



1986-2016: Celebrating 30 years working in the community

Policy on :	G09 Group Scheme of Delegated Authority
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Compliant with Scottish Housing Regulator's Regulatory Framework:	Standard 1 – leadership and direction/ Std 2- open and accountable/ std 4 – good quality info and decision making/ Std 5 – honesty and integrity/ std 6 – GB and staff have skills and knowledge.
Compliant with BHA Rules:	Rules updated 2020;
Compliant with Equal Opportunities :	n/a
Relationship with other policies:	BHA Rules Standing orders/Remit of Governing board Remit of all sub-Groups Notifiable Events Governance Framework Group Structure Agreements

Date for Approval and Review:	Jan 2020 and Jan 2023
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Responsible Officer :	Chief Executive
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History
Last approved Sept 2017, New Version Aug 2019, Jan 20221 to reflect 2020 Rules

SCHEME OF DELEGATED AUTHORITY

1. STRATEGY, POLICY AND PERFORMANCE

RESERVED FOR THE GOVERNING BOARD	DELEGATED TO SUB-GROUP	DELEGATED TO CHIEF EXECUTIVE	DELEGATED TO MANAGEMENT TEAM
<ol style="list-style-type: none"> 1. Approval of all new policies of the Association, including substantial changes to existing policy and any new activities. 2. Approval of the Association’s Business Plan and all other plans or documents that fall within the strategic role of the Governing Board. 3. Approval of annual assurance statement, implementation of internal audit recommendations and overseeing and approving any changes required during the year 4. Monitoring and overview of the financial, organisational and service performance of the 	<ol style="list-style-type: none"> 1. Monitoring service/business performance for matters within each Sub-Group’s remit. 2. Review of policies falling within each sub-committee’s remit, and recommendation to Governing Board of any proposed changes. 	<ol style="list-style-type: none"> 1. Implementation of the Business Plans including top risks, top performance indicators, approved by the Governing Board 2. Provision of regular reports to the Governing Board in relation to the Business plans. 3. Overseeing delivery of agreed strategies, policies and performance as approved 4. Overseeing compliance with Regulatory Standards Chapter 3 and compliance with Assurance Statement for reporting to the Board 	<ol style="list-style-type: none"> 5. Implementation of other strategies approved by the Governing Board as directed by CEO. 6. Provision of regular reports to the Governing Board and sub-groups in relation to all aspects of the Association’s performance. 7. Preparation and issue of all information and publicity materials regarding service standards and performance. 8. Approval of updating policies where only minor amendments are required for approval by SMT.

<p>Association.</p> <p>5. Ensuring that the Barrhead Housing Group meets its legal, regulatory and constitutional obligations.</p> <p>6. 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.</p>			
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2. GOVERNANCE

RESERVED FOR THE GOVERNING BOARD	DELEGATED TO SUB-GROUP	DELEGATED TO CHIEF EXECUTIVE	DELEGATED TO SECRETARY
<p>1. Approval of the Association's membership policy.</p> <p>2. Approval/refusal of applications for membership of the Association.</p> <p>3. Appointment of the Association's office</p>		<p>1. Overseeing the servicing of the Governing Board to ensure good quality, accurate reporting</p> <p>2. Overseeing Board recruitment, retention and succession</p> <p>3. Overseeing Board appraisal and training/development of Board members</p>	<p>4. Processing of applications for membership.</p> <p>5. Maintaining the Association's register of shareholders.</p> <p>6. Administration and cancellation of</p>

<p>bearers.</p> <ol style="list-style-type: none"> 4. The establishment and dissolution of sub-groups and working groups; approval of their remits and delegated powers; and appointment of their members. 5. Filling of any casual vacancies, and the appointment/replacement of co-opted members of the Governing Board or Sub-Groups. 6. Removal of Board members, where required. 7. Approval of annual appraisal process, and reporting on 9-year Rule 8. Approval of the Association's delegated authority arrangements, Standing Orders and Financial Regulations. 9. Approval of the creation or dissolution of subsidiaries, and appointment of directors to subsidiaries 			<p>shares, as provided for in the Association's Rules.</p> <ol style="list-style-type: none"> 7. Maintaining the Association's Register of Interests, and any other registers required by BHA's Rules 8. Implementing the Secretary's remit in terms of Rules, and Remit approved
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and other bodies. 10. Approval of discretionary payments and benefits decisions.			
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3. FINANCIAL MANAGEMENT

