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SHR Reference	Regulatory Framework Standard 1 -The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

Related Documents

- **Governance Policy**
- **Standing Orders**
- **Code of Conduct (staff and Committee)**

C.14

Translation Statement

We can give you this document in another way. Please tell us what you need. Contact us if you need help

Compliance

This policy has been drafted to ensure that it complies with current legislation and industry good practice.

Equality & Diversity

Fyne Homes is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are also committed to equality and diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day-to-day working practices.

Openness & Confidentiality

Fyne Homes believes that its members, tenants and other interested parties should have access to information on how it conducts itself. This means that unless information requested is considered commercially sensitive or personally confidential it will be made available on request.

Data Protection

Fyne Homes recognises the importance of data protection legislation, including the General Data Protection Regulation, in protecting the rights of individuals in relation to personal information that we may handle and use about them, whether on computer or in paper format. We will ensure that our practices in the handling and use of personal information during the processes and procedures outlined in this policy comply fully with data protection legislation. More information is available from our Data Protection Officer.

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Committee Structure, Responsibilities & Delegated Authorities - Committees & Staff

1. Committee Structure

1.1 *The Structure*

The Committee structure aims to ensure:

- Local control of the Association with opportunities for local resident involvement
- The provision of high quality services which represent good value for money through the implementation of efficient and effective management systems.

The Management Committee has agreed to form the following Sub-committees:

- ◆ **Staffing Committee**
- ◆ **Audit Committee**
- ◆ **William Woodhouse Strain Sub Committee**
- ◆ **Health and Safety Committee**

There will also be an **Executive Committee** with delegated authority to take urgent decisions on behalf of the Management Committee.

The Management Committee will also from time to time form focus groups to deal in detail with specific issues. The Management Committee will agree the makeup, remit and duration of these focus groups at the appropriate time.

Sub-committees and Focus Groups will be subject to the standing orders of the Management Committee.

The Terms of Reference for the Sub-committees and Executive Committee are detailed in [Appendix 1](#)

Authority has been granted to Senior Staff and Managers/Team Leaders in some instances and this is detailed in [Appendix 2](#).

In terms of the Conditions of Service certain authority regarding disciplinary proceedings have been delegated and these are detailed in [Appendix 3](#)

Where Focus Groups are established their Terms of Reference will be included in [Appendix 4](#).

1.2 *Membership of the Management Committee and Sub-Committees*

Management Committee

The Management Committee will comprise no more than 12¹ members, either through election or co-option.

¹ Reduced per rule change Sep 2020

Co-opted members must not exceed one third of the Committee and cannot form part of any quorum

Chair and Secretary

The Chair & Secretary of the Management Committee are ex-officio members of all Committees and Sub-committees.

Terms of Reference for Sub-committees

Full Terms of Reference for each sub-committee are included in [Appendix 1](#) of this policy

1.3 Period of Office of Sub-Committees

The Management Committee will appoint members to serve on each of the sub-committees at the first Management Committee meeting following the AGM. Members will continue to serve on the sub-committees until the next AGM unless they cease to be a member of the Management Committee in which case they will no longer be eligible to serve on the sub-committee, other than as a co-opted member as detailed in 1.6 below.

1.4 Quorum

The quorum for the Management Committee will be a minimum of four elected members.

The quorum for each of the sub-committees is detailed in [Appendix 1](#)- Remits for Sub-committees.

1.5 Casual Vacancies

The Management Committee may fill a casual vacancy through appointing a member until the AGM (Rule 41)

Where a casual vacancy arises on a sub-Committee the Management Committee must be requested to appoint one of its members to fill the position.

1.6 Co-options

The Management Committee and each sub-committee, with the exception of the Executive Committee, may seek co-options until the next AGM, provided that the number of co-optees is no more than one third of elected members serving on the Committee. (Rule 42.3)

Co-optees need not be members of the Association. Sub-committees may not co-opt without the express prior consent of the Management Committee

1.7 Focus Groups or Ad-hoc Sub-groups

The Management Committee, or any sub-committees, may form focus groups, ad-hoc sub-groups or working parties for a specific purpose, provided that they comply with the Association Rules and Standing Orders.

