proper payment of salaries, national insurance contributions and income tax and operation of the pension scheme.

The Finance and Audit Sub-Committee is responsible for annual review and amendment of factoring and service charges.

The Finance and Audit Sub-Committee will note and ratify the terms of appointment of temporary secretarial staff (approved by the Chairperson under the emergency procedure).

In addition to these powers, the Management Committee may delegate other powers to the Finance and Audit Sub-Committee from time to time.

5.4 Delegation Of Powers To Finance Staff

5.4.1 Accounting Procedures

The Director is responsible, on behalf of the Committee, for setting up and maintaining proper accounting procedures and may initiate changes in such procedures which become necessary in accordance with new legislation or requirements of Scottish Housing Regulator or recommendations of the Auditors.

5.4.2 Cheque Signatories & BACS Payments

Cheques and BACS Payments will be signed as follows:

- The following are the level of authority for signing of cheques:
- Any two signatories for amounts up to [redacted]
- For amounts over [redacted] two signatories

Responsibility of Bank Signatory

- to ensure that the payment amount is backed up with supporting paperwork
- to ensure that the invoice is authorised correctly by the appropriate person
- in the case of the all bank signatories not to sign payments where they are responsible for authorising payments except in emergencies.
- to initial the authorisation slip or Invoice.

5.4.3 Loan Advance Applications & Housing Association Grant Claims

The Director and Finance Manager has authority to sign loan advance applications and grant claims.

5.4.4 Movements of Funds of the Association

The Director and Finance Manager has authority to transfer funds surplus to the immediate requirements of the Association from the current account to interest-bearing deposits, which have security of capital investment.

5.4.5 **Spending Powers**

The Director and Housing Services Manager have power to incur expenditure necessary for the running of the Association, subject to previously agreed budgets and the reporting procedures. They have authority to incur expenditure on the purchase of goods/services up to a maximum of [redacted]

5.4.6 **Financial Planning**

The Director is responsible for ensuring that budgets for each financial year and the reporting of results is brought to the Committee at the proper time.

5.4.7 **Protection of the Assets of the Association**

The Director is responsible for insuring the fixed assets of the Association and has power to incur the necessary premiums. The Director may also insure the property of other owners within factoring arrangements. The Director may incur the cost of obtaining valuations for insurance purposes only
with the approval of the Committee or the Management Committee.

The Director, in conjunction with Maintenance staff, is responsible for ensuring that Contractors and Consultants employed by the Association have the necessary insurance cover in force for the duration of the contract.

The Director also has power to incur premiums on covering other insurable risks as are deemed necessary.

The Director may take steps to secure debts due to the Association but may not take Court Action without the prior approval of the Committee or the Management Committee.

5.4.8 **Auditors**

The Director is responsible for ensuring that accounts are available for audit at the proper time to enable the Association to fulfil its obligations to Scottish Housing Regulator and the Financial Conduct Authority. The Director and Finance Manager may request the advice of the Auditors

on accounting or taxation matters with justification therefore to the Committee.

The Director is responsible for ensuring the effectiveness of the internal controls within the Organisation which will be demonstrated through implementing an Internal Audit Plan.

6.0 HEALTH & SAFETY SUB-COMMITTEE

6.1 Standing Orders

6.1.1 A minimum of 2 Committee Members will be appointed/elected to the Health & Safety Committee. In addition, the Director and a staff representative will be members of the Sub-Committee

6.1.2 The Health & Safety Sub-Committee will appoint its own Chairperson or Convenor, who will convene meetings and set an Agenda in conjunction with the appropriate number(s) of staff.

6.1.3 The Health & Safety Sub-Committee will normally meet quarterly and submit in advance the Minutes of each meeting to the following Management Committee for formal ratification or recommendations.

6.1.4 A quorum will be 3 members.

6.1.5 In the event of a quorum not being present, the meeting will be re-convened.

6.1.6 Office bearers may attend the meeting in an ex-officio capacity and will be entitled to vote. Other Management Committee members who are not sub-committee members may also attend as observers but will not be entitled to vote.