RESERVED FOR THE GOVERNING BOARD	DELEGATED TO SUB-GROUP: AUDIT AND RISK	DELEGATED TO CHIEF EXECUTIVE	DELEGATED TO MANAGEMENT TEAM – LEAD OFFICER, DIRECTOR OF CORPORATE SERVICES, DCoS
<ol style="list-style-type: none"> 1. Approval of the Association’s annual budget, and any subsequent revisions. 2. Ensuring that the Association is meeting its obligations to funders. 3. Approval of financial projections and the Association’s business plan including overall private borrowing strategy, limits and levels. 4. Approval of spending levels beyond those allowed for by Sub-Groups and staff, including additional borrowing out 	<ol style="list-style-type: none"> 1. Authorisation of expenditure, where permitted by the Standing Orders and Financial Regulations. 2. Approval of the final annual financial statements for recommendation to the AGM 3. Receipt of the external auditor’s Management Letter and recommendation of the approval of the Association’s formal response to the Governing Board. 4. Approval of 	<ol style="list-style-type: none"> 1. Overseeing compliance with all financial matters, covenants and short, medium, and long term planning 2. Overseeing requirements to meet expectations/recommendations from funders, and auditors 3. Authorisation of expenditure in excess of the Association’s approved budget in emergency situations, to the danger of life, limb or property or significantly impacts on business continuity with no limit but must be reported to the Governing Board as soon as possible thereafter. 	<ol style="list-style-type: none"> 4. Implementation of the financial policies, plans and strategies approved by the Governing Board and relevant Sub-Groups. 5. Expenditure within the Association’s approved budget (subject to the limits specified in the Association’s Financial Regulations, policies and procedures), including monitoring and reporting on financial performance. 6. Authorisation of expenditure and the making of payments, in accordance with the standing orders and

<p>with the business plan and/or existing borrowing limits.</p> <ol style="list-style-type: none"> 5. Receipt of the external auditor's Management Letter and approval of the Association's formal responses recommended by the Audit and Risk Sub-Group 6. Approval of any borrowing and the granting of security over the Association's assets. 7. Disposal of any property/assets. 8. Committing, authorising and signing off expenditure/payment by authorised signatories as set out in the Financial Regulations. 9. Approval of write-off of irrecoverable debt for rent arrears/rechargeable debts as per policy and for more than £1000 	<p>quarterly management accounts.</p> <ol style="list-style-type: none"> 5. Approval of accounting policy changes 6. Review of the Association's financial and risk management policies, recommending proposed changes to the Governing Board. 7. Review of the Association's business continuity and contingency plans, including oversight of testing arrangements. 		<p>financial regulations/procedures.</p> <ol style="list-style-type: none"> 7. The collection, security, banking and recording of all income received by the Association. 8. Maintenance and control of the Association's bank accounts (including payments and the moving of monies by electronic means), in accordance with the Association's Financial Regulations and Procedures. 9. Treasury management transactions and executive decisions relating to investments and cash management, in accordance with the Association's Treasury Management Policy. 10. Payroll administration, control of petty cash and the payment of expenses to the Association's employees and Governing Board members within the
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<p>10. Agreeing the opening and closure of bank or building society accounts, including details of authorised signatories</p> <p>11. Approval of the Treasury Management Policy, and monitoring compliance with same.</p>			<p>terms of the relevant policy.</p> <p>11. Administration of taxation payments, including those relating to VAT, PAYE and National Insurance</p> <p>12. Approval of write-off of irrecoverable debt for rent arrears up to £1000 covered by bad debt policy (approval by two directors)</p>
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4. RISK MANAGEMENT AND AUDIT

RESERVED FOR THE GOVERNING BOARD	DELEGATED TO SUB-GROUP- audit and risk	DELEGATED TO CHIEF EXECUTIVE	DELEGATED TO MANAGEMENT TEAM – lead officer, Director of Corporate Services, DCoS
<p>1. Approval of the Association’s Risk Management Policy.</p> <p>2. Consideration of all matters involving substantive and material risks to the Association’s solvency, reputation and ability to meet its statutory and contractual obligations.</p>	<p>1. Monitor implementation of the Association’s Risk Management Policy, reporting on any substantive and material risks to the Governing Board.</p> <p>2. Selection and approval of the Association’s external and internal auditors and annual re-appointment of external auditor.</p>	<p>1. Overseeing risk management strategy, updating on risks and mitigation</p> <p>2. Ensuring risk updates at SMT, and all Board reporting</p> <p>3. Reviewing and investigating breaches in GDPR and FOI for reporting to the governing Board</p>	<p>4. Implementation of the Association’s Risk Management Policy and procedures, including preparation and maintenance of risk maps.</p> <p>5. Routine liaison with the external and internal auditor.</p> <p>6. Implementation of auditors’ recommendations and submission of</p>

