

8. REMIT AND DELEGATED AUTHORITY OF PROPERTY SERVICES SUB COMMITTEE OF YORKHILL HOUSING ASSOCIATION

Objectives

- * *To define the sub committee's purpose, powers, and levels of responsibilities*
- * *To allow an appropriate level of delegation to enable detailed discussion and policy recommendation*
- * *To confirm membership criteria*
- * *To confirm committee procedures and standing orders*

Section 1 – Standing Orders

- 1.1 All members of the Management Committee are eligible for membership of the Services Sub Committee. Maximum membership will be seven.
- 1.2 The Sub Committee may co-opt appropriate persons provided co-optees do not exceed one third of elected members.
- 1.3 At the first meeting of each session, the Sub Committee will elect a chairperson who must be an elected member. This appointment should be reported to the next meeting of the full Management Committee. The Chair of Yorkhill Housing Association cannot chair a sub-committee.
- 1.4 The Chairperson will convene all meetings and set agenda items in conjunction with the Director of Property Services or appointed staff member.
- 1.5 In the Chairperson's absence, meetings will be temporarily chaired by a member elected from those present.
- 1.6 The Sub Committee will meet no less than four times each year. The schedule of meetings will be set by the Sub Committee and presented to the Management Committee for approval.
- 1.7 The Sub Committee will ensure all proceedings are recorded in an appropriate manner, and will appoint its own minute secretary.
- 1.8 Minutes should be submitted in advance to the next meeting of the Management Committee for information or ratification of policy issues.
- 1.9 A quorum will be three elected members.

Committee Roles and Remits September 2019

- 1.10 If the meeting is inquorate 30 minutes following the scheduled start, it will be adjourned to be reconvened within 10 working days at a time and place agreed by those present. The same procedures apply to meetings that become inquorate after a quorate start.
- 1.11 If a reconvened meeting remains inquorate 30 minutes after the scheduled start, the meeting will be abandoned and all business deferred to the next meeting of the Management Committee or the next meeting of the Sub Committee, whichever is first.
- Any urgent business that can not wait will be processed by the Chief Executive or appropriate Manager in conjunction with a minimum of two office bearers in accordance with approved procedures.
- 1.12 The Services Sub Committee will normally be serviced by the Director of Property Services and/or appropriate Manager(s) in relation to the business of the meeting. Agenda and reports will be issued at least seven days in advance.
- 1.13 Decisions taken by the Sub Committee in accordance with delegated powers will be binding unless a special meeting of the Management Committee is convened to have a decision overturned.
- 1.14 Decisions will be made by a majority of members present. In the event of a tie, the Chair has a second casting vote.
- 1.15 Meetings will close not more than two and a half hours from the scheduled start unless otherwise agreed by two thirds of members present.

Section 2 – Delegated Powers and Responsibilities

The Management Committee will review these powers and responsibilities at least once every year.

The Services Sub Committee is responsible for :

- 2.1 Monitoring the Association's ongoing compliance with all regulatory and legislative requirements in respect of Housing Management, Maintenance and Factoring service provision.
- 2.2 Ensuring all business activities are in accordance with the organisation's current strategic plan.

Committee Roles and Remits September 2019

- 2.3 Performance monitoring, receiving and reviewing regular audit reports no less than quarterly as follows:
 - Housing Management
 - Maintenance
 - Factoring
- 2.4 Where possible, audit reports will be prepared to complement ARC requirements. The sub-committee may develop additional key performance indicators where appropriate.
- 2.5 The sub-committee will regularly review the Risk Registers relating to all business activities covered by Housing Management, Maintenance and Factoring.
- 2.6 Ensuring organisational policies meet performance and practice standards
- 2.7 Supervision of policy development and related operational matters
- 2.8 Recommendation of draft policy updates to full Management Committee for approval / ratification
