



# **STANDING ORDERS**

**FOR THE MANAGEMENT COMMITTEE**

**& WORKING GROUPS**

**INCLUDING COMMITTEE REMIT**

**AND DELEGATED POWERS TO**

**OFFICE BEARERS & SENIOR STAFF**

<b>COR07</b>	<b>ADOPTED: 28.2.07</b>	<b>REVIEWED: 27.01.10; 26.09.12; 30.01.13; 26.06.13; 28.10.15; 28.06.17;</b>
--------------	-------------------------	--

<b>CONTENTS</b>	<b>Page</b>
<b>1.0 Introduction</b>	<b>3</b>
<b>2.0 The Scottish Social Housing Charter</b>	<b>3</b>
<b>3.0 Committee structure and remits</b>	<b>3</b>
<b>4.0 Membership, meetings and quorums</b>	<b>4</b>
- Management Committee membership	4
- Frequency of meetings	4
- Quorums	4
<b>5.0 Office Bearers</b>	<b>5</b>
- Office Bearers	5
<b>6.0 Conduct of Committee</b>	<b>5</b>
- Agenda and papers	5
- Late papers & 'Any other business'	6
- Chairing Management Committee meetings	6
- Length of meetings & adjournments	6
- Order of business, alterations and discussion	7
- Declaration of interest	7
- Motions and amendments	7
- Voting	8
- Notice of motions	8
- Alteration or revocation of a previous decision	8
- Deputations	9
- Minutes	9
- Matters not covered by Standing Orders	10
- Revision of Standing Orders	10
- Confidentiality	10
- Committee Members' conduct	10
<b>7.0 Implementation and review</b>	<b>11</b>
Appendix 1 - Management Team remit	12
Appendix 2 - Scheme of Delegation to Office Bearers & Senior Staff	14

## **STANDING ORDERS, REMITS and DELEGATED RESPONSIBILITIES**

### **1.0 INTRODUCTION**

- 1.1 In accordance with the Rules of Prospect Community Housing Ltd the affairs of Prospect are run by a Management Committee.
- 1.2 These Standing Orders describe the current Management Committee structure, the conduct of Committee meetings, Committee responsibilities, and the delegated responsibilities to Office Bearers and senior staff.
- 1.3 These Standing Orders set out the guidelines for the conduct of the Association's business in accordance with our Rules. They provide an agreed framework within which authorised decisions may be taken so that the Association's aims and objectives may be met.
- 1.4 Nothing in these Standing Orders will allow, or be understood as allowing the Management Committee, any Committee Member or any member of staff of the Association to act in contravention of the Association's Rules or any current statutory obligations that apply to the Association.

### **2.0 THE SCOTTISH SOCIAL HOUSING CHARTER**

- 2.1 The Scottish Government's Social Housing Charter came into force in April 2012. The Charter sets out the standards and outcomes that tenants can expect from social landlords, in terms of the quality and value for money of the services they receive, the standard of their homes, and opportunities for communication and participation in the decisions that affect them.

There are no specific standards or outcomes relating to the Standing Orders.

### **3.0 COMMITTEE STRUCTURE AND REMITS**

- 3.1 The current standing committee is the Management Committee. Its remit is reviewed annually at the first meeting following the AGM.
- 3.2 The Management Committee may from time to time establish additional standing Sub-Committees, which will be subject to these Standing Orders.
- 3.3 Any decision to:
  - establish a new Sub-Committee
  - set a Sub-Committee's membership, remit and delegated powers;
  - amend a Sub-Committee's remit and/or delegated powers;
  - cease the meetings of a Sub-Committee, either temporarily or permanently;

will be made by a majority vote of those present at a quorate meeting of the Management Committee.

- 3.4 The Management Committee may also from time to time set up special Working Groups to carry out such functions as may be delegated or referred to them, normally within a specified timescale. The membership, remit and reporting arrangements for each Working Group will be approved by the Management Committee at the time the Working Group is established.

All current Working Group remits are reviewed annually at the first meeting following the AGM.

- 3.5 The Management Committee may at any time consider any matter which has been referred to a Sub-Committee or Working Group, whether or not a report from the Sub-Committee or Working Group on that particular matter has been submitted to them.