<p>3. Receipt and approval of a report from the Sub-Group on internal controls assurance, including the annual outcome of the internal audit process.</p> <p>4. Annual report on compliance with GDPR, and Freedom of Information. Report and actions on breaches of GDPR, breaches on FOI</p>	<p>3. Issue of external auditor's Letter of Engagement and approval of proposed programme/approach.</p> <p>4. Approval of internal audit needs assessment and programme of internal audit.</p> <p>5. Review external/internal auditor recommendations and the external auditor's Management Letter, make recommendations to the Governing Board regarding the response to that Letter, and monitor implementation of agreed recommendations.</p> <p>6. Keep under review the effectiveness of internal control systems.</p> <p>7. Monitor the effectiveness of external and internal audit services.</p> <p>8. Instruct investigations into any irregularities or failures</p>		<p>monitoring/progress reports to Audit & Risk Sub-Group.</p> <p>7. Implementation of requirements to meet GDPR and FOI, updating training requirements to all staff and any remedial actions (director of customer services lead officer?)</p>
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	in BHA's management and control systems.		
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5. STAFFING, EMPLOYMENT AND HEALTH AND SAFETY

RESERVED FOR THE GOVERNING BOARD	DELEGATED TO SUB-GROUP	DELEGATED TO CHIEF EXECUTIVE	DELEGATED TO MANAGEMENT TEAM – lead officers - Director of Corporate Services, DCoS or Corporate Services Manager, CSM; Director of Asset Management, DAM
<ol style="list-style-type: none"> 1. Appointment and appraisal of BHA's Chief Executive. 2. Approve the BH Group's human resources, health and safety and equality and diversity policies. 3. Approval of BH Group's staff structure changes, including any permanent increases or reductions in staffing establishment. 4. Approval of the BH Group's pay structure and terms and conditions of employment, 	<ol style="list-style-type: none"> 1. Review of the BH Group's human resources policies, making recommendations to Governing Board about any proposed changes. 2. Make decisions on discretionary areas in the EVH terms and conditions of employment including overtime payments, and individual job re-evaluation matters. 3. Review of Health and Safety Policy and monitoring of compliance with the BH Group's obligations. 	<ol style="list-style-type: none"> 1. Recruitment and employment of temporary staff (provided recruitment is approved and costs are within the approved staffing budget). 2. Recruitment and selection of staff (other than the Association's Chief Executive and Management Team members), for Grades 1 to 8 including promotions and temporary posts. 3. Grievances and disciplinary action (excluding matters relating to the Chief Executive and 	<ol style="list-style-type: none"> 1. Advertising job vacancies (established and temporary posts). CSM 2. Issuing of employment contracts. CSM 3. All operational human resources management issues which fall within the conditions of service and the Association's established policies. CSM 4. Payroll and pension's administration and payment of staff expenses and overtime payments. DCS 5. Operational

<p>including any annual pay increase.</p>	<ol style="list-style-type: none"> 4. Oversight of the BH Group's action plans, training, etc. to achieve compliance with the BHG's equality and diversity policies, objectives and legal obligations. 5. Consider and decide grievance, disciplinary or appeal against redundancy selection cases needing Board involvement, including the power to impose any appropriate disciplinary sanction, including dismissal. 6. Oversight of recruitment, including arrangements for interview panels and for promotions; selection of senior staff. 7. Authority to obtain independent legal or other professional advice, subject to budgetary provision. 	<p>individual cases requiring Board involvement).</p> <ol style="list-style-type: none"> 4. Implementation of the Association's Protocol for Settlement Agreements with appropriate Board approval 5. Overseeing and ultimate responsibility for operational management of the Association's responsibilities as an employer in relation to health and safety management. 6. Overseeing the terms of reference for SMT and fulfilment of responsibilities 7. Completion of annual appraisals for senior staff and overseeing completion for remainder – reporting on staff development 8. Oversee the welfare and well-being of all staff including accreditations 	<p>management of the Association's responsibilities as an employer in relation to health and safety management. DAM</p> <ol style="list-style-type: none"> 6. Implementation of improvements for staff policies, welfare and well-being in terms of accreditation eg IIP. CSM
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6. CUSTOMER SERVICES

