



Easthall Park Housing Co-operative Ltd

SCHEME OF DELEGATED AUTHORITY

1. Strategy, Policy and Performance

Reserved to the Committee	Delegated to S u b - Committees	Delegated to the Management Team
<ul style="list-style-type: none"> • Approval of the Co-operative's policies, including changes to existing policy and any new activities. • Approval of the Co-operative's Business Plan and all other plans or documents that fall within the strategic role of the Committee. • Monitoring and overview of the financial, organisational and service performance of the Co-operative. • Ensuring that the Co-operative meets its legal, regulatory and constitutional obligations. • Entering into strategic partnerships, constitutional or otherwise, with other organisations, and agreeing the terms of any agreement for joint enterprises, cross-provision of services, etc. • Expansion of the Co-operative's operations into new activities, or outside its existing geographical area. • Any decision to cease a material part of the Co-operative's operations. 	<ul style="list-style-type: none"> • Monitoring service/business performance for matters within each Sub-Committee's remit. • Review of policies falling within each Sub-Committee's remit, and recommendation to the Full Committee of any proposed changes. 	<ul style="list-style-type: none"> • Implementation of the Business Plan and other strategies approved by the Committee. • Provision of regular reports to the Committee and Sub-Committees in relation to all aspects of the Co-operative's performance. • Preparation and issue of all information and publicity materials regarding service standards and performance.

2. Governance

Reserved to the Committee	Delegated to Office Bearers	Delegated to the Management Team
<ul style="list-style-type: none"> • Approval of the Co-operative's shareholding membership policy. • Approval/refusal of applications for membership of the Co-operative. • Appointment of the Co-operative's office bearers. • The establishment and dissolution of Committees and other working groups; approval of their remits and delegated powers; appointment of their members. • Filling of any casual vacancies, and the appointment/replacement of co-opted members of the Committee or sub-committees. • Removal of committee members, where required. • Approval of the Co-operative's delegated authority arrangements, Standing Orders and Financial Regulations. • Approval of the creation or dissolution of subsidiaries, and appointment of directors to subsidiaries and other bodies. • Approval of discretionary payments and benefits decisions. 	<ul style="list-style-type: none"> • Approval/Refusal of applications for membership of the Co-operative, subject to reporting to next Full Committee Meeting 	<ul style="list-style-type: none"> • Processing of applications for membership. • Maintaining the Co-operative's register of shareholders. • Administration and cancellation of shares, as provided for in the Co-operative's Rules. • Maintaining the Co-operative's Register of Interests, and any other registers required by Easthall Park's Rules

3. Financial Management

Reserved to the Committee	Delegated to Audit & Finance	Delegated to the Management Team
<ul style="list-style-type: none"> • Approval of use of the Co-operative's seal. • Approval of the Co-operative's annual budget, and any subsequent revisions. • Approval of quarterly management accounts. • Ensuring that the Co-operative is meeting its obligations to funders. • Approval of financial projections and the Co-operative's business plan including overall private borrowing strategy, limits and levels. • Approval of spending levels beyond those allowed for by Committees and staff, including additional borrowing outwith the business plan and/or existing borrowing limits. • Approval of the annual financial statements, prior to the Co-operative's AGM. • Approval of any borrowing and the granting of security over the Co-operative's assets. • Disposal of any property/assets. 	<ul style="list-style-type: none"> • Authorisation of expenditure, where permitted by the Standing Orders and Financial Regulations. • Consideration of draft annual financial statements for recommendation to the Committee. • Approval of accounting policy changes. • Review of the Co-operative's financial and risk management policies, recommending proposed changes to the Committee. • Review of the Co-operative's business continuity and contingency plans, including oversight of testing arrangements. 	<ul style="list-style-type: none"> • Implementation of the financial policies, plans and strategies approved by the Committee and relevant Committees. • Expenditure within the Co-operative's approved budget (subject to the limits specified in the Co-operative's Financial Regulations, policies and procedures), including monitoring and reporting on financial performance. • Authorisation of expenditure in excess of the Co-operative's approved budget, in emergency situations. • Authorisation of expenditure and the making of payments, in accordance with the standing orders and financial regulations/procedures. • The collection, security, banking and recording of all income received by the Co-operative.

