

**Standing Orders and Delegated Authorities Policy**

**29 August 2019**

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| **Policy Manual Section:** | Governance |
| **Policy Number:** | GO1 |
| **Scottish Social Housing Charter Reference:** | 1. Equalities 2. Participation 3. Communication |
| **Date Approved by Management Committee:** | 29 August 2019 |
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| **Govan Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.**  |



**1.0 INTRODUCTION**

1.1 These Standing Orders set out details of the governance structures, procedures and delegations of authority within Govan Housing Association.

1.2 The Association is Registered with the Register of Friendly Societies under the Industrial and Provident Societies Act 1965 [Register No 2190 R (S)], a recognised Charity (SC009055), having adopted rules based upon SFHA Model Rules (Scotland) 2015

1.3 The composition of the Management Committee, the Election of Committee Members, the Proceedings of the Management Committee, the Conduct of its meetings and the Powers of the Management Committee are laid down in the Rules of the Association, adopted at the Annual General Meeting on 10 September 2015.

1.4 Minutes covering the main proceedings and the decisions taken at our Management Committee meetings will be made available for public scrutiny and a copy of the minutes will be available on request or available to download from the Association’s website, unless they hold personal data or business sensitive data. Where this is the case, an edited version of the minute, providing a brief outline of the agenda item topic discussed together with a note of the decision taken, will be given.

**2.0** **MEMBERSHIP**

2.1 The Management Committee shall be composed only of Members of the Association, as defined in the Membership Policy of the Association.

**3.0 STANDING ORDERS**

3.1 Standing Orders of the Management Committee may be waived on the resolution of the Chair and with an agreement with the majority of those present, to enable the completion of specific items of business.

3.2 The following Standing Orders have been approved by all members of the current Management Committee:

3.3 Immediately following the AGM a calendar of ordinary Management Committee meetings shall be drawn up and issued to members of the Management Committee. This calendar shall constitute advance notice of ordinary meetings.

3.4 Written confirmation of the agenda for ordinary board meetings shall be issued 7 clear days in advance stating the business to be conducted.

3.5 Any change to the calendar or cancellation or postponement of the calendar meetings of the Management Committee shall require 7 clear days’ notice, stating the reason for the changes and an alternative date for the meeting if appropriate.

3.6 Ordinary meetings of the Management Committee shall normally be monthly, usually on a Thursday evening at 6.00pm in the offices of the Association. Four Management Committee Members shall form a quorum.

3.7 Business shall be concluded within two hours of commencement of the meeting, usually by 8.00pm.

**4.0 THE OFFICE BEARERS OF THE MANAGEMENT COMMITTEE**

4.1 The members of the Management Committee will elect three office bearers immediately following the Annual General Meeting each year, and in accordance with Rule 59 of the Association’s Rules.

4.2 The three office bearers shall be the Chair, the Vice-Chair, and the Secretary.

**5.0 DELEGATED POWERS**

5.1 The Management Committee will delegate powers to the Secretary and Officers of the Association in accordance with the Rules of the Association (Rule 59).

5.2 The delegation of specific powers to paid officers of the Association will be clearly stated in each individual Contract of Employment and contained within the job description of a particular employee.

5.3 The Management Committee may at any time delegate its authority to office bearers or to any paid officer of the Association provided a clear and specific instruction is approved and minuted at a meeting of the Management Committee.

5.4 The Management Committee may at any time delegate its authority to any of its properly constituted Sub-Committees.

**6.0 SUB-COMMITTEES OF THE MANAGEMENT COMMITTEE**

6.1 In accordance with Section 58 of the Association’s Rules, the Management Committee shall determine the formation of any Sub-Committees and their specific delegated powers sometimes known as remits or terms of reference, which will be reviewed every year or sooner if appropriate.

6.2 These Standing Orders stipulate, therefore, that a minimum of four Management Committee members shall be selected to serve on each Sub-Committee which will be decided annually at the first Management Committee meeting following the AGM.

6.3 In accordance with Section 58 of our Rules, three Sub-Committee members shall form a quorum and the powers and remit of each sub-committee shall be clearly laid out and approved by the Management Committee and regularly reviewed, and all decisions of a Sub-Committee will be reported to Management Committee at the first available opportunity.

**7.0 POLICY MATTERS**

7.1 All Association policies including any amendments to or reviews of existing policies require the approval of the Management Committee.

7.2 Association policies, constitute instructions to the staff as to the day-to-day operations of the organisation. Areas of staff responsibility will be clearly stated in job descriptions. Where appropriate, procedure notes may be devised to provide appropriate instruction and may, on occasion, be attached to Association policy statements.

7.3 The Management Committee may delegate the formulation of draft policy or review of an existing policy to an appropriate Sub-Committee. This will be clearly stated in the remit of that Sub-Committee or will be otherwise instructed upon a decision of the Management Committee.

**8.0 THE USE OF THE ASSOCIATION SEAL**

8.1 The seal will be used only under the guidance or signature of the authorised signatories, (see Section 9 below), in accordance with the Scottish Housing Regulator’s guidance for the following documents:

* All deeds relating to land or buildings
* All long term contacts such as leases, management agreements
* All arrangements involving significant amounts of money including building contracts and loan transactions
* All applications approved for membership

8.2 The use of the seal will be reported at Management Committee meetings and recorded in a register specially kept for that purpose. The Seal shall be in the safekeeping of the Corporate Services Officer who is responsible for its use in accordance with this policy.

9.0 **AUTHORISED SIGNATORIES**

9.1 The Chief Executive of the Association is responsible for maintaining an up to date list of existing Management Committee Members, paid officers and others who are authorised by the Management Committee to sign documents on its behalf. The list of Authorised Signatories is shown below:

* Thomas McArthur Chair
* Colin Quigley Vice Chair
* Georgina Hay Secretary
* Fiona McTaggart Chief Executive
* Caron Quinn Director of Finance and Corporate Services
* Roger Dulin Head of Finance
* Emma Shields Finance Manager
* Tom McLeod Head of Properties
* John Cannell Maintenance Manager
* Marina McColl Financial Inclusion Manager
* Jacqueline Stirling Factoring Officer
* Sandra Sloan Housing Officer
* Kimberley Cowan Housing Officer
* Marin McIntyre Housing Officer
* Paula McCann Housing Officer
* Ryan Davidson Community Inclusion Officer