



Policy :	Development Sub-Group Remit
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Compliant with Regulatory Standards :	Standard 1 – the Gov body leads and directs the RSL to achieve good outcomes for tenants and other users. Standard 3 – the RSL manages its resources to ensure its financial well-being and economic effectiveness. Standard 4 – the Gov. body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation’s purpose
Compliant with Tenant Participation Strategy :	n/a
Compliant with Equal Opportunities :	Commitment within Policy
Compliant with Budget/Business Plan :	Budget : for agency services; at risk work; new loan agreements. Business Objective : 5 (growth where viable)

Approved at Meeting on :	April 2017
Date for review :	April 2020

Responsible Officer :	Chief Officer
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Development Sub-Group Remit

1. Role of the Sub-Group

The Development Sub-Group has been established by the governing Board to support the delivery of our development programme for new affordable housing as set out in the Council's Strategic Housing Investment Plan and our programme agreement with the Scottish Government. This is also a business objective for growth within Barrhead Housing Association's (BHA's) business plan. The Sub-group will be responsible for considering the detail within each scheme and making a recommendation to the governing Board on all the issues including financial appraisals, decisions relating to private funding, and risks before a project is approved. The Sub-Group will receive development advice from the Association's development agents, Atrium Initiatives.

It is a sub-group of the BHA governing Board and is accountable to the governing Board for the fulfilment of its responsibilities. It has delegated authority to make decisions and approve actions in accordance with this remit and the terms of the approved scheme of delegated authority to the Chief Executive and as stated in the Group Standing Orders.

At all times, the sub-Group will ensure that its activities are carried out in accordance with BHA's Rules, Standing Orders, relevant policies, the Scottish Housing Regulator's requirements and expectations, relevant legislation and recognised good practice.

The Sub-Group cannot undertake any functions that are reserved for the governing board, nor can it act without the governing board's approval on any matters not specifically delegated to it within the terms of this remit.

2. Membership

Membership of the Development Sub-Group will be appointed annually by the governing board, at its first meeting following the AGM. Appointments to the Development Sub-Group will normally be for a minimum of three years, subject to continuing membership of the governing board and this annual appointment process, in order to gain experience of dealing with the development of new affordable housing, and to ensure increasing knowledge of risk control and mitigation.

Membership of the Development Sub-Group will be a minimum of three elected governing board members and a maximum of six members, not more than a third of its members may be co-optees, and all co-options must be approved by the governing board.

The chair of the Development Sub-Group will be appointed annually by the governing board, and must be an elected governing board member, but cannot be the chairperson of the governing board. In the absence of a chair at the meeting, the remaining members shall elect one of themselves to chair the meeting.

Changes to the membership or chair of the Development Sub-Group prior to the AGM must be approved by the governing board.

3. Responsibilities

General

The purpose of the Development Working Group is to ensure that the Governing Board places particular emphasis upon its responsibilities for delivery of new build housing in accordance with the development framework including financial appraisal of schemes, tendering, grant conditions, and loan arrangements. It is responsible for overseeing and reporting to the Governing Board on

- Ensure fulfillment of the terms of the development agreement with Atrium Initiatives which includes adoption of development framework policies for delivering affordable homes
- To oversee and review initial delivery of the development activity for each site as detailed within our development risk control log. This includes a degree and maximum permission for 'at risk' work and recommendations to the governing board on the deliverability of each individual scheme at key milestones.
- Consideration and recommendations on the most effective procurement route
- Review house layouts, property types and requirements to meet housing needs and demands including for supported accommodation
- Review of tender documentations
- Review of financial appraisals, including availability of development grant subsidy and private finance
- Review of statutory and legal consents and good practice required to ensure compliance and delivery of good practice in development issues
- Overseeing requirements and reports on consultation prior to commencement of the site and review of satisfaction surveys upon completion

- Compliance with guidance by the Scottish Government on the advice of the development agent
- Reviewing of progress as agreed for delivery and cost control as advised by the development agent
- Review of the development risk control log and updates to the Audit & Risk Sub-Group
- Review of BHA's programme agreement with Scottish Government and the Council's SHIP allocation of funds and site development for BHA
- Making final recommendations to the Governing Board on each development scheme on the delivery of the new build housing units.

4. Policy review

To adopt the development policies approved by our development agent, with the exception of agreeing variations to housing specifications for external and internal components that best suit our Asset Management Strategy, and our demand for housing.

5. Accountability and assurance

The Development Sub-Group is accountable to the governing board for the fulfilment of responsibilities delegated to it under this remit and BHA's scheme of delegated authority, as set out in Standing Orders. Sub-Group members must receive adequate training to enable them to discharge these responsibilities appropriately.

The Governing board will obtain assurance on the Development Sub-Group's work via minutes which will be presented for information to the next Governing board meeting (in draft form, if necessary). The Chair will ensure that key issues are brought promptly to the attention of the Governing board.

The Development Sub-Group will conduct an annual self-assessment of the effectiveness of its work, and make changes as appropriate to improve its performance.

The Development Sub-Group will present a report annually to the Governing board on its work. The Development Sub-Group may obtain independent legal/professional advice, within reasonable budgetary constraints.

6. Meetings

The Development Sub-Group will meet at least three times a year, depending on development activity for new affordable housing.

7. Quorum

A quorum for any meeting will be three full governing board members. Co-optees do not count towards the quorum.

8. Attendance

The Development Sub-Group shall meet on its own when required.

Senior staff and others may attend all or part of meetings at the invitation of the governing board. Attendees will normally include:

- Chief Executive and
- Development Agents
- Departmental Directors
- Other staff or consultants as required

The Chief Executive is responsible for servicing this sub-group, including liaising with the Chair regarding the agenda for meetings; lead responsibility for coordinating the preparation and distribution of papers for the meeting according to agreed timescales; and arranging for minute-taking.

9. Review

This remit was approved by the Governing board in April 2017. It can only be amended with the approval of the Governing board, and will be reviewed no later than April 2020.