Financial Management continued

Reserved to the Committee	Delegated to Audit & Finance	Delegated to the Management
<ul style="list-style-type: none"> • Committing, authorising and signing off expenditure/payment by authorised signatories as set out in the Financial Regulations. • Approval of Treasury Management Policy and Strategy. • Approval of write-off of irrecoverable debt • Agreeing the opening and closure of bank or building society accounts, including details of authorised signatories • Approval of the Treasury Management Policy, and monitoring compliance with same. 		<ul style="list-style-type: none"> • Maintenance and control of the Co-operative's bank accounts (including payments and the moving of monies by electronic means), in accordance with the Co-operative's Financial Regulations and Procedures. • Treasury management transactions and executive decisions relating to investments and cash management, in accordance with the Co-operative's Treasury Management Policy. • Payroll administration, control of petty cash and the payment of expenses to the Co-operative's employees and Committee members within the terms of the relevant policy. • Administration of taxation payments, including those relating to VAT, PAYE and National Insurance.

4. Risk Management and Audit

Reserved to the Committee	Delegated to Audit & Finance	Delegated to the Management Team
<ul style="list-style-type: none"> • Approval of the Co-operative's Risk Management Policy. • Consideration of all matters involving substantive and material risks to the Co-operative's solvency, reputation and ability to meet its statutory and contractual obligations. • Receipt of the external auditor's Management Letter and approval of the Co-operative's formal response. • Receipt and approval of a report from the Committee on internal controls assurance, including the annual outcome of the internal audit process. • Formal appointment of the Co-operative's external and internal auditors, and annual re-appointment of external auditor (subject to formal resolution at AGM). 	<ul style="list-style-type: none"> • Monitor implementation of the Co-operative's Risk Management Policy, reporting on any substantive and material risks to the Committee. • Selection of the Co-operative's external and internal auditors; recommendation to Committee for appointment. • Issue of external auditor's Letter of Engagement and approval of proposed programme/approach. • Approval of internal audit needs assessment and programme of internal audit. • Review external/internal auditor recommendations and the external auditor's Management Letter, make recommendations to the Committee regarding the response to that Letter, and monitor implementation of agreed recommendations. • Keep under review the effectiveness of internal control systems. • Monitor the effectiveness of external and internal audit services. • Instruct investigations into any irregularities or failures in Easthall Park's management and control systems. 	<ul style="list-style-type: none"> • Implementation of the Co-operative's Risk Management Policy and procedures, including preparation and maintenance of risk maps. • Routine liaison with the external and internal auditor. • Implementation of auditors' recommendations and submission of monitoring/progress reports to Audit & Finance Committee.

5. Staffing, Employment and Health and Safety

Reserved to the Committee	Delegated to Sub-Committee	Delegated to the Management Team
<ul style="list-style-type: none"> • Appointment and appraisal of Easthall Park's Director. • Approve the Co-operative's human resources, health and safety and equality and diversity policies. • Approval of staff structure changes, including any permanent increases or reductions in staffing establishment. • Approval of the Co-operative's pay structure and terms and conditions of employment, including any annual pay increase. • Make decisions on discretionary areas in the EVH terms and conditions of employment including overtime payments, annual or other leave entitlement and individual job re-evaluation matters. • Oversight of the Co-operative's action plans, training, etc to achieve compliance with the Co-operative's equality and diversity policies • Consider and decide grievance, disciplinary or appeal against redundancy selection cases needing committee involvement. • Oversight of recruitment, including arrangements for interview panels 		<ul style="list-style-type: none"> • Recruitment and employment of temporary staff (provided recruitment is approved and costs are included within the approved staffing budget). • Advertising job vacancies (established and temporary posts). • Recruitment and selection of staff (other than the Co-operative's Director and Management Team members), for Grades 1 to 7 including promotions and temporary posts. • Issuing of employment contracts. • All operational human resources management issues which fall within the conditions of service and the Co-operative's established policies. • Payroll and pensions administration and payment of staff expenses and overtime payments. • Grievances and disciplinary action (excluding matters relating to the Director and individual cases requiring committee involvement). • Operational management of the Co-operative's responsibilities as an employer in relation to health and safety management