1.8 Resident Groups

Resident groups will operate in accordance with their constitutions, as approved by the Management Committee, with a view to receiving information and being consulted by the relevant Committee, and feeding back views and putting forward recommended courses of action to the Committee.

2. Arrangements for Meetings

2.1 Management Committee

The Management Committee will meet a minimum of 6 times per annum. The meetings will use video conferencing to ease attendance and reduce travel. To comply with the Association's Rules, there must be a minimum of four-elected Committee members attending the meeting in person or by video-conferencing in order that the required quorum is reached.

2.2 Sub-Committees (including ad hoc committees) and Focus Groups

Each of the sub-committees, focus groups will agree their own meeting schedule unless otherwise directed.

2.3 Joint Meetings

Joint meetings between the Committees will be held as and when required at the request of the Management Committee or following a request by the Committees, subject to approval by the Management Committee.

2.4 Notification of Attendance of Meetings

Notification of Management Committee meetings, agendas, minutes and reports will be issued to all members via Admin Control at least 7 days prior to the meeting. Sub-committee and Ad-hoc Committee and focus group circulation will be issued only to those members serving on that Committee or group unless otherwise advised by the member concerned.

3. Committee Reporting and Accountability

3.1 Management Committee

The Management Committee will retain overall responsibility for developing, implementing, monitoring and reviewing policies. The Management Committee will consider reports from the sub-committees and discuss and agree strategy and policy.

The Chair retains responsibility for reporting notifiable events to the SHR in relation to Governance and organisational issues or changes to the Assurance Statement and may delegate this to the CEO or member of the Management Team.

The Chair, Vice Chair or Secretary is delegated authority to manage breaches of the Code of Conduct for Committee.

3.2 Sub-Committees

The sub-committees will be responsible for monitoring and reporting of the effect of the policies within their areas of responsibility and for advising the Management Committee of any changes required.

The sub-committees will be responsible for managing specific areas of policy implementation but will remain accountable to the Management Committee for all functions which they have been delegated to undertake. In instances where a sub-Committee has delegated authority to take a decision, any decisions taken, or courses of action implemented, will be detailed in the sub-Committee's report to the first available Management Committee.

In all other cases a sub-Committee may recommend a course of action which will only be implemented following approval by the Management Committee. In such cases recommendations will be included in the report to the Management Committee.

3.3 Focus Groups

The Management Committee may from time to time establish “focus groups” to deal with specific issues in detail.

Where it is agreed to establish a focus group the makeup of the group, number of elected members, the remit, any powers delegated and reporting mechanisms will be agreed by the Management Committee.

3.4 Sub-groups

Where a sub-Committee establishes a sub-group to deal with specific issues, the sub-group will report to its parent sub-Committee, with a recommended course of action.

A decision will then be taken by the sub-Committee and subsequently reported to the Management Committee, (where it has the delegated authority to do so); or a recommendation will be made to the Management Committee.

3.5 Resident Groups

Resident groups will report to Management Committee.

4. Terms of Reference for Sub Committees and Focus Groups

All responsibilities delegated to sub-Committees/focus groups will be carried out within:

- a) the estimated expenditure allocated to a particular function, unless prior authorisation is received from the Management Committee to exceed the level estimated, and
- b) the directions, policies and procedures as determined by the Management Committee.

A decision taken by a sub-committee/focus group in respect of a function delegated to that sub-committee/focus group will be binding on the Association.

Decisions on all other issues will require approval by the Management Committee.