#### **4.0 MEMBERSHIP, MEETINGS AND QUORUMS**

##### **Management Committee membership**

- 4.1 The Management Committee has a minimum of 7 and a maximum of 15 members.
- 4.2 Any member of Prospect, as defined in the Membership Policy, may be nominated and stand for election to the Management Committee. Elections are held at the Annual General Meeting each year. The nomination and election procedures are explained in the information sent to every member before the AGM.
- 4.3 At each AGM up to one-third of the Management Committee will stand down, but will be eligible for re-election without nomination.
- 4.4 If vacancies remain after the AGM the Management Committee may co-opt individuals to bring Committee membership up to the maximum of 15. Co-opted Members will not exceed one-third of the maximum size of the Committee, i.e. the maximum number of Co-optees will be 5. Co-opted Members may serve until the next AGM, at which time they will stand down but will be eligible to stand for election if they are also members of Prospect and are nominated in accordance with current procedures.
- 4.5 The procedure for co-option is detailed in the Membership Policy. Co-opted Members may participate in the business of Management Committee meetings, except for matters directly affecting the rules, membership of the Association or the election of Office-bearers.
- 4.6 Prospect's Rules describe the circumstances under which:-
- a Committee Member may be removed from office;
  - an Association member may not be eligible for election or re-election to the Committee;
  - a Member will cease to be a member of the Committee.
- 4.7 Prospect's policy entitled "Payments, Benefits and Corporate Accountability", together with the Rules, describe the responsibilities of Prospect and of individual Committee Members in these areas.

##### **Frequency of meetings**

- 4.8 The Management Committee will meet 10 times in each year, on the last Wednesday evening each month with the exceptions of July and December.
- 4.9 A special meeting of the Management Committee may be called by a notice in writing given to the Secretary by the Chairperson of the Committee, or by two Committee Members. The arrangements for the meeting are specified in the Rules.

## **Quorums**

4.10 The quorum to enable a meeting to proceed will be as follows:

Management Committee - 4 elected Management Committee Members (i.e. not counting any co-opted Committee Members present).

4.11 If there are insufficient elected Members present to form a quorum within half an hour after the time appointed for the meeting to commence, no business will be transacted and the meeting will be adjourned to either:

- the date of the next scheduled meeting due to be held,

**OR**

- if there are matters requiring a decision before the date of the next scheduled meeting, to the same day in the next week at the same time.

4.12 In very exceptional circumstances where there is no quorum and where a decision is required immediately, the Chairperson (or in his/her absence the Vice-Chairperson) may authorise the action required, with retrospective approval being given at the next Management Committee meeting.

## **5.0 OFFICE BEARERS**

### **Office Bearers**

5.1 At their first meeting following each Annual General Meeting the elected Members of the Management Committee will appoint the following Office-bearers:

- Chairperson
- Vice-Chairperson
- Secretary (a member of staff may be appointed to this position)
- Treasurer (a member of staff may be appointed to this position)

5.2 Office-bearers will serve until the next AGM, unless in the meantime they resign or cease to be a Committee Member. If an Office-bearer's position becomes vacant during a year, the Management Committee will appoint a replacement Office-bearer who will serve for the remainder of that year until the next AGM.

5.3 In accordance with Prospect's Rule the Chairperson may be re-appointed for a maximum of 5 consecutive years. After 5 years the Chairperson may not be re-appointed to that position for a further period of 1 year, but they will be eligible to stand for election to one of the other Office-bearer positions.

## **6.0 CONDUCT OF COMMITTEE**

### **Agenda and papers**

6.1 The agenda and papers for each meeting will be sent to Committee Members not less than 7 days before the date of the meeting. Papers and reports will be written and laid out in a standard style and format as determined from time to time by the Chairperson and Director.

The proceedings of any meeting will not be invalidated by the non-receipt of the agenda and papers by any Committee.

- 6.2 Responsibility for ensuring that the agenda and papers are produced and issued on time is delegated to the Director acting on behalf of the Secretary. The Director will agree the composition of each agenda with the appropriate Chairperson and thereafter will ensure that the papers are issued on time.

### **Late papers and 'AOCB'**

- 6.3 The circulation or tabling of "late" papers will not normally be permitted. However urgent matters not on the agenda may be discussed if the majority of Committee Members present agree the item(s) may be included.

In all cases the Chairperson will decide whether a matter is urgent.