RESERVED FOR THE GOVERNING BOARD	DELEGATED TO SUB-GROUP	DELEGATED TO CHIEF EXECUTIVE	DELEGATED TO MANAGEMENT TEAM – lead officer, Director of Customer Services, DCuS
<ol style="list-style-type: none"> 1. Approval of annual rent, service charge and other management charge increases. 2. Approval of the granting of tenancies or other tenancy-related matters in connection with the Association’s Entitlements, Payments and Benefits Policy. 3. Approval of all housing management related policies and service standards. 4. Approval and monitoring of strategies for service development and improvement. 5. Approval of the overall terms of 		<ol style="list-style-type: none"> 1. Overseeing development and implementation of policies and strategies 2. Overseeing development of rent harmonisation and rent affordability measures 	<ol style="list-style-type: none"> 1. Interpretation and implementation of the policies and service plans approved by Governing Board. 2. Management of empty properties. 3. The allocation of properties, unless prior Board approval is required under the Entitlements, Payments and Benefits Policy. 4. The provision of accommodation for homeless persons, under Section 5 of the Housing (Scotland) Act 2001. 5. The granting and signing of Scottish Secure Tenancies, Short Scottish Secure Tenancies and any other forms of occupancy agreement approved by Committee. 6. All matters relating to the

<p>the Association's tenancy agreement and other occupancy agreements.</p> <ol style="list-style-type: none"> 6. Approval of evictions 7. Approval to enter into management agreements or leases with third parties relating to housing properties. 8. Scrutiny of performance and levels of tenant satisfaction in connection with the housing service. 9. Approval of any proposal for eviction of any of the Association's tenants. 10. Approval for the writing off of tenant or former tenant arrears, and rechargeable repair costs over £1000. 11. Approval of the Association's annual revenue and capital budgets for repairs and voids and their 			<p>management of tenancies.</p> <ol style="list-style-type: none"> 7. The provision of tenancy support services in accordance with the Association's policies and budgetary arrangements 8. Overseeing and advising the Governing Board on meeting the Care Inspectorate requirements 9. All matters relating to the collection of rents, service charges, arrears recovery, including issuing NOSP's, applications for court hearings to seek eviction and recommending decisions to seek eviction to Governing Board for approval. 9. Enforcement of decrees for eviction. 10. Implementation of the Tenant Participation Strategy. 12. All matters relating to neighbour relations and anti-social behavior, in accordance with approved
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<p>related works programmes.</p>			<p>policies, including initiation of ASBOs or equivalent.</p> <ol style="list-style-type: none">13. Implementation of the Estate Management Policy and all expenditure relating to estate management services, within the budget approved by the Governing Board.14. The management of leases and management agreements with third parties.15. Assessment of tenant complaints and appeals, including the preparation of annual reports or exception reports requested by the Governing Board.16. Adding contractors to the Association's approved list on a trial basis pending full acceptance onto approved list.17. Overseeing contractor's
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			<p>responsibilities on performance, contract delivery, charter outcomes, satisfaction and costs.</p> <p>18. Instructing all repairs and maintenance works, within the budgets approved by the Committee and in accordance with the Financial Regulations</p> <p>19. Instructing all works for which the Association is responsible under the tenancy agreement, including those of an emergency nature.</p> <p>20. Applying the tenant recharge policy for the cost of repairs.</p>
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7. PROPERTY SERVICES

RESERVED FOR THE GOVERNING BOARD	DELEGATED TO SUB-GROUP	DELEGATED TO CHIEF EXECUTIVE	DELEGATED TO MANAGEMENT TEAM – lead officer Director of Asset Management, DAM
1. Approval of the Association’s annual revenue and capital budgets for		1. Overseeing compliance with policies and strategies including	1. Adding contractors to the Association’s approved list on a trial basis pending full

<p>cyclical and planned maintenance works, and their related works programmes.</p> <ol style="list-style-type: none"> 2. Approval of the Association's overall asset management strategy and all other maintenance-related policies. 3. Settlement of any contractual claims. 4. Approval of the Association's procurement and tendering policies. 5. Approval of procurement arrangements and entering into contracts for maintenance works including IFLAIR and all procurement framework 6. Approval of consultant and contractor procurement lists, including any additions and deletions. 7. Approval and monitoring of the Association's Scottish Housing Quality Standards and EESSH delivery plans 		<p>Asset Management Strategy and review of 'cause for concern' stock</p> <ol style="list-style-type: none"> 2.Overseeing compliance with SHQS and EESSH 3. Overseeing compliance with procurement process, approvals and compliance 	<p>acceptance onto approved list.</p> <ol style="list-style-type: none"> 2. Preparation of reports and recommendations on additions to or removal from approved list of consultants and contractors. 3. Selection and appointment of contractors and consultants within approved delegation/Financial Regulations. 4. Compliance with the financial regulations for tender opening/Register updates/reporting to the Board 4.Reporting on all revenue and capital spend to the Board on a quarterly basis including updates on work progressed via procurement frameworks, external funded programmes 5.Implementation of gas servicing programme and all related matters, reporting to Governing Board on performance against targets and any failure to meet the Association's legal obligations 6.Quality management and inspections. 7.Preparation and issue of all information and publicity materials regarding service
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			<p>standards and performance.</p> <p>8. Statutory and discretionary payments to tenants, within the policies approved by the Governing Board.</p> <p>9. Approval/refusal of tenant requests to carry out alterations/improvements, in accordance with policy.</p> <p>10. Ensuring compliance with the Association's health and safety obligations, including keeping the Governing Board informed of any failure to meet legal obligations.</p>
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8. COMMUNITY REGENERATION

