

PROSPECT COMMUNITY HOUSING LTD
BUSINESS PLAN WORKING GROUP
MEMBERSHIP, REMIT AND STANDING ORDERS

1.0 INTRODUCTION

1.1 The Business Plan 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 Business Plan Working Group has a minimum of 4 Committee members and the Management Team. Others may attend by invitation.

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 1 of these co-opted Members to the Business Plan Working Group.

The Working Group will have a maximum of 1 co-opted Member.

3.0 REMIT

3.1 The Business Plan Working Group is responsible to the Management Committee for:

- a) producing a final draft of Prospect's Business Plan based on the current strategy and objectives agreed by the Management Committee (normally at the annual Management Committee/Management Team Strategy Away Day);
- b) submitting the draft Three Year Business Plan to the Management Committee by March every third year;
- c) ensuring that the Business Plan accurately reflects:
 - the aspirations and objectives of the Management Committee and Management Team;
 - our understanding of the environment we operate in and our place in that environment;
 - the risks and opportunities we face;
 - the range of services we deliver and aspire to deliver;
 - that we understand the expectations and objectives of our partners and key stakeholders, as set out in their key strategic documents, and demonstrate how our activities take account of or are consistent with them;
 - the resources that will be needed over a defined time-frame, including finance, assets, staff and systems to meet our strategic objectives;
 - the principles set out in the Guidance on Business Planning, published by the Scottish Housing Regulator (SHR) in August 2012.

4.0 STANDING ORDERS

- 4.1 The Business Plan Working Group will normally meet as often as required, usually only 2 or 3 meetings will be required.
- 4.2 Meetings will normally be held within working hours, but may also be held in the early evening if required to suit Management Committee members.

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

- 4.3 The Director 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.

- 4.6 As the main role of the Group will be to comment on and revise drafts of the Business Plan, there will not normally be a need to circulate notes of each meeting. However if required, the Director will ensure that brief notes of a meeting are made and distributed within 7 days of the relevant meeting.

5.0 REVIEW

- 5.1 The Management Committee will review the membership, remit and standing orders of the Business Plan Working Group every third year, at their first meeting after the Annual General Meeting.

This version of the Budget Working Group remit approved in: September 2019