### **Chairing Management Committee meetings**

- 6.4 The Chairperson will normally chair Management Committee meetings, unless absent or not able to participate in a particular discussion due to a declaration of interest. In the absence of the Chairperson, the Vice-Chairperson will chair Committee meetings. If the Vice-Chairperson is not available, the Secretary (or failing whom, the Treasurer) will chair the meeting.
- 6.5 Should the Chairperson arrive after the commencement of a meeting at which another Office-bearer has taken the chair, the Office-bearer will continue to chair the meeting until the agenda item under consideration is completed and then will vacate the chair for the Chairperson.
- 6.6 The main responsibilities of the Chairperson will be to:
- ensure the orderly and efficient conduct of business;
  - decide all matters of order, competency and relevancy;
  - ensure that every Committee member has the opportunity to express their opinions and views on each item, and that they are given a fair hearing by the remaining members.

Any decision by the Chairperson on a matter that is within his or her competency will be final and will not be open to discussion.

### **Length of meetings & adjournments**

- 6.7 Meetings will not normally continue for more than 2 hours. At the end of that time, the meeting will cease unless two-thirds of those present vote in favour of a motion from the Chairperson, seconded by another Member, that the meeting should continue until all the business is concluded.
- 6.8 If there is insufficient support to continue, the meeting will either:
- be closed formally, with the remaining business being added to the agenda for the next scheduled meeting (this option will be followed if there are no matters requiring a decision before the next scheduled meeting);

**OR**

- be adjourned to the same day in the next week at the same time, to complete the business, if there are matters requiring a decision before the next scheduled meeting.

6.9 An adjourned meeting will be regarded as a continuation of the original meeting, and all decisions, etc. will be treated as having been made on the date the additional meeting is held. No business will be dealt with at the additional meeting other than the matters not reached or left unfinished at the original meeting.

### **Order of business, alterations & discussion**

6.10 Meetings will normally follow the order set out in the agenda. However the Chairperson will have the right to alter the order of business at any stage of the meeting.

6.11 If a Member wishes to amend the order of business he/she should submit a request at the beginning of the meeting. If the Chairperson accepts the proposal it will be put to a vote and will be approved if supported by a simple majority of those present.

6.12 All speakers will address the Chairperson, and all other Members will observe order when a Member is speaking. The time limit for individual speakers, and for the discussion of a particular item, will be at the discretion of the Chairperson.

### **Declaration of interest**

6.13 At the beginning of each meeting all Committee Members will be asked to declare whether they have an interest in any items on the agenda. Anyone who declares an interest will be required to leave the meeting while the matter is discussed and will not be allowed to vote on the matter or stay in the meeting while any vote on the matter is being held. If that person is inadvertently allowed to stay in the meeting and vote on the matter, his/her vote will not be counted.

Once the item has been discussed, those Committee members taking part in the discussion will agree whether the discussion should be included in a confidential minute that will not be available to the Committee member(s) who have the interest. In making this decision, account will be taken of the nature of the discussion, and whether knowledge of the discussion could result in a compromising position. Further, a decision will be taken on whether future papers relating to the issue will be available to the Committee Member(s) who have the interest.

Every declaration of interest will be recorded in the minutes of that meeting and in the Register of Interests.

### **Motions and amendments**

6.14 If any item of business requires to be formally adopted, approved or decided on by a vote, then the Chairperson or another Committee Member, as appropriate, will submit a formal motion, which will require to be seconded. If the motion does not require further discussion, then the Committee will proceed to a vote.

6.15 If the motion requires discussion, the proposer will speak first, followed by any other Committee Members who wish to contribute. The original proposer will be permitted to speak finally at the conclusion of the discussion, prior to a vote being taken.

- 6.16 The length of time allowed for individual speakers and for the overall discussion of the motion will be at the discretion of the Chairperson.
- 6.17 Amendments to a motion may be proposed by a Committee Member to the Chairperson at any time during the discussion. To be considered, the amendment will require to be seconded. If there is more than one amendment, they will be considered and voted on in the order they have been submitted. If an amendment is carried, it will become the motion, on which any further amendments may be moved.
- 6.18 All motions and amendments must be relevant to the subject under discussion. The Chairperson will have the power to rule out of order any motion or amendment which is, in his or her opinion, irrelevant or incompetent.