For full details of Terms of Reference for Sub-committees see [Appendix 1](#)

5. **Delegated Authority to Staff – [Appendix 2](#)**
6. **Delegated Authority for Disciplinary Action - [Appendix 3](#)**
7. **Delegated Authority to Focus Groups – [Appendix 4](#)**

Appendix 1

Appendix 1.1 Staffing Committee Terms of Reference

1. Membership

The Members of the Committee shall be at least 5 Committee Members appointed by the Management Committee of the Association.

The first meeting of the sub-committee shall appoint a Convenor. The quorum of the Committee shall be 3 members.

2. Secretary

The Chief Executive shall be the Secretary of the Staffing Committee.

3. Attendance

The Chief Executive and such other members of staff as the Convenor may require shall be in attendance at meetings. Any Committee Member not being a member of the Staffing Committee may attend a meeting of the Staffing Committee if requested to do so by the Convenor

4. Frequency of Meetings

The Staffing Committee will meet quarterly and/or as required and report to Management Committee.

5. Authority

The Staffing Committee is authorised by the Management Committee to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request by the Staffing Committee.

The Committee is authorised by the Management Committee to obtain outside or legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

The Staffing Committee is authorised by the Management Committee to deal with issues arising under the Entitlement, Payments and Benefits policy.

6. Duties

The Staffing Committee will assume management responsibility for all staffing issues and undertake the functions detailed below, together with any additional functions, which the Management Committee may from time to time determine.

The Staffing Committee will be the standing Committee under the terms of the Association's disciplinary and grievance procedures within the Conditions of Service and will be delegated the authority to take action or hear appeals at the appropriate level under the Conditions of Service.

Appendix 1.1 Cont'd

The duties of the Staffing Committee shall be to:

- (i) agree staffing levels and proposed changes to staff structure and make recommendations on these to the Management Committee
- (ii) agree staff salaries and conditions of service
- (iii) oversee escalated individual staffing issues, including staff appointments and the implementation of disciplinary and grievance procedures as per policy
- (iv) ensure compliance with procedures for claiming and paying staff and Committee expenses
- (v) ensure suitable office provision and the adequate equipping of offices
- (vi) discuss and agree terms, conditions and arrangements for agency services, provided to, or received from, other organisations
- (vii) recommend policy changes and introduce proposals for new policies to the policy review meeting or the Management Committee as appropriate
- (viii) To monitor and review the Equality and Diversity policies and procedures as agreed by the Association in relation to employment issues.
- (ix) To monitor training policies and procedures and agree training plans for departments and individual staff.
- (x) invite suitable individuals to serve on the Staffing Committee as co-opted members, with an emphasis on adding expertise on the Committee, subject to approval by the Management Committee

7. Minutes

The Minutes of Meetings of the Staffing Committee shall be circulated to all members of the Management Committee. If necessary the Minute will be marked confidential in which case the press and public will be asked to leave the Management Committee before discussion and the Minute be directed to be filed in a Confidential Minute file not available for public viewing.

Appendix 1.2 - Audit Committee Terms of Reference

1. Membership

The Members of the Committee shall be at least 5 Committee Members appointed by the Management Committee of the Association. They shall be independent of management and free of any business or other relationship (including, without limitation, cross-directorships or day to involvement in the management of business) which could interfere with the exercise of their independent judgement.

The first meeting of the sub-Committee shall appoint the Convenor.

The quorum of the Committee shall be 3 members.

2. Secretary

The Corporate Manager shall be the Secretary of the Audit Committee.

3. Attendance

The Chief Executive, Business Services Director, the Internal Auditor and such other members of staff as the Convenor may require shall be in attendance at meetings. Any Committee Member not being a member of the Audit Committee may attend a meeting of the Audit Committee.

At least once a year the Committee should meet the external auditors without Senior Management of the Association present.

4. Frequency of Meetings

The Audit Committee will meet as required and report back to the Management Committee. The external auditors may request a meeting if they consider that one is necessary.

5. Authority

The Audit Committee is authorised by the Management Committee to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request by the Audit Committee.

The Committee is authorised by the Management Committee to obtain outside or legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

The Audit Committee is authorised by the Management Committee to deal with issues arising under the Entitlement, Payments and Benefits policy.

