

## **BLOCHAIRN HOUSING ASSOCIATION**

### **Management Committee Remit**

The Management Committee is responsible for making sure that the Association works within the constitutional and legal framework of a registered Housing Association and a Registered Scottish Charity. The Management Committee will

- ✓ ensure compliance with Scottish Housing Regulator's registration criteria, funding conditions and performance standards
- ✓ ensure compliance with the requirements of the Office of the Scottish Charity Regulator (OSCR)
- ✓ make sure that the Association operates to the highest standards and is open and accountable to tenants
- ✓ make sure that decisions are taken in the best interests of the Association, its members and tenants
- ✓ make sure that the Association demonstrates a clear commitment to equal opportunities for everyone in the community
- ✓ delegate business to appropriate Sub-Committees
- ✓ make sure that policies, procedures and remits of Sub Committees are clear and regularly reviewed
- ✓ adopt an appeals procedure
- ✓ adopt a clear strategy for the Association
- ✓ adopt and monitor a code of conduct for Committee and staff
- ✓ elect Office Bearers at the first meeting after the AGM
- ✓ consider applications for membership of the Association
- ✓ authorise the use of the Association's Seal by the Secretary
- ✓ consider appointing an Internal Auditor

With regard to Finance the Management Committee will

- ✓ agree a policy on authorising expenditure
- ✓ consider the annual budget and cash flow statements
- ✓ monitor performance through quarterly management accounts
- ✓ make sure there are adequate financial controls
- ✓ agree a programme for preparation of the annual accounts
- ✓ receive reports from auditors and approve final accounts
- ✓ agree a policy for cash security
- ✓ make sure that Statutory Returns are completed
- ✓ recommend an auditor to the membership at the AGM
- ✓ monitor the performance of the auditor
- ✓ consider any issue with major financial implications
- ✓ ensure income is sufficient for current and future expenditure
- ✓ make sure that all expenditure offers value for money
- ✓ deal with other relevant financial matters

With regard to Development the Management Committee will

- ✓ decide and implement policy on all development issues
- ✓ consider and adopt the Association's future development priorities
- ✓ consider and decide on the acquiring property and land
- ✓ interview and approve and appoint consultants and contractors
- ✓ approve fee levels

- ✓ monitor consultants' and contractors' performance
- ✓ consider and approve specification, scheme design and timetable
- ✓ consider and approve the location of houses for sale
- ✓ authorise acceptance of Grant offers and conditions
- ✓ authorise acceptance of private finance terms
- ✓ approve procurement methods
- ✓ monitor capital spend
- ✓ monitor out turn reports
- ✓ monitor staff & agent's performance

Housing Management and Maintenance issues the Management Committee will:

- ✓ Monitor policy and procedures in the allocation of houses
- ✓ Review Tenancy Agreements
- ✓ Monitor policy for breaches of tenancy conditions
- ✓ Consider appeals from tenants and housing applicants
- ✓ Monitor rent collection and arrears procedures
- ✓ Monitor rent arrears through regular reports
- ✓ Monitor rent policy
- ✓ Monitor policy and procedures for day to day repairs
- ✓ Adopt a Planned Maintenance Programme
- ✓ Monitor policy and procedures for Planned Maintenance
- ✓ Select and appoint maintenance contractors
- ✓ Monitor maintenance contractor performance
- ✓ Consider partnership working with specific contractors
- ✓ Accept tenders for works costing more than £5000

### **INSURANCE**

- ✓ Monitor insurance claims and settlements

### **FACTORING**

Monitor policy and procedures for owner-occupiers

**30 July 2019**