### **Voting**

- 6.19 Except where referred to specifically elsewhere in these Standing Orders, voting will be by show of hands. A simple majority of those present and voting will decide the matter. In the event of a tie, the Chairperson will have a casting vote.
- 6.20 Any Committee Member present may propose that a vote be taken by secret ballot. To be considered, such a proposal will require a seconder. There will be no discussion of the proposal and a vote by show of hands will be taken. To be carried, a simple majority of those present and eligible to vote on the matter will require to vote in favour.
- 6.21 The number of votes cast for or against a motion or amendment will be recorded in the minutes of the meeting.
- 6.22 For the purposes of paras. 6.20 and 6.21, co-opted Members will not be included or counted if the matter under consideration is one they are not entitled to vote on (see para. 4.5 above).
- 6.23 Any Committee Member may ask that his or her dissent from any motion that has been carried is recorded in the minutes.

### **Notice of motions**

- 6.24 Any Committee Member may submit a notice of a motion for consideration at a future meeting. The notice must be in writing and be received by the Director at least 14 calendar days before the meeting at which it is to be considered.
- 6.25 If the Committee Member concerned is not present at the meeting at which the motion is due to be considered, either another Member may move the motion on their behalf, or the motion may be carried forward to the following meeting, except that if the proposer of the motion is not present at the following meeting, the motion will not be submitted.

### **Alteration or revocation of a previous decision**

- 6.26 A Committee Member wishing to amend or revoke a previous decision must submit a motion in writing to the Director for inclusion on the appropriate agenda.
- 6.27 No such motion will be permitted in the six months following the date of the original decision, unless two-thirds of the Committee Members present (who must comprise an overall majority of the Committee/Sub-Committee) agree that it may be considered.



- 6.28 The only exceptions to the six month time limit that will not require the agreement of two-thirds of the members will be if:
- new legislation, statutory regulations, orders or guidance from the Scottish or UK Governments or other statutory agency which affect the decision have been introduced;
  - new facts, which the Chairperson rules are pertinent and which, if they had been known at the time may have resulted in a different decision, have come to light since the original decision.
- 6.29 The alteration or revocation of any decision will not affect or prejudice any proceedings, outcome or liability competently done or undertaken under any such resolution prior to its alteration or revocation.

### **Deputations**

- 6.30 Deputations may only be heard by the Management Committee. An application asking the Committee to receive a deputation must be in writing, be addressed to the Director and received at least 5 working days before the date of the next meeting. The application must include the subject on which the deputation wishes to be heard and the action (if any) which the deputation proposes the Committee should take.

The Director will ensure that details of the application are circulated to Committee Members before the meeting.

- 6.31 The Management Committee will decide by a simple majority of those present whether or not to hear a deputation. If the request is approved the deputation will be no larger than five persons and the number permitted to speak will be no more than two, unless a majority of the Committee Members present agree otherwise.
- 6.32 The deputation will be allowed a maximum of 10 minutes to present their views, unless a majority of Committee members present agree otherwise.

Any Committee Member may ask the members of the deputation questions that are pertinent to the subject on which they have appeared. No Committee member will express an opinion on or discuss the subject on which the deputation has been heard, until the deputation has withdrawn.

### **Minutes**

- 6.33 The Director is responsible for ensuring that the business of each meeting is properly minuted. The minutes will record:
- the names of Members present, and the names of staff and any others in attendance, as well as any apologies received;
  - the nature of the business considered, including recording their major decisions;
  - the major points raised in any discussion;
  - the decision on each item;
  - the names of those proposing and seconding any motion or amendment;
  - the result of any vote, whether by show of hands or secret ballot;
  - any declaration of interest by a Member.

- 6.34 A draft of the Management Committee Minutes will be produced within 2 weeks of each meeting and will be forwarded to the Chairperson of the meeting for initial checking.

The final draft of the minutes will be circulated to all Committee Members with the agenda and papers for the following meeting. The minutes will be adopted at the following meeting if they are proposed and seconded by any two Members who were present at the previous meeting, and are approved by a majority of those present.

If there are not two members present who attended the previous meeting, the minutes will be carried forward to the next Management Committee meeting, where they will be approved if proposed by two Members who attended the relevant meeting, or by one Member who attended and seconded by another Member of that Sub-Committee or Working Group who did not attend the meeting concerned.