6. Duties

The duties of the Audit Committee shall be to:

- Review the submissions to the Management Committee in relation to any audited accounts, focusing particularly on:

Appendix 1.2 cont'd

- Any changes in accounting policies and practice.
 - Major judgmental areas.
 - Significant adjustments resulting from the audit.
 - The going concern assumption.
 - Compliance with accounting standards (and in particular accounting standards adopted in the financial year for the first time).
 - Review the Association's operating, financial and accounting policies and practices.
 - Discuss problems and reservations arising from the audit reports and any matters the auditors may wish to discuss (in the absence of Senior Management where necessary).
 - Review the external auditor's report and management's response.
 - Review, on behalf of the Management Committee, the Association's systems of internal control (including financial, operational, compliance and risk management) and make recommendations to the Management Committee.
 - Review the proposed statement on the Chairman's review of the Association's system of internal control (including financial, operational compliance and risk management) prior to endorsement by the Management Committee.
 - Review from time to time the role, responsibility and authority of the internal audit function.
 - Review the internal audit programme.
 - Ensure co-ordination between the internal and external auditors.
 - Ensure the internal audit function has adequate resources and maintains an appropriate standing within the Association.
 - Consider the major findings of internal investigations and management's response.
 - Review that the Senior Management has in place a framework of internal control based on regular management information, administrative procedures including the segregation of duties and a system of delegation and accountability.
 - Review the process in place to ensure that public money is spent in an economic manner and obtains best value for money.
 - Consider other matters as defined by the Management Committee.
 - Report on all of the above matters to the Management Committee.
 - Review the Association's Equality and Diversity Policy and Action Plan

7. Minutes

The Minutes of Meetings of the Audit Committee shall be circulated to all members of the Management Committee for their approval at their first appropriate Committee meeting.

Appendix 1.3 William Woodhouse Strain Sub Committee Terms of Reference

1. Membership

The Members of the Committee shall be at least 4 Committee Members appointed by the Management Committee of the Association

The first meeting of the sub-committee shall appoint the Convenor of the William Woodhouse Strain Committee.

The quorum of the Committee shall be 3 members.

2. Secretary

A Housing Assistant shall be the Secretary of the Woodhouse Strain Committee.

3. Attendance

The Chief Executive, the Housing Director, Technical Services Director and such other members of staff as the Convenor may require shall be in attendance at meetings. Any Committee Member not being a member of the Woodhouse Strain Committee may attend a meeting of the Committee.

4. Authority

The Committee is authorised to manage and maintain the 8 houses at Shore Road, Port Bannatyne.

The Committee may only incur expenses as authorised by the Management Committee under its budget.

The Committee may co-opt tenants of Shore Road properties without prior reference to Management Committee or with prior agreement of the Management Committee; any persons with the relevant skills and knowledge, all provided the number of co-options do not exceed one third of the elected members. Co-options will be subject to the Rules of Fyne Homes.

5. Duties

The duties of the Woodhouse Strain Committee shall be to:

- Manage the houses at Shore Road, Port Bannatyne.
- Make recommendations to the Management Committee in regards the steps the Association should be taking to ensure the maintenance in good condition of the properties at Shore Road, Port Bannatyne.
- Monitor the action being taken in regards the steps agreed to be taken to ensure the maintenance in good condition of the said properties.

6. Frequency of Meetings

The Woodhouse Strain Committee will meet as required and report back to the first available Management Committee after its meeting.

7. Minutes

The Minutes of Meetings of the Woodhouse Strain Committee shall be circulated to all members of the Management Committee for approval at their first appropriate Committee meeting.

Appendix 1.4 Executive Committee Terms of Reference

1. Membership

The Chair, Vice Chair, Secretary, Housing Management Spokesperson, Technical Services Spokesperson, Convenor of the Staffing Committee and the Convenor of the Audit Committee shall make up the Executive Committee.

