

# **PROSPECT COMMUNITY HOUSING LTD**

## **DEVELOPMENT WORKING GROUP**

### **MEMBERSHIP, REMIT AND STANDING ORDERS**

#### **1.0 INTRODUCTION**

- 1.1 The Development Working Group is a Working Group of the Management Committee of Prospect Community Housing Ltd. As such, it is set up, functions and is subject to Prospect's Rules, to the overall authority of the Management Committee and to all the Policies, Procedures and Standing Orders approved by the Management Committee.
- 1.2 This document details the Working Group's membership, remit and standing orders.

#### **2.0 MEMBERSHIP**

- 2.1 The Development Working Group has a minimum of 3 Committee members and a maximum of 5, along with the relevant Management Team members.
- 2.2 The Committee members will be appointed at the Management Committee meeting immediately following each Annual General Meeting.
- 2.3 If there are vacancies on the Management Committee after the AGM, the Management Committee may choose to co-opt additional Members in accordance with its Standing Orders, and to appoint one of these co-opted Members to the Development Working Group.

The Working Group will have a maximum of one co-opted Member.

#### **3.0 REMIT**

- 3.1 The Development Working Group is responsible to the Management Committee for:
  - a) Overseeing the Association's role in developing new housing and making recommendations to the full Management Committee;
  - b) Approving Prospect's policies relating to the development of new housing;
  - c) Ensuring that Prospect meet the duties and requirements set out in the law, including equal opportunities legislation, regulatory guidance and related good practice guidance;
  - d) Scrutiny of proposals for individual development projects included in the Association's overall programme;
  - e) Monitoring the delivery of the development programme in relation to the Association's budgets, grant allocations, policies and performance targets

#### **4.0 STANDING ORDERS**

- 4.1 The Development Working Group is a short-term working group and will meet as often as is required to complete the remit of the group. This will generally be when we have an active development programme.

- 4.2 Meetings will normally be held in the early evening but may be during working hours if, for example, external consultants are required to attend.

Management Committee members may participate in reviewing draft documents by submitting comments by email.

- 4.3 The Director or Property Services Manager will normally chair the meetings.
- 4.4 There will be no minimum quorum of elected Members to enable a meeting to proceed.
- 4.5 The agenda and papers for each meeting will be sent to Committee Members not less than 2 working days before the date of the meeting.

The Director will be responsible for ensuring that the agenda and papers are produced and issued on time.

## **5.0 REVIEW**

- 5.1 This remit will be reviewed each year at the September Management Committee meeting, assuming that there is a need for the group to continue meeting.

**This version of the Development Working Group remit approved in: September 2020**