6. Housing Services

Reserved to the Committee	Delegated to Committees	Delegated to the Management Team
<ul style="list-style-type: none"> • Authority to obtain independent legal or other professional advice, subject to budgetary provision. • Approval of annual rent, service charge and other management charge increases. • Approval of the granting of tenancies or other tenancy-related matters in connection with the Co-operative's Entitlements, Payments and Benefits Policy. • Hearing of appeals regarding complaints submitted by all service users. • Approval of all housing management related policies and service standards. • Approval and monitoring of strategies for service development and improvement. • Approval of the overall terms of the Co-operative's tenancy agreement and other occupancy agreements. 		<ul style="list-style-type: none"> • Interpretation and implementation of the policies and service plans approved by Committee. • Management of empty properties. • The allocation of properties, unless prior Committee approval is required under the Entitlements, Payments and Benefits Policy. • The provision of accommodation for homeless persons, under Section 5 of the Housing (Scotland) Act 2001. • The granting and signing of Scottish Secure Tenancies, Short Scottish Secure Tenancies and any other forms of occupancy agreement approved by the Committee. • All matters relating to the management of tenancies. • The provision of tenancy support services in accordance with the Co-operative's policies and budgetary arrangements. • Making all statutory payments to tenants and any discretionary payments within the terms of the Co-operative's policies.

6. Housing Services (continued)

Reserved to the Committee	Delegated to Committees	Delegated to the Management Team
<ul style="list-style-type: none"> • Approval to enter into management agreements or leases with third parties relating to housing properties. • Scrutiny of performance and levels of tenant satisfaction in connection with the housing service. • Approval of any proposal for eviction of any of the Co-operative's tenants. • Approval for the writing off of tenant or former tenant arrears, and rechargeable repair costs. • Authorisation of any property disposals, whether as part of asset management strategy, or under right to buy arrangements 		<ul style="list-style-type: none"> • All matters relating to the collection of rents, service charges and factoring charges, arrears recovery, including issuing NOSPs, applications for court hearings to seek eviction and recommending decisions to seek eviction to the Committee for approval. • Enforcement of decrees for eviction. • Implementation of the Resident Engagement Strategy. • All matters relating to neighbour relations and anti-social behavior, in accordance with approved policies, including initiation of ASBOs or equivalent. • Implementation of the Estate Management Policy and all expenditure relating to estate management services, within the budget approved by the Committee. • The management of leases and management agreements with third parties.

6. Housing Services continued

Reserved to the Committee	Delegated to Committees	Delegated to the Management Team
		<ul style="list-style-type: none">• Assessment of tenant complaints and appeals, including the preparation of reports where complaints and appeals are referred for consideration by the Committee.

7. Maintenance

Reserved to the Committee	Delegated to Committees	Delegated to the Management Team
<ul style="list-style-type: none"> • Approval of the Co-operative's annual revenue and capital budgets for repairs and planned maintenance works, and their related works programmes. • Approval of the Co-operative's overall asset management strategy and all other maintenance-related policies. • Settlement of any contractual claims. • Approval of the Co-operative's procurement and tendering policies. • Approval of procurement arrangements and entering into contracts for programmes of maintenance work • Approval of consultant and contractor procurement lists, including any additions and deletions. • Approval and monitoring of the Co-operative's Scottish Housing Quality Standards and EESSH delivery plans. 		<ul style="list-style-type: none"> • Selection and appointment of contractors and consultants within approved delegation/Financial Regulations. • Instructing all repairs and maintenance works, within the budgets approved by the Committee and in accordance with the Financial Regulations • Implementation of gas servicing programme and all related matters, reporting to management committee on performance against targets and any failure to meet the Co-operative's legal obligations. • Instructing all works for which the Co-operative is responsible under the tenancy agreement, including those of an emergency nature. • Applying the tenant recharge policy for the cost of repairs. • Quality management and inspections • Preparation and issue of all information and publicity materials regarding service standards and performance.