6.1.7 Staff will attend Sub-Committee meetings as required by the Sub-Committee.

6.1.8 Minutes will be presented to Management Committee for their approval.

6.2 General

In general, the Sub-Committee will develop policies relating to Health and Safety matters. The Sub-Committee will be responsible for ensuring these policies are carried out. Routine affairs, emergency items and other items delegated by the Management Committee will be authorised by the Sub-Committee. It is expected that only points of principle or policy will be challenged at Management Committee meetings, although this does not prejudice the right of Committee members to discuss or ask for clarification on any Sub-Committee decision.

6.3 Decision Powers

6.3.1 Functions

- Examination of safety audit reports on a regular basis
- Consideration of reports which staff representatives may wish to submit
- Assistance in the development of works safety rules and safe systems of work
- Monitoring the Health & Safety Policy and advising the Management Committee on necessary changes
- A watch on adequacy of safety and health communication and publicity in the workplace
- Promote health awareness among staff through providing a healthy environment and providing opportunities and support for the promotion of healthy lifestyles.

6.3.2 Role of Staff Representative

- To attend Health and Safety Committee Meetings
- To inspect hazards, identified or not by colleagues
- To undertake training on Health and Safety
- To undertake safety inspections

6.4 Recommendations Subject to Management Committee Approval

6.4.1 The Health and Safety Sub-committee are responsible for approving the Health & Safety Policy and ensuring it is regularly reviewed.

6.4.2 The Management Committee will receive reports on serious breaches of policy.

6.4.3 The Management Committee is responsible for ensuring training and information is given to those appointed with responsibility for Health and Safety matters.

7.0 MANAGING AND SUPPORTING OF THE SENIOR OFFICER

7.1 The Chair, Office Bearers and Management Committee will manage the performance of and support the Senior Officer as set out in the Protocol for Supporting the Senior Officer. Protocol attached at appendix 1

8.0 SCHEME OF DELEGATION OF AUTHORITY

8.1 This scheme of delegated authority and the committee remits that form part of these standing orders, along with the Financial Regulations, set out the levels of authority and responsibility that apply to:

- Management Committee
- Sub-Committees, Working Groups and Advisory Panels
- Staff team

8.2 The Management Committee is responsible for all of the affairs of the Association and for all activities carried out on its behalf. It is recognised that the effective operation of BHA's business depends on appropriate action being taken when required, in accordance with agreed policies. The Management Committee has agreed the following general and specific delegated authorities to ensure that the work of BHA is carried out efficiently and effectively and is not unnecessarily delayed whilst awaiting decisions that fall within previously agreed policies. All matters not specified are reserved to the management committee.

8.3 Where authority is delegated to a Sub-Committee and one or more members of staff, the authority delegated to staff relates to operational (i.e. day to day) responsibility, in accordance with the agreed job description.

8.4 **General Matters**

The Office Bearers (Chair, Secretary and Treasurer) have delegated authority to:

- Represent BHA on official business
- Implement BHA's agreed emergency procedures and disaster recovery policy;
- Take decisions on specific issues between meetings, as delegated to one or more office bearers by the management committee.

The Director, in consultation with senior staff, has authority to:

- Ensure the effective operational implementation of BHA's strategies, policies and procedures
- Represent BHA on official business, consistent with the agreed strategies, plans and policies of BHA

- Carry out all necessary actions on behalf of BHA to comply with legal and regulatory requirements, in accordance with BHA's Rules and these Standing Orders.

APPENDIX 1

PROTOCOL FOR SUPPORTING THE SENIOR OFFICER

Blairtummock Housing Association

Protocol for Supporting Senior Officer

Title:	Protocol for Supporting Senior Officer
Purpose of procedure:	
Section:	Committee
Date:	April 2024
Review date:	April 2027
Charter Standard:	N/A

Blairtummock Housing Association

Protocol for the management, appraisal and support of the Director

1 Purpose

1.1 To set out clear arrangements for the management, appraisal, supervision and support of the Senior Officer by the Management Committee of Blairtummock Housing Association (BHA).

