

## POLICY

### AUTHORITY AND RESPONSIBILITIES OF COMMITTEES

All North View policies and publications can be made available on tape, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us on [enquiries@nvha.org.uk](mailto:enquiries@nvha.org.uk).

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#### 1.0 INTRODUCTION

- 1.1 This document sets out in broad terms the authority and responsibilities of the Management Committee, the five Sub-Committee's (General Purposes, Housing Management, Maintenance, Audit & Risk, and Health & Safety), the Office Bearers Group and employees.
- 1.2 The Management Committee may vary the remit of responsibilities of individual Sub-Committees. Variances will recorded either in a minute of the Management Committee meeting at which the decision was taken, or by amendment to this document.

#### 2.0 MANAGEMENT COMMITTEE

- 2.1 The Management Committee is responsible for ensuring that the Association carries out its affairs in accordance with its Rules, with the provisions of the Industrial and Provident Societies Act of 1965, laws and regulations affecting the Association's charitable status, and other such relevant legislation and directions from the Scottish Housing Regulator.
- 2.2 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 North View.
- 2.3 The Management Committee is responsible for the overall well being of the Association. The Management Committee shall oversee implementation of strategies, policies, procedures and processes to i) support the well-being of the Association, and ii) ensure that the Association fulfils its legal and financial responsibilities.
- 2.4 The Management Committee shall consider applications for Membership of Association in accordance with the Rules and policies of the Association.
- 2.5 The Management Committee shall ensure that the Association's borrowings are undertaken in accordance with the Rules.
- 2.6 The Management Committee shall ensure that the Annual General Meetings and Special General Meetings of the Association are called and conducted in accordance with the Rules of the Association.
- 2.7 The Management Committee will establish Policies and procedures to govern the conduct of the Committee Members and Staff.
- 2.8 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.



## POLICY

### AUTHORITY AND RESPONSIBILITIES OF COMMITTEES

- 2.9 The Management Committee may affiliate North View to organisations having similar or complimentary objectives to those of the Association.
- 2.10 The Management Committee is responsible for ensuring the recommendations and directions made by the Scottish Housing Regulator, the external auditor and the internal auditor are considered, responded to and, where appropriate, acted upon.
- 2.11 The Management Committee may recommend amendments to the Rules of the Association for approval by a Special General Meeting of the membership.
- 2.12 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.
- 2.13 Amongst its most important powers, the Committee can:-
- buy, sell, build upon, lease or excamb any land and accept responsibility for any related contracts and expenses.
  - agree the terms of engagement and remuneration of anyone employed in connection with our business.
  - grant heritable securities over our land and floating charges over all or any part of our property and assets both present and in future. This includes accepting responsibility for any related expenses.
  - decide, monitor and vary the terms and conditions under which our property is to be let, managed, used or disposed of.
  - appoint and remove our solicitors, surveyors, consultants, managing agents and employees, as required in the Association's business.
  - refund any necessary expenses as are wholly necessary incurred by Committee and sub committee Members in connection with their duties.
  - compromise, settle, conduct, enforce or resist either in a Court of Law or by arbitration any suit, debt, liability or claim by or against the Association.
- 2.14 The Committee will delegate authority to Sub-Committees (made up of Committee Members) or to Staff or Office Bearers of the Association. The Sub-Committees, Staff and Office Bearers must follow the recorded instructions given to them by the Committee.
- 2.15 Management Committee can make or review policies.
- ### 3.0 GENERAL PURPOSES SUB-COMMITTEE
- 3.1 All Committee Members can attend meetings of the General Purposes Sub-Committee. All Committee Members will receive copies of all Sub-Committee papers issued prior to meetings. A summary report of matters discussed and decisions taken at each Sub-Committee Meeting will be included in the papers issued to all Committee Members before the next scheduled regular Committee Meeting.
- 3.2 The General Purposes Sub-Committee will meet as and when required. The Sub-Committee assumes responsibility for the recruitment process after the Management Committee has authorised recruitment for a staff position.