- 6.35 Minutes may be adopted 'subject to' the inclusion of an amendment to correct or clarify a point. Any such amendment must be formally proposed, seconded and approved by a majority of those present at the previous meeting.
- 6.36 A member of the Management Committee who was not present at a particular meeting may request clarification of a point in the minutes at the following meeting, but may not re-open the discussion on any item where a decision was made at the previous meeting.
- 6.37 The official copy of the minutes will be signed by the Chairperson of the meeting at which they are adopted. If an amendment has been agreed, a revised official copy will be produced following the meeting and thereafter signed by the Chairperson.

Minutes will be written and laid out in a standard style and format as determined from time to time by the Chairperson and Director.

#### **Matters not covered by Standing Orders**

- 6.38 If any point arises at a Management Committee meeting which is not provided for in these Standing Orders, the Chairperson will give a ruling on the point and their decision will be final.

#### **Revision of Standing Orders**

- 6.39 These Standing Orders may be amended by the Management Committee if the motion to amend or revoke a section is proposed and seconded, and supported by at least two-thirds of the Committee Members present, so long as this is also an absolute majority of the current Management Committee membership.

#### **Confidentiality**

- 6.40 All matters discussed at Committee meetings will be regarded by both Committee Members and staff members present as being in strict confidence. Confidentiality regarding one or more items of business may be relaxed if a majority of Members present approve a motion supporting relaxation.

#### **Committee Members' conduct**

- 6.41 In conducting the Association's business all Committee Members will adhere to these Standing Orders, to the Association's Rules and to the Codes of Governance and Conduct for Committee Members.

## **7.0 IMPLEMENTATION & REVIEW**

7.1 The Chairperson, together with the Director, is responsible for ensuring that these Standing Orders are followed at every meeting of the Management Committee.

7.2 The Director will ensure that these Standing Orders are reviewed at least every three years.

Management Committee and Working Group remits will be reviewed annually, at the first Management Committee meeting following the Annual General Meeting, before appointing Committee members to a Working Group.

Reviewed by the Management Committee on 28 June 2017

Next review due by: June 2020

## MANAGEMENT TEAM - REMIT

### 1.0 MEMBERSHIP

The Management Team comprises the Director, Finance Manager, Housing Manager and Property Services Manager.

### 2.0 REMIT

The Team's remit is to:

- a) co-ordinate all aspects of the day-to-day management of Prospect's business, providing leadership and direction to assist staff in achieving current objectives and priorities;
- b) contribute to achieving effective internal communications throughout the organisation;
- c) consider proposals for developments to, or changes in, the provision of Prospect's services, including proposals for setting future strategy, and where required submit these to Committee for consideration;
- d) prepare proposals for the annual budget and annual rent increase, and submit these to the Budget Working Group and Management Committee for approval;
- e) monitor income and expenditure against budget through the receipt of monthly reports highlighting any trends or major areas of concern, approve any action required to deal with areas of concern, and prepare financial reports for the Management Committee according to current Committee reporting cycles;
- f) co-ordinate the production and submission of all statutory and other returns involving more than one department;
- g) propose the agenda for each Management Committee meeting, approve draft Committee papers and reports as required, ensuring that the required regular reports are produced on time according to the current Committee timetable;
- h) ensure that Committee decisions are actioned;
- i) consider drafts of relevant policies and procedures and submit these to the Management Committee for approval and approve policies or procedures that do not require to be submitted to Committee under the Scheme of Delegation;
- j) ensure that the annual policy and procedure review programmes are achieved;
- k) review and update the Risk Matrix;
- l) review draft internal audit reports, agree the management response, monitor progress on implementing agreed action and submit regular reports to the Management Committee;
- m) review the results of internal 'self-assessment' exercises, agree any action required and monitor implementation;
- n) draft the annual Business Plan for approval by the Management Committee and monitor progress towards achieving current objectives;

- o) review current staffing levels in relation to current and future workload and agree proposals for increases and/or internal changes, submitting relevant proposals to the Management Committee for approval (normally as part of the annual budget-setting process);
- p) monitor staff absence levels and agree any action required;
- q) draft proposals for the content of and arrangements for the Annual General Meeting, Committee Away Days, Tenants' Conferences and similar events, for approval by the Management Committee;
- r) monitor on a regular basis current activities, including:
  - monthly arrears repairs performance
  - progress on current development schemes, planned and cyclical maintenance programmes
  - current insurance claims
  - complaints received, to identify any trends emerging
  - 6-monthly report on Health & Safety matters
- s) consider any other relevant issues, e.g.:
  - appeals by tenants against a decision, or for compensation
  - applications for sale of garden ground
  - mortgage to rent proposals
  - legal actions, whether initiated by or against Prospect.