2 Line Management

2.1 The appointment of the Senior Officer is a key function of the Management Committee. The Director, as the most senior staff member, plays a crucial role in the governance and leadership of the association, and is the key link between the Management Committee and the staff team. It is a key responsibility of the Director to use this link role to facilitate good governance within the association.

2.2 The Director will have considerable experience of working at a senior level in an organisation, and will not require close day-to-day supervision in order to carry out his/her responsibilities. However, it is essential for good governance that there are clear arrangements in place for management and supervision of the Director, at an appropriate level, and that the Management Committee in their role supports the Director effectively.

2.3 The Management Committee of BHA delegates responsibility to the Chair of the Management Committee to act in a line manager role for the Director. As such, the Chair will be responsible for arranging periodic one-to-one meetings with the Director throughout the year, to review progress with key objectives, to discuss the effectiveness of his/her performance and contribution to the leadership and governance of the association. Also to discuss any areas of concern regarding Management Committee, management and staff team inter-relationships, committee meeting agenda planning and other issues, and any support, training and development required by the Director.

2.4 Such authorisation for leave and absence required by the Director will be sought from the Chair, who will be the key contact during any period of extended absence and for absence management arrangements.

3 Performance Management at BHA

3.1 BHA seeks to take an integrated approach to performance management, a process which allows individuals to contribute towards achieving organisational goals.

3.2 The Business Plan Process sets out the BHA approach to systematic business planning effectiveness, and how organisational aims, objectives, tasks and targets are set and reviewed each year. This process is integrated with the annual budget preparation process.

3.3 BHA has a system of individual staff appraisal, which is linked to the business planning process. Annual appraisals are conducted for all staff at the start of each financial year. Objectives and targets set as part of this process are linked to BHA's broader objectives and agreed priorities for the coming year.

3.4 The training/development needs of each staff member are assessed, and plans devised to meet these requirements, in the context of the tasks and targets required to be achieved. As well as recognising the mutual aspirations and benefits for both the individual and the organisation of wider development and career progression.

3.5 It is very important that the same principles are applied to performance management in relation to the Director, at an appropriate level, as to all other staff.

4 Appraisal

4.1 The Director will have an annual appraisal conducted by the Office Bearers (supported by an independent consultant, if additional advice is required) at the start of each new financial year.

4.2 Appraisals are conducted on a cascaded basis, starting with the most senior staff member (i.e. the Director) and continuing in hierarchical order, so that the priority tasks and targets can be cascaded effectively down through the organisation.

4.3 All staff appraisals should normally be conducted during the months of May and June, and it is important that the Chair in the first half of May each year arrange the Director's appraisal promptly.

4.4 This appraisal will follow the same process as for other staff, and include a review of performance against the previous year's objectives,

an assessment of the effectiveness with which, the key objectives for the coming year will be achieved, and any training, development or other support that will be necessary to enable these objectives to be successfully achieve.

4.5 One formal review meeting will be held between the Office Bearers and Director part-way through the year, to discuss progress, but these issues may also be discussed in any one-to-one meetings with the Chair.

5 Grievances and Disciplinary Matters

5.1 Any grievances, which the Director wishes to discuss or pursue more formally, must be raised in the first instance with the Chair, unless they relate to the Chair in which case they must be raised with the Chair of the Finance and Audit Sub - Committee.

5.2 Any grievances raised by staff or committee members relating to the Director must be raised in the first instance with the Chair, unless the Chair is part the grievance, in which case they should be raised with the Chair of the Finance & Audit Sub - Committee.

5.3 The Chair must raise any disciplinary matters concerning the behaviour or performance of the Director with the Director in the first instance, or in their absence by the Chair of the Finance & Audit Sub - Committee.

5.4 The Management Committee will have regard to the high sensitivity of all such matters set out above, and will act with extreme care in all cases. Such issues should be referred to the panel of three Staffing Committee members designated under Standing Orders to deal with appeals against certain grievance and disciplinary matters at an early stage, wherever appropriate. The use of suitably experienced independent consultants to carry out any necessary investigations should always be considered. Regard must be had for any specific regulatory guidance in this area especially that set out in the regulatory guidance on Notifiable Events.