## POLICY

### AUTHORITY AND RESPONSIBILITIES OF COMMITTEES

- 3.3 The Sub-Committee will act within this remit and, from time to time, under special remit determined by the Management Committee and recorded in the minute of the meeting at which it was established.
- 3.4 The Management Committee gives its authority for the General Purposes Sub-Committee to develop and adopt policies, procedures, strategies etc. on all matters relating to the recruitment and employment of staff, including the review of Job Description and Terms and Conditions of Employment.

#### 4.0 HOUSING MANAGEMENT SUB-COMMITTEE

- 4.1 All Committee Members can attend meetings of the Housing Management Sub-Committee. All Committee Members will receive copies of all Sub-Committee papers issued prior to meetings. A summary report of matters discussed and decisions taken at each Sub-Committee Meeting will be included in the papers issued to all Committee Members before the next scheduled regular Committee Meeting.
- 4.2 The Management Committee gives its authority for the Housing Management Sub-Committee to develop and adopt policies, procedures, strategies etc. that are relevant to the operation of the Housing Management section.
- 4.3 The Housing Management Sub-Committee has authority to manage and oversee all aspects of the Association's business relating to housing management, including the authorisation of decrees for repossession of properties.
- 4.4 The Housing Management Sub-Committee will carry out a rolling programme of review of housing management policies and procedures.
- 4.5 The Housing Management Sub-Committee will make operational decisions within the scope of adopted policies and procedures.
- 4.6 The Housing Management Sub-Committee will establish processes to help it record, measure and evaluate performance and trends over a broad range of aspects affecting the housing management service.
- 4.7 The Housing Management Sub-Committee may from time to time be given delegated responsibility from the Management Committee to act on behalf of and with the full authority of the Management Committee. In such cases the remit will be recorded in the Minute of the Management Committee Meeting at which the decision was made.

#### 5.0 MAINTENANCE SUB-COMMITTEE

- 5.1 All Committee Members can attend meetings of the Maintenance Sub-Committee. All Committee Members will receive copies of all Sub-Committee papers issued prior to meetings. A summary report of matters discussed and decisions taken at each Sub-Committee Meeting will be included in the papers issued to all Committee Members before the next scheduled regular Committee Meeting.



## POLICY

### AUTHORITY AND RESPONSIBILITIES OF COMMITTEES

- 5.2 The Management Committee gives its authority for the Maintenance Sub-Committee to develop and adopt policies, procedures, strategies etc. that are relevant to the operation of the Maintenance section.
- 5.3 The Maintenance Sub-Committee has authority to oversee and manage all aspects of the Association's business relating to that function.
- 5.4 The Maintenance Sub-Committee will carry out a rolling programme of review Maintenance policies and procedures.
- 5.5 The Maintenance Sub-Committee will make operational decisions within the scope of adopted policies and procedures.
- 5.6 The Maintenance Sub-Committee will establish processes to help it record, measure and evaluate performance and trends over a broad range of aspects affecting the maintenance service.
- 5.7 The Maintenance Sub-Committee may from time to time be given delegated responsibility from the Management Committee to act on behalf of and with the full authority of the Management Committee. In such cases the remit will be recorded in the Minute of the Management Committee Meeting at which the decision was made.

#### 6.0 AUDIT & RISK SUB-COMMITTEE

- 6.1 All Committee Members can attend meetings of the Audit & Risk Sub-Committee. All Committee Members will receive copies of all Sub-Committee papers issued prior to meetings. A summary report of matters discussed and decisions taken at each Sub-Committee Meeting will be included in the papers issued to all Committee Members before the next scheduled regular Committee Meeting.
- 6.2 The Management Committee gives its authority for the Audit & Risk Sub-Committee to oversee all activities in relation to internal audit functions, and risk management. The Management Committee will retain responsibility for all external audit functions.

#### **Audit**

- 6.3 With regard to internal audit, the Sub-Committee will:-
  - oversee the appointment of the Internal Auditor.
  - work with the Internal Auditor to establish the Association's Internal Audit Plan.
  - oversee the implementation of the Internal Audit Plan, which will include liaising with the Internal Auditor, receiving Audit Reports from the Internal Auditor and responding to the Audit Reports.
  - receive the Internal Auditor's annual report.
- 6.4 The Sub-Committee may from occasionally establish other internal audit processes to complement the Internal Audit Plan. This may consist of activities like in house surveys, or an external specialist's assessment of a specific area of our work etc..