7. Maintenance

Reserved to the Committee	Delegated to Committees	Delegated to the Management Team
		<ul style="list-style-type: none">• Statutory and discretionary payments to tenants, within the policies approved by the management committee.• Approval/refusal of tenant requests to carry out alterations/improvements, in accordance with policy.• Ensuring compliance with the Co-operative's health and safety obligations, including keeping the management committee informed of any failure to meet legal obligations.• Assessment of tenant/service user complaints and appeals, including the preparation of reports where complaints and appeals are referred for Committee consideration.

8. Development

Reserved to the Committee	Delegated to Sub-Committees	Delegated to the Management Team
<ul style="list-style-type: none"> • Approval of the Co-operative's development strategy and Strategy and Development Funding Plan submission. • Purchase of any land and buildings for development. • Approval of any new development projects, including financial appraisal, housing mix, procurement strategy and methods, appointment of professional consultants, acceptance of HAG offers and entering into and signing construction contracts. • Approval of any development partnerships with other parties e.g. housing Co-operatives. • Settlement of contractual claims. • Approval of all development-related policies, including design and specification standards. • Monitoring of development progress, including scheme and contract expenditure, performance against grant planning targets, etc. • Approval of additional expenditure on individual contracts, in excess of any delegated authority to staff. 		<ul style="list-style-type: none"> • Authorising applications for statutory permissions and consents. • Selection of consultants and contractors, development agents, etc. subject to Committee approval. • Supervision and performance review of professional consultants. • Issuing client instructions to the Co-operative's professional consultants and contractors, as required. • Monitoring contract costs and progress. • Making HAG submissions to the relevant authority. • Making funding submissions re wider role to all relevant funding bodies, in line with approved strategies and business plan objectives. • Approval of home loss or disturbance payments.

8. Development

Reserved to the Committee	Delegated to Committees	Delegated to the Management Team
		<ul style="list-style-type: none">• Submission of applications for Section 66 consent from the Scottish Housing Regulator.• Ensuring compliance with the Co-operative's health and safety obligations, including the preparation of health and safety plans and files.• Notifying the Committee of any failure to meet the Co-operative's statutory or contractual obligations, or of any circumstances where contracts are affected by material delays and/or cost increases in relation to the approved programme and contract sum.• Approval of additional contract expenditure or other development-related expenditure, as provided for in Financial Regulations.• Conducting a risk review in connection with any proposed new project, reporting risk scores and planned mitigation action as part of the project approval process.

9. Approval, signing and submission of formal documents, and other matters

Reserved to the Committee	Delegated to Chair/Office Bearers	Delegated to the Management Team
<ul style="list-style-type: none"> • Approving annual returns to Scottish Government, OSCR and Scottish Housing Regulator • Agreeing authorised signatories for the purpose of completing legal documents with lenders, where the company seal is to be used, signing the annual financial statements, and generally entering into contracts on behalf of Easthall Park 	<ul style="list-style-type: none"> • Signing approved annual returns • Signing approved legal documents and agreements, in accordance with agreed delegation arrangements. • Line management of Director (Chair) • Approval of draft minutes of Committee/Committee meetings (Chair of the meeting) 	<ul style="list-style-type: none"> • Submitting signed annual returns • Signing agreed contracts, in accordance with delegated authority agreed by the Committee • Submission of returns to the Financial Services Authority • Making statements to the press or other public statements on behalf of Easthall Park (Director only) • Preparation and issue of general, Committee and Committee meeting notices, agendas and papers, in consultation with meeting Chair