### **3.0 MEETINGS**

Management Team Business meetings will normally be held on the second last Wednesday each month. Meetings may be held on other days by agreement.

Meetings will normally follow a standard agenda.

In addition, a Management Team Focus meeting will be held each month, normally on a Tuesday by arrangement according to current diary commitments. Each Focus meeting will normally consider one subject, e.g. complaints, risk management, content of a new policy, potential new development project etc.

Other staff members may be requested to attend Team meetings, either on behalf of an individual Manager or for a specific item.

There is no quorum for a meeting, though normally at least 3 members will be present for a meeting to proceed.

## SCHEME OF DELEGATION

### 1.0 INTRODUCTION

The effective pursuance of Prospect's work may from time to time require decisions to be taken without waiting for Committee approval, and many routine matters will fall to be decided by members of staff, in accordance with approved policies and procedures.

This document describes the arrangements for delegating certain types and areas of decisions or actions to Office-bearers and/or to senior staff. The Management Committee's purpose in approving this Scheme of Delegation is to ensure that Prospect's work is not unnecessarily delayed while awaiting decisions which are clearly within the general terms of existing policy. Office-bearers and senior staff will therefore seek to use delegated powers to maintain progress in the various areas of work, provided that no new policy decisions are taken without the approval of the Management Committee.

### 2.0 OFFICE BEARERS

#### Chairperson

The Chairperson will have delegated authority to decide on any matter which arises between Management Committee meetings, which would normally be considered at a Committee meeting but which, due to its urgent nature, cannot await the next scheduled meeting. In exercising this authority the Chairperson will, whenever possible, endeavour to consult with at least two other Committee Members. Any such action taken will be reported to the next meeting of the Management Committee for information or retrospective approval.

The Chairperson will have delegated authority to sign legal documents on behalf of Prospect, as detailed in the policy on Signing and Witnessing of Documents, and together with the Secretary and Treasurer to sign the Annual Accounts.

#### Vice-Chairperson

In the absence of the Chairperson, the Vice-Chairperson will have delegated authority, in consultation with at least two other Committee members, to take decisions as described above. All such decisions will be reported to the next meeting of the Management Committee for information or retrospective approval.

The Vice-Chairperson will have delegated authority to sign legal documents on Prospect's behalf, as detailed in the policy on Signing and Witnessing of Documents.

#### Secretary

The Secretary will have delegated authority to undertake the duties and responsibilities as laid down in the Rules, where these have not been delegated by the Management Committee to the Director.

The Secretary will have delegated authority to sign legal documents on Prospect's behalf, as detailed in the policy on Signing and Witnessing of Documents and, together with the Chairman and Treasurer, to sign the Annual Accounts.

### **Treasurer**

The Treasurer will have delegated authority to sign legal documents on Prospect's behalf, as detailed in the policy on Signing and Witnessing of Documents and, together with the Chairman and Secretary, to sign the Annual Accounts.

### **Emergency arrangements – policy decisions**

Where an urgent decision is required which has a strategic or policy implication that would normally be considered and approved by the Management Committee, and it is not possible to arrange a Committee meeting in time, the Director will consult with the Chairperson and one other Office-bearer, or in the Chairperson's absence with any two other Office-bearers, and will take a decision which involves the least possible policy commitment.

Any such decision will be reported to the Management Committee as soon as possible thereafter for retrospective approval.