## POLICY

### AUTHORITY AND RESPONSIBILITIES OF COMMITTEES

#### **Risk**

- 6.5 With regard to risk, the Audit & Risk Sub-Committee will at each of the scheduled meetings receive an update report on 'The Strategic Risks' and any high level 'Operational Risks'. The Sub-Committee's role is to:-
- monitor the management of high level risks.
  - review the Association's Risk Appetite, and, where appropriate, make recommendations to the Committee to amend the Risk Appetite.
  - satisfy itself that all known risks are being actively managed, with the appropriate controls in place and working effectively.
  - prepare and submit to the Management Committee an annual review of the Association's approach to risk.

#### **Assurance**

- 6.6 The Sub-Committee will oversee the establishment and implementation of processes to assure the Management Committee of the Association's compliance with the requirements of the Scottish Social Housing Charter and the Regulatory Framework.

### 7.0 HEALTH & SAFETY SUB-COMMITTEE

- 7.1 All Committee Members can attend meetings of the Health & Safety Sub-Committee. All Committee Members will receive copies of all Sub-Committee papers issued prior to meetings. A summary report of matters discussed and decisions taken at each Sub-Committee Meeting will be included in the papers issued to all Committee Members before the next scheduled regular Committee Meeting.
- 7.2 The Health and Safety Sub-Committee has authority to develop and adopt policies, procedures and practices to ensure that the Association fully adheres to its statutory requirements in compliance with current Health and Safety legislation.
- 7.3 The Health and Safety Sub-Committee has delegated authority from Management Committee to establish and maintain the Association's 'Health & Safety Manual'.
- 7.4 The Health & Safety Sub-Committee will oversee and monitor expenditure of the Health & Safety budget.

### 8.0 OFFICE BEARERS GROUP

- 8.1 The Office Bearers Group will work with the Director to address Investigatory Complaints on behalf of the Association. Other than that they will meet as and when necessary.
- 8.2 The Management Committee has given its authority to the Office Bearers Group to take decisions on matters on behalf of the Management Committee when circumstances are such that it is not practical to convene a special meeting of the Management Committee, and where the subject matter requires to be addressed prior to the next scheduled meeting of the Committee.

A summary report of matters discussed and decisions taken at each Office Bearers Meeting will be included in the papers issued to all Committee Members before the next



## POLICY

### AUTHORITY AND RESPONSIBILITIES OF COMMITTEES

scheduled regular Committee Meeting.

- 8.3 The Office Bearers Group will, from time to time, have specific delegated authority from the Management Committee to act for and on behalf of the Committee in a wide range of matters. The authority to act in such a manner will be given at a meeting of the Management Committee and the decision, and remit of delegated authority and responsibilities recorded in the minute of that Management Committee meeting.
- 8.4 When the Office Bearers meet to discuss matters under delegated authority, the meetings will be recorded via a minute. The minutes shall be distributed timeously to all members of the Management Committee.

### *End of Policy*

#### **Review and amendments**

- 4/9/02 - supersedes the Remit of Authority documents for the Management Committee, Sub-Committees and Office Bearers Group.
- 18/12/02 - reviewed to include reference to Policy Sub-Committee.
- 18/6/03 - reviewed, mainly to include reference to changing the name of the Development Sub-Committee to the Development and Wider Action Sub-Committee.
- 28/4/04 - Policy Sub-Committee dissolved, and general review of content.
- 31/10/07 - item 9.2 amended to include signing title deeds and reporting procedure.
- 25/2/15 - references to 'Communities Scotland' changed to 'the Scottish Housing Regulator'; the remit of the 'Development and Wider Action Sub-Committee' removed, as we no longer have that Sub-Committee; the remit of 'Employees' removed; other minor amendments.
- 20/6/18 - All reference to Finance Sub-Committee omitted.
- 27/3/19 - Remit for the Audit & Risk Sub-Committee included.



## Organisational Structure - January 2019

