



**Muirhouse  
Housing  
Association**

MUIRHOUSE HOUSING ASSOCIATION



**Muirhouse  
Homes Ltd**

MUIRHOUSE HOMES

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| <b>Title of Policy:</b>  | Standing Orders   |
| <b>Date of Adoption or Last Review:</b>                            | 15 July 2019  |
| <b>Lead Officer:</b>   | Stevie McAvoy, Chief Executive  |
| <b>Date of Next Review:</b>  | July 2022   |
| <b>Regulatory Standards of Governance and Financial Management</b> | <p><b>Standard 1</b><br/>The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p> <p><b>Guidance 1.1.</b><br/>The governing body sets the RSL's strategic direction. It agrees and oversees the organisation's strategic and financial plans to achieve its purpose and intended outcomes for its tenants and other service users.</p> <p><b>Guidance 1.2</b><br/>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.</p> |

# **Muirhouse Group Standing Orders**

## **1. Introduction**

- 1.1 These Standing Orders have been approved by the Board of Muirhouse Housing Association and Muirhouse Homes limited as a framework for the effective and proper conduct of business and to specify the delegated authority and financial regulations within which we operate.
- 1.2 The matters set out in these Standing Orders apply to both Muirhouse Housing Association and to Muirhouse Homes, except where explicitly specified. All matters that are not specified in these Standing Orders are reserved to the Board. Where authority is delegated to staff, the delegated authority is in respect of operational matters only.
- 1.3 The Standing Orders take account of our Rules, legislative and regulatory requirements and good practice advice. In the event of a conflict between these Standing Orders and the Rules, the Rules will prevail.
- 1.4 The Standing Orders and associated appendices can only be amended with the approval of the Board. They will be reviewed at least every three years.

## **2. The Board**

- 2.1 The Board is responsible for
  - Providing effective leadership, control and direction
  - Exercising good governance across all of our activities
  - Ensuring we achieve our aims and objectives
  - Ensuring that we comply with all legislative and regulatory requirements
- 2.2 The Board has agreed a remit which specifies its responsibilities and duties which forms a separate document.
- 2.3 The Board of Muirhouse Housing Association will meet at least six times each year.
- 2.4 The Board of Muirhouse Homes will meet at least four times a year and will report to the Board of Muirhouse Housing Association at least four times a year. This is through the minute of the meetings that will be circulated to the next parent Board meeting.
- 2.5 Annually, the Board of Muirhouse Homes will agree a Business Plan for the forthcoming year, following which officers will be delegated to implement the Plan.

### **3. Muirhouse Housing Association Sub-Committees**

3.1 The Board of Muirhouse Housing Association has established two sub-committees to which it has delegated authority for taking decisions and agreeing actions in specified areas. The sub-committees are:

- Audit and Risk
- Staffing

Their responsibilities are detailed in the remits which have been agreed by the Board and which form separate documents attached to these standing orders as appendices. These remits will be monitored regularly and formally reviewed at least every three years.

3.2 All sub-committees report to and are accountable to the Board.

3.3 The Audit and Risk sub-committee will meet at least four times each year and will report on its activities to the next meeting of the Board.

3.4 The Staffing sub-committee will meet at least two times a year and otherwise as and when necessary and will report on its activities to the next meeting of the Board.

3.5 Each of the sub-committees may obtain appropriate professional advice, without reference to the Board, to enable it to fulfil its responsibilities, subject to the provisions of these standing orders and the agreed remits.

3.6 The Chair of Muirhouse Housing Association may sit on any subcommittee or subsidiary board; however they may not chair any such groups whilst being the Chair of Muirhouse Housing Association.

3.7 If two Board Members enter into or are in a relationship with each other they cannot both sit on the same subcommittee nor can they both be Office Bearers during the same period.

### **4. Hearing and Appeals Panels**

4.1 The Board may establish hearing and appeals panels as required to hear, investigate and decide upon matters raised by breaches of the Code of Conduct of Board Members.

4.2 Where appropriate, the Board may delegate authority for agreeing the membership and remit of individual panels to the Chief Executive and Chair.

4.3 Following consideration of any competent matter referred to it, the Appeals Panel will make a decision and report its actions to the Board. The Appeals Panel is accountable to the Board whose decision is final.