2. Quorum

The quorum shall be three members.

3. Secretary

The Chief Executive will be the Secretary of the Executive Committee

4. Authority

Where an urgent decision is required outwith the timetable of meetings an executive group representing the Management Committee will be empowered to consider the information available to them and decide on an appropriate course of action.

Where a situation arises which is considered to be too urgent to wait for a decision by the Management Committee or a sub-committee, then **three** of the seven persons referred to above will have the delegated power to take a recommendation by the Chief Executive and take a decision on that recommendation that will be binding on the Management Committee.

Any decisions taken in such a way will be reported in detail to the next full meeting of the Management Committee.

The Executive Committee will discuss and propose the overall strategy for the Association.

The Executive Committee will discuss and agree the organisational structure of the Association in order that it may deliver the strategy agreed by the Management Committee.

The Committee is authorised by the Management Committee to obtain outside or legal or other independent professional advice if it considers this necessary

The Management Committee may from time to time delegate other authorities to the Executive Committee

The Executive Committee is authorised by the Management Committee to deal with issues arising under the Entitlement, Payments and Benefits policy.

5. Frequency of Meetings

Committee will meet as and when required.

6. Minutes of Meetings

The Minutes will be circulated to all members of the Management Committee for approval at their first appropriate Management Committee meeting.

Appendix 1.5 Health and Safety Committee -Terms of Reference

1. Membership

Membership will consist of the Chief Executive, Health and Safety Administrator, an elected Committee member and representation from other departments/area offices.

2. Quorum

The quorum shall be three members.

3. Secretary

The Health and Safety Administrator will be the Secretary of the Health and Safety Committee.

4. Authority

The Health and Safety Committee is authorised by the Management Committee to agree, monitor and review the Health and Safety functions and to implement their policies and procedures in relation these functions.

The Management Committee also authorises the Health and Safety Committee to monitor and review these policies and procedures and recommend any amendments or additions to policies and procedures necessary to the effective and efficient delivery of these programmes and functions.

Committee will give due consideration to all Health & Safety related requests from the Chief Executive, H&S Administrator, Heads of Departments and all other staff, taking appropriate action where necessary and requesting support / approval from the Management Committee where required.

The Committee is authorised by the Management Committee to obtain outside or legal or other independent professional advice if it considers this necessary

5. Duties

- The H&S Committee will provide an open forum for the discussion of all Health & Safety related issues raised by members of the Committee and by any other relevant sources. All Committee members will undergo suitable training, which will include as a minimum 'Health & Safety Awareness'. This will ensure that all members have a working knowledge of the topic, commensurate with their role in the Committee and within the organisation as a whole.
- The Committee will suggest solutions and initiatives for issues arising, which will be minuted and presented to the Chief Executive following each meeting, without undue delay.
- Where appropriate, the Committee will draft and revise policy, procedures and arrangements, for ultimate approval by the Management Committee.

- The Committee will delegate, with the Chief Executive's approval, to members and to other appropriate persons within the organisation, actions required to be taken to implement policies, procedures, arrangements and any other initiatives authorised by the Chief Executive.
- The Committee will review the Health & Safety performance of the organisation, analysing accident statistics, reported breaches of policy and procedures, audit and inspection reports and data from other information gathering exercises. Recommendations on options to improve safety performance will be made and implemented without undue delay.
- The Committee will oversee all health and safety issues in accordance with current legislation

6. Frequency of Meetings

Committee will meet quarterly or more frequently as required.

