

# PROSPECT COMMUNITY HOUSING LTD

## MANAGEMENT COMMITTEE - REMIT

### 1.0 INTRODUCTION

1.1 The Management Committee is responsible for exercising proper control over Prospect's activities as efficiently and effectively as possible, in the interests of both tenants and members.

1.2 The Management Committee will ensure that Prospect complies with:

- all relevant legislation, statutory regulations and related Codes of Practice;
- its Rules;
- Scottish Government funding conditions;
- general guidance from the Scottish Housing Regulator.

### 2.0 AGENDA & REPORTS

2.1 The standard agenda format will include:

#### **Business Items**

- Apologies
- Declarations of interest
- Minutes of the previous meeting
- Matters arising (not covered elsewhere on the agenda)
- Management team report (items for information not covered elsewhere)
- Policy review
- Register of undertakings
- Committee correspondence/Applications for membership
- Committee training
- New developments
- Any other competent business

#### **Strategy/Major Issues**

- One topic will be on the agenda at any meeting. Topics may include Strategy and Development Funding Plan, Budget Proposals, Risk Management Review, Projects (Community Projects or Development), Business Plan, Financial Statements.

#### **Monitoring and Review**

- A maximum of 3 items will be on the agenda from the following: Quarterly Management Accounts, Quarterly Key Performance Indicators Report, Review of Budgets, Committee Attendance, Risk Management Reports.
- Other items can be included as necessary

#### **Date and Time of Next Meeting**

2.2 The regular reports to the Management Committee are set out in the Business Plan and updated each year.

### **3.0 REMIT**

3.1 The Management Committee's specific responsibilities are detailed in the following table and are reviewed annually at the first Committee meeting following the Annual General Meeting.

**This version of the Management Committee remit approved in: September 2020**

3.2 The Management Committee's responsibilities, in addition to its powers under the Rules, are to:

	<b>Objective</b>	<b>Measurement</b>	<b>Responsible Officer/Review Period</b>
1.	Approve applications for membership of Prospect	Agenda item at each Committee meeting	Director / Monthly
2.	Authorise the use of Prospect's Seal and the signing of certain documents.	The policy on Signing and Witnessing of Documents includes a list of authorised signatories that is updated after each AGM. The Seal is only used for membership applications.	Director Annually and as required.
3.	Determine Prospect's aim, objectives and values, ensuring that they are reviewed at least every 3 years.	Review is carried out every 3 years.	Director 3 yearly
4.	Determine Prospect's overall strategy and priorities and ensure that those are updated annually.	Committee Members agree the strategic objectives following a Strategy Review meeting each September.	Director Annually
5.	Set objectives, targets and standards by which the strategy and priorities will be achieved, and monitor progress and performance through receipt of regular reports.	The Business Plan contains these targets, is approved by Committee in March each year and reviewed six-monthly. Departmental objectives are reviewed on a regular basis at work review meetings with the Director.	Director and Managers 6 monthly
6.	Approve policies covering all areas of activity and ensure that these are reviewed, updated and amended as necessary on a regular basis.	New policies are approved by Committee. Existing policies are reviewed a regular cycle with reports on major changes being presented to Committee.	Director and Managers As required / according to programme
7.	Approve the formation and agree remits of Working Groups.	Approve remit for Working Groups to review particular areas of work.	A Management Team member As required

	<b>Objective</b>	<b>Measurement</b>	<b>Responsible Officer/Review Period</b>
8.	Develop, implement and review Prospect's Risk Management Strategy.	A risk assessment is carried out for each new activity. Management Team regularly reviews key risks. Committee review high risks on a quarterly basis.	Director and Managers Quarterly basis and as required
9.	Approve the Business Plan, Budget, Property Rents and Statutory Accounts.	Consider and agree these documents when they are presented to Management Committee.	Director and Managers Annually
10.	Monitor Prospect's financial position through the receipt of regular reports.	The Management Accounts (QMA) are submitted quarterly, variances are noted and action taken as required.	Director and Finance Manager Quarterly
11.	For budgeted expenditure, approve increases totalling over £30,000 in any one year, i.e. where there are no corresponding underspends in other items to fund the excess.	Proposals considered when required.	Director and Finance Manager As required
12.	Agree the formal arrangements for each private loan.	Each private loan to be arranged through the tendering process and submitted to Management Committee for approval.	Finance Manager As required
13.	Determinate claims for compensation from tenants over £1,000.	Any claims over £1,000 from tenants must be considered legitimate and reasonable.	Director As required
14.	Establish arrangements for deciding on appeals by tenants against decisions made by staff, and on appeals by staff against decisions by Managers or the Director.	Appeals by staff and tenants follow our policies in these areas.	Director and Managers As required.
15.	Approve an annual training programme for Committee Members, and monitor attendance against agreed targets.	Set targets for Committee training. Monitor reports on Committee training.	Director Annually

	<b>Objective</b>	<b>Measurement</b>	<b>Responsible Officer/Review Period</b>
16.	Approve a staffing structure appropriate to Prospect's requirements, and arrangements for the selection and recruitment of staff, including participation in the interviews for the Director and Managers.	Proposals for changes to staffing are submitted as required, normally as part of the annual budget-setting process.	Director As required
17.	Set the terms and conditions of employment for all staff.	Affiliated to EVH whose salary scales are followed. Employment terms and conditions are considered every 3 years.	Director 3 yearly or as required
18.	Approve any staff redundancies.	A report detailing the circumstances and reasons for redundancy to be presented.	Director or Manager As required
19.	Ensure that the Association has appropriate audit arrangements in place and approve the scope of such arrangement.	Audit arrangements are provided by suitably qualified professionals and that plans are devised to ensure all areas of operation are regularly assessed.	Director At least once every three years.
20.	Review the Internal and External Audit reports and any accompanying Management Action plans and resulting actions on an annual basis.	Annual report on internal and external audit findings and review of management action plan with appropriate dates.	Director Annually