### **5. Working Groups and Advisory Panels**

5.1 The Board may establish Working Groups and Advisory Panels to assist its consideration of specific issues. The Board will not normally delegate decision making authority as required and such groups must be formally established and a

remit agreed by the Board. Working Groups will not normally be established for periods in excess of twelve months. The Board will decide the life span of Advisory Panels.

- 5.2 Remits for current Working Groups and Advisory Panels will be attached to these Standing Orders as separate documents.
- 5.3 The remits of any Working Groups and Advisory Panels will be kept under review and assessed upon completion.
- 5.4 All groups established under the terms of this section of the Standing Orders report to and are accountable to the Board.

## **6. Membership**

### **6.1 Board**

6.1.1 Muirhouse Housing Association's Board will have not less than seven members appointed at the AGM. Membership of the Board will be not more than fifteen (including co-optees). The Rules set out the arrangements for the election, appointment and co-option of Board members and will always be followed. The members of the Board are Trustees of Muirhouse Housing Association.

6.1.2 Muirhouse Homes' Board will have no less than 3 and no more than 8 members, appointed by Muirhouse Housing Association as the parent organisation, under the terms of the Memorandum of Association of Muirhouse Homes. The members of the Board are Directors of Muirhouse Homes.

6.1.3 Where a Board member misses four consecutive meetings of the Board without first obtaining leave of absence, the Board will require that Board member resigns.

### **6.2 Muirhouse Housing Association Sub-Committees**

6.2.1 Members of Muirhouse Housing Association's Audit and Risk and Staffing sub-committees will be appointed by the Board at the first meeting following the AGM. There must be at least three members on each of the sub-committees. Co-opted members of the Board may be members of any of the sub-committees, although they may not become office bearers and may not take part in any discussions or decisions relating to Muirhouse Housing Association's membership or the election of office bearers.

6.2.2 Sub-committees may not co-opt additional members beyond those appointed from the Board. Any Board member may attend meetings of any sub-committee of which they are not a member as an observer.

6.2.3 Where a sub-committee member fails to attend four consecutive meetings, without first obtaining leave of absence, the Board may require the Board member to resign from the sub-committee.

### **6.3 Hearing and Appeals Panels**

6.3.1 Membership and the remit of any Appeals Panel established in accordance with **Section 4** of these Standing Orders will be determined by the Board at the time the remit is agreed or may be delegated to the Chief Executive and the Chair to determine.

#### 6.4 Advisory Groups and Working Parties

6.4.1 Membership of Advisory Groups and Working Parties established in accordance with **Section 5** of these Standing Orders will be determined by the Board at the time the remit is agreed.

#### 6.5 Role of Members

6.5.1 The Board has agreed a job description for its members. At least annually, the Board will identify the range of skills, knowledge and experience that it requires to fulfil the terms of its agreed remit. It will publicise the job description and identify the areas of skills, knowledge and experience required when inviting nominations for election to the Board.

6.5.2 The Board of Muirhouse Housing Association may co-opt anyone who is suitable to join the Board, provided that the total membership, including co-optees, does not exceed fifteen and the number of co-optees does not exceed a third.

6.5.4 References to members of the Board in these Standing Orders include co-optees. In seeking co-options, the Board will have regard to the role description and identified skills, experience and knowledge required. People who are co-opted to the Board cannot take part in any discussions or vote on matters relating to membership or to the election of office bearers.

6.6 In the event of a dispute, a majority of those attending a meeting of the Board, sub-committee or working group may require a member to withdraw from the meeting if the member fails to recognise the authority of the Chair.

### 7. **Personal Interest**

7.1 The Board has agreed Codes of Conduct for Board members and staff, including arrangements for the declaration of conflicts of interest. All Board members and senior Management must declare relevant interests in line with our procedures and confirm at least annually that their declaration is accurate.

7.2 Any potential conflicts of interest must be declared at the start of a meeting of the Board, all sub-committees, Working Groups, Hearing or Appeals Panels or Advisory Panels. All agendas will contain a standing item for declaration of interests. All declarations will be recorded in the Minutes. Board members will not normally be permitted to remain during the discussion of a matter in which they have an interest, or to vote on it, and their withdrawal and return will be recorded in the Minutes. Where the members of the Board decide that the member may remain, they will not take part in the discussion nor participate in any vote on the matter. The reasons for the Board decision will be recorded in the Minutes.