## **3.0 DIRECTOR**

The Director will have delegated authority to undertake the duties and responsibilities as detailed in their job description and in Prospect's policies and procedures. In particular the Director will have the authority to:

- 1) Manage the day-to-day business in accordance with the current strategy, objectives, policies and procedures;
- 2) Authorise expenditure as provided for in the approved annual budget, including signing cheques and BACS payments authorisations, all in accordance with the Financial Regulations and Authorisation of Expenditure procedure;
- 3) Re-allocate monies which were previously approved as part of the current budget, but which are no longer required for the original purpose;
- 4) Authorise urgent items of revenue expenditure, which are **not included** in the current budget and where there are no corresponding underspends to fund the excess, **not exceeding** £10,000 on any one occasion and subject to an overall limit of £30,000 in any one year;
- 5) Purchase an item of capital equipment which has not already been approved as part of the current budget, **subject to** the expenditure being contained within the overall budget approved;
- 6) Together with the appropriate Manager, accept tenders and award contracts, so long as the expenditure is within the overall budget (either under the relevant expenditure heading or the overall total budget) except where approval at any level is reserved to the Management Committee.

- 7) With the Finance Manager:
  - a) determine claims for compensation from tenants **up to** £1,000 per claim;
  - b) approve the formal agreement for each private loan, following the relevant tendering processes;
  - c) award contracts for legal services, insurances and tenant satisfaction surveys, following the appropriate tendering processes.
  
- 8) With the Property Services Manager, approve:
  - a) amendments to the design criteria and standard specification;
  - b) additions to, or removal from, the Approved Lists of Consultants & Contractors;
  - c) the appointment of Consultants and Contractors for each project, where these are selected from the current Rowan Group panels (approved lists);
  - d) through the establishment of Project Working Groups:
    - the specific design and specification for each project including the housing and tenure mix;
    - the key stages of the development process, including acceptance of City of Edinburgh Council Offer of Grant and awarding of the contract;
    - any savings or design alterations required either as a condition of the Offer of Grant, or during the construction phase to remain within the budget, except that any savings deemed to be too onerous will be submitted for decision to the Management Committee;
    - cost overruns on development projects totalling up to £25,000, i.e. where there are no underspends to fund the excess.
  - e) the programme for major repairs and planned maintenance;
  - f) the standards of estate cleaning and caretaking to be provided;
  - g) arrangements for consultation with tenants and the wider community on maintenance matters.
  
- 9) With the Housing Manager, approve:
  - a) the awarding of discretionary and threshold points in accordance with the Allocations Policy;
  - b) lease, management and nomination agreements with Housing Associations and other agencies;
  - c) arrangements for consultation with tenants and the wider community on housing management issues;
  - d) enforcement of decrees.
  
- 10) Take disciplinary action against a member of staff up to and including a final written warning, and hear appeals against certain levels of disciplinary action, in accordance with the policies on Disciplinary Action and Appeals.
  
- 11) Where the attendance of a Committee Member is not required, approve the appointment of a new or replacement member of staff.



- 12) Liaise with the media with regard to any aspect of Prospect's activities, whether responding to complaints, reports or enquiries, or providing information to promote Prospect, in consultation with the Chairperson as required.
- 13) Implement the decisions of the Management Committee.
- 14) On behalf of the Secretary:
  - a) call all Committee meetings ensuring that all agendas, papers and minutes are produced and issued in accordance with Standing Orders;
  - b) supervise the security and use of the Seal;
  - c) co-ordinate the preparation and submission all necessary reports and returns to the Financial Conduct Authority, Scottish Housing Regulator, Office of the Scottish Charities Regulator and any other relevant statutory authority;
  - d) maintain the Register of Association Members and any other Registers required under the Rules, statutory requirements and current policies;
  - e) sign specified documents as detailed in the policy on Signing & Witnessing of Documents;
  - f) ensure compliance with the Rules.

#### **4.0 HOUSING MANAGER**

The Housing Manager will have delegated authority to undertake the duties and responsibilities as detailed in their job description and in Prospect's policies and procedures.

In particular the Housing Manager will have the authority to:

- 1) Sign specified documents, according to the policy on Signing & Witnessing of Documents;
- 2) Authorise expenditure as provided for in the approved annual budget, including signing cheques and BACS payments authorisations, all in accordance with the Financial Regulations and Authorisation of Expenditure procedure;
- 3) Authorise the allocation of properties in accordance with the Allocations Policy;
- 4) Take such emergency or short-term action as may be necessary to ensure the effective implementation of Prospect's housing policies, reporting as required to Committee on any such action taken;
- 5) With the Director, approve:
  - a) the awarding of discretionary and threshold points in accordance with the Allocations Policy;
  - b) lease, management and nomination agreements with Housing Associations and other agencies;
  - c) arrangements for consultation with tenants and the wider community on housing management issues;
  - d) enforcement of decrees.
- 6) Take disciplinary action and hear appeals, in accordance with current policies.