7. Minutes of Meetings

The Minutes will be circulated to all members of the Management Committee for approval at their first appropriate Management Committee meeting

Appendix 2 - Delegation to Staff

1. Chief Executive and Management Team

- (i) The Chief Executive and the Management Team may authorise revenue expenditure provided for in the annual budget approved by Committee.
- (ii) The Chief Executive and Management Team may authorise items of revenue expenditure, not exceeding £5,000 in any one case or such other sum as may be agreed by the Management Committee, which are not specifically included in the budget provided that the purpose of the expenditure is consistent with Housing Association policy and that the circumstances are reported to the next available meeting of the Management Committee.
- (iii) The Chief Executive, Technical Services Director or Business Services Director may solely sign cheques up to the value of £2,000.
- (iv) Any two signatories may sign cheques between £2,000 and £4,999 provided the relevant invoice is **not** authorised by the same signatory
- (v) Cheques exceeding £4,999 require two signatures, one of which **must** be a Committee member.
- (vi) The Chief Executive is responsible for the Health & Safety policy with the Association.
- (vii) The Chief Executive and Management Team are authorised signatories for all forms.
- (viii) The Chief Executive and Management Team are authorised to sign all missives, leases, shared ownership agreements, factoring agreements and other contracts approved by Committee not requiring the seal of the Association.
- (ix) The Chief Executive and Management Team can authorise forced access to tenant's properties in line with the gas safety policy, for the purposes of carrying out gas appliance annual servicing and safety checks
- (x) The Chief Executive and Human Resources Director are authorised to sign contracts of employment.
- (xi) The Chief Executive and Management Team are authorised to sign applications, submissions and forms from other funding bodies.
- (xii) The Chief Executive and Management Team are authorised to notify of any Notifiable Events.
- (xiii) The Chief Executive, and in his absence the most senior member of the Management Team, are delegated authority to deal with disciplinary and grievance procedures to level detailed in the Conditions of Service.
- (xiv) The authorities delegated to the Chief Executive include all those delegated to all other members of staff.

- (xv) *Deputising Arrangements.* In the absence of the Chief Executive, if the absence is temporary the powers will be assumed to be delegated to the most senior member of the Management Team present, if the absence is longer term the Executive Committee will be asked to delegate the authority of the Chief Executive to the most senior member of the Management Team, in terms of length of service, in attendance.
- (xvi) Authority is delegated to the Chief Executive to approve minor editorial amendments to policies.

2. Business Services Director

- (i) The Business Services Director is authorised to sign applications, submissions and forms from other funding bodies.
- (ii) To sign Scottish Government forms on behalf of the Association.
- (iii) To deal with disciplinary issues and grievances to the appropriate level as detailed in the Conditions of Service.
- (iv) To deal with complaints to the level detailed in the Association's complaints procedures

3. Housing Services Director

- (i) Allocate houses or other properties in accordance with the policy decision of the Association including authority to enter into missives of let, occupancy agreements and tenancy agreements on behalf of the Association in respect of those houses or other properties.
- (ii) To enforce the rent arrears policy including the instruction of the legal action to the point of obtaining a Repossession Order.
 - (a) Authority to utilise decree for repossession on ground of rent arrears.
- (iii) Dispose of a share of a house pursuant to a shared ownership/equity agreement that conforms to the style recommended from time to time by HARD ². The disposal either by tranche or by a change in ownership to be reported to the next available Housing Sub-committee meeting.
- (iv) To deal with disciplinary and grievance matters to the level detailed in the Conditions of Service for the Housing Department.
- (v) To deal with complaints to the level detailed in the Association's complaints procedures.
- (vi) To sign Scottish Government forms on behalf of the Association.

² Housing and Regeneration Directorate of the Scottish Government

- (vii) The Housing Services Director is authorised to sign applications, submissions and forms from other funding bodies.