## **8. Office Bearers – Muirhouse Housing Association**

- 8.1 At its first meeting following the AGM, the Board of Muirhouse Housing Association will elect a Chair and Vice-Chair. The Board has agreed a remit for the Chair which specifies the Chair's responsibilities and duties, and which forms a separate document.
- 8.2 The Chief Executive may act as the Secretary to the Board.
- 8.3 In the absence of the Chair, the Vice-Chair will undertake his/her duties. Co-optees cannot be elected, or act, as office bearers.
- 8.4 In the period between the AGM and the first meeting of the Board, the incumbent Chair will continue to act in that role "pro-tem"; failing him/her, the incumbent Vice-Chair. In the event that neither the Chair nor Vice-Chair remains as a member of the Board following the AGM, the elected Board will meet immediately after the AGM to elect office bearers to ensure that the efficient operation of business is not interrupted.
- 8.5 Chairs of sub-committees will be appointed by the respective sub-committees (at the first sub-committee meeting after the AGM), as will convenors of advisory groups and working parties.
- 8.6 Office bearers must ensure that they liaise regularly and effectively with each other and with the Chief Executive and senior staff.
- 8.7 Sub-committee Chairs are responsible for reporting to the Board on the decisions and actions taken by the relevant sub-committee and for ensuring that appropriate recommendations are made on matters requiring Board approval.
- 8.8 Where a decision requires to be taken on a matter not previously considered by the Board or a sub-committee, outwith the schedule of meetings, and it is not practicable for a meeting (of either the Board or the relevant sub-committee) to be called, and failure to make a decision would be prejudicial to the interests of the organisation and/or its service users, the Chief Executive has delegated authority to consult with the Chair, Chair of the relevant sub-committee and the other office bearers to make a decision and implement action, with a report being made to the next meeting of the appropriate sub-committee or the Board for homologation.
- 8.9 The Board and sub-committees may delegate authority to the office bearers to make decisions and take action in respect of specific issues and within agreed principles between meetings. All such decisions and actions must be reported to the next meeting of the Board or sub-committee.

## **9. Office bearers – Muirhouse Homes**

- 9.1 The Directors of Muirhouse Homes shall appoint a Chair and other such office bearers as they consider appropriate, with the written approval of Muirhouse Housing Association as the parent organisation.

## **10. Meetings**

- 10.1 All meetings will be held in venues which are accessible to all.
- 10.2 Sub-committees will meet as required within their Terms of Reference.
- 10.3 A schedule of all meetings of the Board and sub-committees will follow the financial year and will be agreed and circulated after the meeting in December.
- 10.4 In the event of a special meeting of the Board being called by the Chair, or two Board members, the provisions within the Rules which relate to special meetings will be applied.

## **11. Quorum – Muirhouse Housing Association**

- 11.1 The quorum for meetings of the Board is four.
- 11.2 The quorum for meetings of sub-committees is three.
- 11.3 Co-optees do not count towards determining the quorum at either Board or sub-committee meetings.
- 11.4 All members of an Appeals Panel must be present for a meeting to proceed.
- 11.5 The quorum for working groups and advisory panels will be determined by the Board.

## **12. Quorum – Muirhouse Homes**

- 12.1 The quorum for meetings of the Board is 2 or the whole number nearest to one third of the total number of Directors, whichever is greater.

## **13. Business at Meetings**

- 13.1 At least seven days' advance notice of meetings will be given. The Board may determine the form of the notice to be provided, which can include electronic form. Notice of meetings must include an agenda of the business to be transacted and all supporting papers.
- 13.2 Urgent business which has not been notified in advance of the meeting may be considered if a majority of those attending agree.
- 13.3 The Chair, respective sub-committee Chairs and the Chief Executive will liaise over the preparation of the Agenda for meetings of the Board and sub-committees.
- 13.4 Members of the Board, sub committees, working groups and advisory panels may propose items for inclusion on the Agenda for a meeting by contacting the Chair/Convenor or the Chief Executive. The Chair/Convenor will decide whether the item is to be included and the nature of any supporting papers required.