## 5.0 PROPERTY SERVICES MANAGER

The Property Services Manager will have delegated authority to undertake the duties and responsibilities as detailed in their job description and in Prospect's policies and procedures.

In particular the Property Services Manager will have the authority to:

- 1) Sign specified documents, according to the policy on Signing & Witnessing of Documents;
- 2) Authorise expenditure as provided for in the approved annual budget, including signing cheques and BACS payments authorisations, all in accordance with the Financial Regulations and Authorisation of Expenditure procedure;
- 3) Initiate proposals for development projects for Committee approval, and take such emergency or short-term action as may be necessary to maintain progress on Prospect's acquisition and development programme, subject to the reporting of appropriate action to Committee in accordance with current policies;
- 4) With the Director, approve:
  - a) amendments to the design criteria and standard specification;
  - b) additions to, or removal from, the Approved Lists of Consultants & Contractors;
  - c) the appointment of Consultants and Contractors for each project, where these are selected from the current Rowan Group panels (approved lists);
  - d) through the establishment of Project Working Groups:
    - the specific design and specification for each project including the housing and tenure mix;
    - the key stages of the development process, including acceptance of City of Edinburgh Council Offer of Grant and awarding of the contract;
    - any savings or design alterations required either as a condition of the Offer of Grant, or during the construction phase to remain within the budget, **except that** any savings deemed to be too onerous will be submitted for decision to the Management Committee;
    - cost overruns on development projects totalling up to £25,000, i.e. where there are no underspends to fund the excess.
- 5) Take disciplinary action and hear appeals, in accordance with current policies.

## 6.0 FINANCE MANAGER

The Finance Manager will have delegated authority to undertake the duties and responsibilities as detailed in their job description and in Prospect's policies and procedures.

In particular the Finance Manager will have the authority to:

- 1) Sign specified documents, according to the policy on Signing & Witnessing of Documents;
- 2) Authorise expenditure as provided for in the approved annual budget, including signing cheques and BACS payments authorisations, all in accordance with the Financial Regulations and Authorisation of Expenditure procedure;

- 3) With the Director:
  - a) determine claims for compensation from tenants **up to** £1,000 per claim;
  - b) approve the formal agreement for each private loan, following the relevant tendering processes;
  - c) award contracts for legal services, insurances and tenant satisfaction surveys, following the appropriate tendering processes.
- 4) Take such emergency or short-term action as may be necessary to protect or promote prospect's financial position, where necessary reporting on such action to Committee in accordance with current policies;
- 5) Take disciplinary action and hear appeals, in accordance with current policies.

## **7.0 MONITORING AND REPORTING**

The monitoring and reporting of decisions or action taken under the Scheme of Delegation will be through either:

- a) the formal adoption of minutes, as specified in the Standing Orders;

**OR**

- b) the programme of regular monitoring reports to Management Committee as specified in each remit, policy or procedure;

**OR**

- c) the Director's report to Management Committee, for items not covered in a regular monitoring report.

## PROSPECT EQUALITY IMPACT ASSESSMENT RECORD

<b>Title of policy/ practice/ strategy/</b>	<b>COR07 – Standing Orders</b>
<b>Department</b>	<b>Corporate</b>
<b>Who is involved in the EQIA?</b>	<b>Julie Thynne</b>
<b>Is this new policy or revision to an existing policy?</b>	<b>Revision to an existing policy</b>
<b>Date completed</b>	<b>29/09/15</b>

### Screening Summary

#### ***Policy Aim***

The policy outlines our standing orders, detailing the structure, remit and conduct of Committee business.

#### ***Who will it affect?***

<b>Protected characteristics</b>	<b>Affected by policy</b>
Age	No
Disability	No
Sex	No
Pregnancy and maternity	No
Gender Reassignment/Sexual Orientation	No
Race/Religion/Belief	No

This policy is sets out our general structure, remit and conduct of Committee business and as such there is no direct impact on people.

#### ***What might prevent the desired outcomes being achieved?***

None

#### ***Confirm whether EQIA is required***

Not required.