4. Technical Services Director

- (i) Prepare and implement Reactive, Cyclical and Planned maintenance budgets as per Management Committee approval.
- (ii) To ensure Fyne Homes housing stock meets the EESSH standards
- (iii) Through Framework Agreements, formalise Partnering arrangements with our contractors/suppliers in order to establish long term relationships which will lead to increased quality, continuity of work and best value.
- (iv) Negotiations of scheme proposals with the Housing and Regeneration Directorate of the Scottish Government
- (v) Prepare for Committee approved schemes to be included in Association's annual development programme.
- (vi) Completion and signing of all relevant Grant forms.
- (vii) Authorised to sign grant claim forms to ensure grants are claimed timeously from the Scottish Government and other bodies.
- (viii) Agree, sign and submit final accounts and funding reconciliation to funding bodies.
- (ix) Enter into factoring agreements with other owners, all in accordance with the maintenance programme and policy.
- (x) To deal with disciplinary issues and grievances to the appropriate level as detailed in the Conditions of Service.
- (xi) To deal with complaints to the level detailed in the Association's complaints procedures
- (xii) To sign Scottish Government forms on behalf of the Association.
- (xiii) The Technical Services Director is authorised to sign applications, submissions and forms from other funding bodies.

5. Income Officer and Team Leaders

The Income Officer and Team Leaders are authorised to:

- Authorise offers of housing, sign missives, leases, Tenancy Agreements and Statutory notices in regards to tenancy agreements on behalf of the Association.
- Enforce rent arrears policy including instruction of legal action to the point of obtaining and Repossession Order.
- Utilise decree for repossession on grounds of rent arrears.

6. Technical Services Manager

The post holder may authorise payment by the Finance Department of relevant invoices received by the Association in accordance with the Maintenance Policy and previously agreed budgeted items.

7. Technical Services Administration Assistant

The post holder is authorised to process submissions in relation to Stage 3 adaptations

8. Human Resources Director

The Human Resources Director is authorised to sign contracts of employment.

The HR Director is also authorised to sign contracts in relation to employees through the Job Centre/New Deal and for employees of the subsidiary companies.

As the Association is not registered with Disclosure Scotland, this is now the responsibility of the employee. If the post has a requirement for a PVG Application, the Human Resources Director will provide the employee with guidance if required.

9. Staff Grade 6 and above

The Senior Management Team may authorise financial transactions up to a value of £5,000.

All other staff grade 6 and above (Manager Level) may authorise financial transactions up to the value of £1,000 e.g. invoices, refunds, HB overpayments etc

All invoices etc up to the value of £300 do not require authorisation, only verification.

Technical Services staff have specific authority to authorise expenditure as per Repairs and Maintenance Policy App 1.

Appendix 3 - Disciplinary Action: Delegated Levels of Authority

The delegated levels of authority in respect of implementing the Disciplinary Action Procedures, as detailed in the Conditions of Service, is as follows:

Level of Warning	Issued by	How
Verbal	Line Manager	Verbal – Informal Action Note on File
First Written Warning/Improvement Note	Line Manager/supervisor	In Writing
Final Written	Line Manager or someone with equivalent authority	In Writing
Dismissal	Director / CEO	In Writing

Appendix 4 - Focus Groups Terms of Reference

Appendix 4.1 The IT Focus Group (Information Technology)

Objectives

- ◆ To adopt a strategic approach to the development of the Association's IT systems.
- ◆ To recommend changes to the network and internal systems, as necessary.
- ◆ To be aware of changing technologies and to recommend adoption, as necessary.

1. Membership

Three Committee members. The quorum of the group shall be two members.

2. Secretary

The Corporate Manager shall be responsible for taking minutes etc.

3. Duties

The duties of the IT Focus Group shall be to:

- (i) Support the IT Manager in managing the Association's IT infrastructure.
- (ii) Recommend to the Management Committee the purchase of new equipment/software as deemed necessary by the IT Manager and other senior managers (as appropriate).
- (iii) Investigate and recommend the use of new technologies which would benefit the Association.
- (iv) Receive reports on policy development as far as it relates to IT.
- (v) Receive reports on training issues as far as they relate to IT.

4. Attendance

The IT Manager and Business Services Director shall be in attendance at meetings.

5. Frequency of meetings

The IT Focus Group will meet as required and report back to the Management Committee.

6. Authority

The IT Focus Group is authorised to investigate any activity within its terms of reference and to recommend changes which are deemed necessary to the Management Committee for ratification.