## **14. Chairing Meetings**

- 14.1 Where the Chair is not present at the appointed start of a meeting of the Board, the Vice-Chair will preside or, failing him/her, the Board members present will appoint another member, who cannot be a co-optee, to act as Chair for that meeting or until the Chair arrives.
- 14.2 Where the Chair of a sub-committee or a working group or advisory panel is not present at the appointed start time, those members present may appoint one of their number, who cannot be a co-optee, to act as Chair for that meeting or until the Chair arrives.
- 14.3 The Chair will decide on all matters of order raised at meetings and will determine the order of debate. The Chair is responsible for:
- ensuring that members who wish to, are allowed to contribute
  - allocating adequate time for contributors to speak
  - ensuring voting procedures are in place and these are followed
  - announcing votes at general meetings
- 14.4 The Chair/Convenor may vary the order of business from that detailed on the agenda.

## **15. Length of Meetings**

- 15.1 Meetings will not normally last for more than two hours. Members at a meeting may agree, by majority, to extend the meeting for not more than a further hour in order to conclude the business in hand. Any business not dealt with at the end of a meeting will be carried forward to the next scheduled meeting or may be identified as business to be conducted at a Special Meeting held for that purpose and called in accordance with the Rules.

## **16. Staff Attendance at Meetings**

- 16.1 The Chief Executive will normally attend all meetings of the Board and sub-committees with additional officers in attendance where appropriate.
- 16.2 The Chief Executive, in consultation with the Chair, may invite relevant staff to attend all or part of a Board or sub-committee meetings where appropriate.
- 16.3 Staff attending meetings of the Board or sub-committees will not be entitled to vote.
- 16.4 Staff may be required to leave a meeting of the Board or sub-committee in the event of specific agenda item(s) being deemed to be taken in Private. This is unlikely to happen frequently, and the Chief Executive will normally remain during such discussions.
- 16.5 The Chief Executive will determine appropriate staff attendance and support for any working groups or advisory panels established by the Board.



16.6 The Chief Executive will attend meetings of hearing/appeals/advisory panels and working groups and act as Secretary, unless the matter being dealt with involves him or her directly.

## **17. Attendance of other Parties**

17.1 The Board and sub-committees may invite external parties, such as advisors and consultants, to attend meetings to discuss specific items of business. Their attendance will normally be confined to the discussion of the specific item under consideration unless the Chair/Convenor determines otherwise.

## **18. Minutes**

18.1 Minutes of meetings will be prepared and circulated to the Chair within fourteen days of the meeting wherever possible. They will be presented to the next meeting for approval and signature by the Chair.

18.2 Minutes of subcommittees will be presented to the next meeting of the Board for noting and approval of any recommendations relating to matters not delegated.

18.3 Minutes of Working Groups and Advisory Panels will be presented to the next meeting of the Board for noting and, where appropriate, approval, in accordance with the agreed remit and level of delegation.

18.4 In the case of Hearing or Appeals Panels, a report will be made to the Board or relevant sub-committee on the outcome of the Panel's consideration.

18.5 The Secretary has responsibility for ensuring the preparation and circulation of draft minutes for all meetings of the Board, sub-committees and Working Groups/Advisory Panels. Draft minutes will be agreed with the Chair of the meeting before being distributed to members.

## **19. Voting**

19.1 Decisions at meetings will normally be made by a show of hands and will be carried by a majority.

19.2 Where the members present are equally divided, the Chair will have a second or casting vote.

19.3 A member may request that his/her dissent from a decision is recorded in the Minutes of the meeting. Any member making such a request must not actively dissociate themselves from or criticise the decision in public.

19.4 Two members may request that a secret ballot is held about a specific issue. The Secretary will make the necessary arrangements for the secret ballot and will count the results before passing them to the Chair to be declared.

19.5 A vote to suspend Standing Orders must be supported by a majority of those present and will apply only to the meeting at which the vote is taken.

## **20. Openness and Confidentiality**

- 20.1 Once they have been approved, minutes of the meetings of the Board will be available to the public on our website or on request from our office.
- 20.2 Some items may require to be treated as confidential (for example those relating to individuals or groups of individuals) or commercially sensitive and be considered in Private and therefore will be excluded from public access. A majority of those attending the meeting where such items are under discussion may agree to categorise that item as confidential or commercially sensitive, in accordance with the terms of our Openness and Confidentiality Policy.
- 20.3 Items categorised as confidential or commercially sensitive and considered in Private will be the subject of a separate, confidential Minute that will be withheld from public availability.

## **21. Emergencies**

- 21.1 Nothing in these Standing Orders will prevent the effective implementation of approved emergency procedures that will apply in the event of a disaster or emergency situation arising.
- 21.2 Where emergency decisions are required, and it is not practicable to hold a meeting of the Board or Office Bearers, the Chair (or in his/her absence, the Vice-Chair) and Chief Executive (or in his/her absence, senior staff members) will take all necessary decisions to fulfil our responsibilities to service users and partners. All such decisions and actions must be reported to the Board at the earliest opportunity.

## **22. Delegated Authority**

- 22.1 The Board is responsible for all decisions taken and actions carried out by or on behalf of the organisation. The Board recognises that good governance depends on a clear definition and understanding of the authorities which attach to Board and staff members. It also recognises that the successful implementation of strategies and plans require the establishment of effective and appropriate levels of delegation to ensure that activities and decisions are not unnecessarily delayed.
- 22.2 The Scheme of Delegated Authority has been approved by the Board for that purpose.
- 22.2 All matters not specified in the Scheme of Delegated Authority are reserved to the Board, unless the matter is urgent, in which case, the Chair and the Chief Executive are authorised to take decisions and implement action, provided a report is made to the next meeting of the Board for homologation. It will be for the Chair to decide whether a special meeting of the Board should be called for that purpose, in accordance with the Rules.
- 22.3 Delegated authority to staff relates to operational responsibilities.
- 22.4 Office Bearers, acting with senior staff, have authority to

- Represent Muirhouse on official business, consistent with agreed policies and procedures
- Implement agreed emergency procedures
- Take urgent decisions and/or action between meetings, in consultation with the Chief Executive
- Take decisions on specific issues between meetings that have been delegated to one or more office bearers by the Board.

22.5 The Chief Executive, in consultation with senior staff has authority to

- Ensure the effective implementation of strategies, policies and plans
- Represent Muirhouse on official business, consistent with agreed policies and procedures
- Carry out all necessary legal and financial duties to ensure compliance with statutory and regulatory requirements.

22.6 The Board has agreed the following specific delegations:

Governance

| <b>Ref</b> | <b>Authority For</b>  | <b>Delegated To</b>   |
|------------|---|---|
| DA 1.1     | Approving Annual Returns to the Scottish Housing Regulator and Scottish Government<br><br>Signing Annual Returns to the Scottish Housing Regulator and Scottish Government<br><br>Submission of Returns to the Scottish Housing Regulator and Scottish Government | Board<br><br>Chair, with approval from Board<br><br>Chief Executive   |
| DA 1.2     | Signing Annual Returns to OSCR<br><br>Submission of Returns to OSCR   | Chair, with approval from Board<br><br>Chief Executive  |
| DA 1.3     | Signing Annual Returns to Financial Services Authority<br><br>Submission of Returns to FSA  | Chair, in consultation with Chair of Audit and Risk Sub-Committee, and agreed by Board<br><br>Chief Executive |
| DA 1.4     | Approval of strategic and operational policies<br><br>Approval of Procurement Policy  | Board<br><br>Board  |

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| DA 1.5  | Approval of authorised signatories  | Board   |
| DA 1.6  | Approval of recommendation to the AGM on the appointment of the Auditors  | Board, on recommendation from the Audit and Risk Sub-Committee                                      |
| DA 1.7  | Approval of appointment of internal auditors  | Board, on recommendation from Audit and Risk Sub-Committee  |
| DA 1.8  | Agree any remedial action identified by the internal auditor  | Audit and Risk Sub-Committee  |
| DA 1.9  | Preparation and issue of notice, agenda, papers and minutes for meetings of Board   | Chief Executive, in consultation with Chair/Vice Chair  |
| DA 1.10 | Approval of draft minutes of Board meetings   | Chair   |
| DA 1.11 | Preparation and issue of notices, agenda, papers and minutes sub-committees   | Chief Executive, in consultation with respective Chairs   |
| DA 1.12 | Preparation and issue of notices, agenda, papers and minutes of Hearing/Appeals/Advisory Panels, and Working Groups (parties/groups/panels) | Chief Executive, (unless the subject of a hearing or appeal) in consultation with respective Chairs |
| DA 1.13 | Approval of draft minutes of sub-committee meetings   | Sub-committee Chair   |
| DA 1.14 | Preparation and issue of notice, agenda, papers and minutes for AGM   | Secretary, in consultation with Chair   |
| DA 1.15 | Approval and Monitoring of all Registers required by Regulators   | Board   |
| DA 1.16 | Maintenance of all Registers required by Regulators   | Chief Executive   |

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| DA 1.17 | Agreeing inclusion of new Contractors and Consultants.<br><br>Maintenance of list of current contractors/consultants   | Board<br><br>Chief Executive & Asset Management Officer                                |
| DA 1.18 | Making/approving statements to the press or other public statements  | Chair and/or Chief Executive   |
| DA 1.19 | Disposal of land and property requiring specific consent<br><br>Disposal of land and property covered by general consent                                       | Board<br><br>Board   |
| DA 1.20 | Taking and granting of Leases  | Board  |
| DA 1.22 | Approving Pension, death in service benefit arrangements and related Deeds.<br><br>Signature of Trust Deed documents<br><br>Day to day operation and signatory | Board<br><br>Chair and Company Secretary<br><br>Finance and Corporate Services Manager |

#### Finance and Resources

| Ref    | Authority For  | Delegated To   |
|--------|--|--|
| DA 2.1 | Approve additions and deletions to the staffing structure  | Board, on recommendation from Staffing Sub-Committee |
| DA 2.2 | Approve changes to terms and conditions of employment  | Board, on recommendation from Staffing Sub-Committee |
| DA 2.3 | Development and negotiation of all issues relating to remuneration of staff, working environment, training and development and dignity at work | Board, on recommendation from Staffing Sub-Committee |

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| DA 2.4  | Recruitment of Chief Executive                                | Office Bearers (or as agreed by the Board)   |
| DA 2.5  | Recruitment of senior staff                                   | Office-bearers and Chief Executive   |
| DA 2.6  | Recruitment of other staff                                    | Chief Executive or designated line manager/s   |
| DA 2.7  | Line Management of Chief Executive                            | Chair  |
| DA 2.8  | Line Management of senior staff                               | Chief Executive  |
| DA 2.9  | Line Management of all other staff                            | Designated Line Managers   |
| DA 2.10 | Grievance and Disciplinary issues relating to Chief Executive | Chair, Vice Chair and Staffing Subcommittee  |
| DA 2.11 | Grievance and Disciplinary issues relating to senior staff    | Chief Executive  |
| DA 2.12 | Grievance and Disciplinary issues relating to all other staff | Designated Line Managers   |
| DA 2.13 | Approving borrowing and investment strategies and principles  | Board (see also Financial Control Framework)   |
| DA 2.14 | Agreeing Financial Control Framework                          | Board, on recommendation from Audit and Risk Sub-Committee                             |
| DA 2.15 | Approval of Annual Accounts                                   | Board, on recommendation from Audit and Risk Sub-Committee                             |
| DA 2.16 | Approval of Budget  | Board, on recommendation from Audit and Risk Sub-Committee                             |
| DA 2.17 | Monitoring financial performance and reporting to Board       | Chief Executive, Finance & Corporate Services Manager and Audit and Risk Sub-Committee |

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| DA 2.18 | Ensuring annual audit carried out   | Chief Executive and Finance & Corporate Services Manager                                     |
| DA 2.19 | Agreeing and implementing remedial action identified in the course of the annual audit  | Audit and Risk Sub-Committee, reporting to Board   |
| DA 2.20 | Agreeing and overseeing the implementation of changes to accounting policies and practices  | Audit and Risk Sub-Committee   |
| DA 2.21 | Agreeing the opening and closure of bank or building society accounts<br><br>Holding of all bank and cheque books and other financial documentation | Audit and Risk Sub-Committee<br><br>Chief Executive and Finance & Corporate Services Manager |
| DA 2.22 | Approve the terms of all insurances   | Finance and Corporate Services Manager   |
| DA 2.23 | Agree internal management control systems   | Audit and Risk Sub-Committee   |
| DA 2.24 | Incur and instruct payment of all items of budgeted expenditure within the terms of agreed budgets and financial regulations                        | Chief Executive and officers specifically identified in Financial Regulations                |
| DA 2.25 | Agree action to address short term cash flow difficulties   | Board  |

### Housing and Estate Management

| Ref    | Authority For   | Delegated To   |
|--------|---|--|
| DA 3.1 | Signing tenancy agreements  | Operational staff as appropriate                           |
| DA 3.2 | Approval of the setting of annual rents and service charges                   | Board  |
| DA 3.3 | Agree to the writing off of arrears within the terms of financial regulations | Board, on recommendation from Audit and Risk Sub-committee |

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| DA 3.4 | Agree to the writing off of rechargeable repairs or equivalent within the terms of financial regulations | Board, on recommendation from Audit and Risk Sub-committee |
| DA 3.5 | Instructing Recovery Action for breach of tenancy conditions   | Chief Executive and Housing Services Team Leader           |
| DA 3.6 | Agreeing Eviction  | Chief Executive  |
| DA 3.7 | Approving the terms of the periodic satisfaction survey and commissioning the project                    | Board  |

#### Development and Property Management

| Ref    | Authority For  | Delegated To   |
|--------|--|--|
| DA 4.1 | Negotiating terms for the acquisition of sites and making recommendations to Board<br><br>Approving Site Acquisition                           | Chief Executive and Asset Management Officer<br><br>Board  |
| DA 4.2 | Approving our submissions to the Local Authorities Strategic Housing Investment Plans (SHIP) /Strategic Local Programmes (SLP)                 | Approval for In Principle Commitment/ Outline Scheme Proposals to new development/ stock growth – Board<br><br>Approval to invest in new development/ stock growth - Board |
| DA 4.3 | Ensuring any targets specified in the Local Authority's Strategic Housing Investment Plan (SHIP)/Strategic Local Programmes (SLP) are achieved | Chief Executive & Asset Management Officer   |
| DA 4.4 | Approving outline scheme proposals   | Board  |
| DA 4.5 | Agreeing savings to individual schemes:<br><br>Up to 10% of agreed costs<br><br>Over 10% of agreed costs                                       | Chief Executive and Asset Management Officer<br><br>Board  |



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| DA 4.6  | Negotiating terms of loans to fund individual developments and making recommendations to the Board<br><br>Approval of Loan Agreements | Chief Executive and Finance & Corporate Services Manager<br><br>Board, on recommendation from Audit and Risk Committee |
| DA 4.7  | Ensuring borrowings and investments comply with statutory and regulatory requirements and Rules                                       | Chief Executive, Finance & Corporate Services Manager and Board  |
| DA 4.8  | Negotiating grant(s) to fund individual developments  | Chief Executive, Asset Management Officer, and Finance & Corporate Services Manager                                    |
| DA 4.9  | Appointment of Contractors and Consultants<br><br>Appointment of Contractors and Consultants – New development                        | Chief Executive and Finance & Corporate Services Manager<br><br>Board  |
| DA 4.10 | Approval of Claims against Contractors/Consultants<br><br>Intimation of claims  | Board<br><br>Chief Executive and Asset Management Officer  |

#### Authorised Signatories

Authorised Signatories are required for all documents including contracts, annual returns to Regulators, tenders and tenancy agreements. Authorised signatories for these purposes are:

| Ref    | Authority For  | Delegated To   |
|--------|--|--|
| DA 5.1 | Legal documents requiring the use of the Seal  | Normally Chief Executive/Company Secretary together with appropriate Board members as and when required                    |
| DA 5.2 | Contracts:<br>Employment<br><br>Development Consultants<br><br>For Works, Goods and Services | Finance and Corporate Services Manager<br><br>Chief Executive<br><br>Chief Executive with operational staff as appropriate |

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| DA 5.3 | Annual Returns to Regulators and Scottish Government (including The Scottish Housing Regulator and OSCR) | Chair and/or Chief Executive   |
| DA 5.4 | Invitations to Tender  | Chief Executive and Finance and Corporate Services Manager (see Financial Control Framework) |
| DA 5.5 | Local Authorities Strategic Housing Investment Plans (SHIP)/Strategic Local Programmes (SLP)             | Chief Executive and Asset Management Officer   |

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| DA 5.6  | Tenancy Agreements   | Operational staff as appropriate                         |
| DA 5.7  | Scottish Government funding documentation  | Chief Executive  |
| DA 5.8  | Grant Claims   | Chief Executive  |
| DA 5.9  | Loan documentation   | Finance and Corporate Services Manager                   |
| DA 5.10 | Bank Signatories (for authorisation of cheques and/or electronic fund transfers)                                       | Chief Executive and Finance & Corporate Services Manager |
| DA 5.11 | Administrative Processing – i.e. ordering goods and services, authorising payroll transactions and initiating payments | As detailed in financial control framework               |