RESERVED FOR THE GOVERNING BOARD	DELEGATED TO SUB-GROUP	DELEGATED TO CHIEF EXECUTIVE	DELEGATED TO MANAGEMENT TEAM – lead officer Director of Asset Management, DAM
<ol style="list-style-type: none"> 1. Approving the Community Regeneration Strategy including staff resources 2. Receiving quarterly updated reports on project monitoring including grant conditions, funding and spend 3. Receiving project evaluation and return on investment assessments 		<ol style="list-style-type: none"> 1. Monitoring resources for community regeneration officer and project delivery in terms of Strategy outcomes 2. Monitoring SLA arrangements for FLAIR sharing of CSO 3. Reviewing across FLAIR need and delivery of joint projects, joint resources 	<ol style="list-style-type: none"> 1. Ensuring compliance with external funding outcomes, monitoring reports and spend 2. Reporting to SMT and to Governing Board opportunities to apply for funding to deliver the Community Regeneration Strategy

			<ol style="list-style-type: none"> 3. Ensuring projects are embedded across the departments to maximise delivery of project outcomes 4. Ensuring project legacy and sustainability is reported to the Governing Board 5. Ensuring third party organisations are signed up to SLA for delivery of project outcomes 6. Ensuring maximum promotion of the projects across communities 7. Ensure deadlines for reporting and monitoring are achieved
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9. LEVERN PROPERTY SERVICES

RESERVED FOR THE LPS + BHA GOVERNING BOARDS	DELEGATED TO LPS Board	DELEGATED TO CHIEF EXECUTIVE	DELEGATED TO MANAGEMENT TEAM
<ol style="list-style-type: none"> 1. Approval of 12 month business plan, and budget, performance targets for recommending to BHA's Board 2. Approval of annual financial statements for recommending to BHA's Board 3. Regular reports on governance matters 	<ol style="list-style-type: none"> 1. Progress of business plan 2. Consideration of management accounts and issues 3. Consideration of factoring debtors 4. Consideration of in-house repairs 	<ol style="list-style-type: none"> 1. Oversee the business plan, performance and targets 2. Implementation of appraisal with LPS chair and reporting to the Board 3. Ensuring LPS business is updated to BHA's Board 	<ol style="list-style-type: none"> 1. Reporting on all necessary financial matters to LPS Board - DCoS 2. Reporting on factoring services/arrears and property registration - DAM 3. Reporting on in-house repairs operative service - DAM

<p>including assurance statements, appraisals and group policies</p> <ol style="list-style-type: none"> 4. Regular reports on quarterly management accounts and VAT 5. Regular reports on factoring accounts and arrears 6. Recommendations for debt write off to the BHA Board 7. Regular reports on in-house repairs service and performance 			
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10. DEVELOPMENT

RESERVED FOR THE GOVERNING BOARD	DELEGATED TO SUB-GROUP	DELEGATED TO CHIEF EXECUTIVE	DELEGATED TO Development Agents
<ol style="list-style-type: none"> 1. Approval of the Association's development strategy and input into the Council Strategy Housing Investment Plan submission. 2. Purchase of any land and buildings for development. 3. Approval of any new development projects, including financial 	<ol style="list-style-type: none"> 1. Approval of house type, size, and location in accordance with housing needs and demand information 2. Overseeing implementation of Development Strategy 3. Overseeing the delivery of schemes in line with Maryhill Hub's development policies as reviewed and adopted by BHA. 4. Review of development funding and SHIP progress 	<ol style="list-style-type: none"> 5. Overseeing the implementation and delivery of the Service Level Agreement with Maryhill Hub for development services 6. Monitoring quarterly performance against the SLA with Maryhill Hub staff 	<ol style="list-style-type: none"> 7. Authorising applications for statutory permissions and consents. 8. Selection of consultants and contractors, development agents, etc. subject to Governing Board approval. 9. Supervision and performance review of

<p>appraisal, housing mix, procurement strategy and methods, appointment of professional consultants, acceptance of HAG offers and entering into and signing construction contracts.</p> <ol style="list-style-type: none"> 4. Approval of any development partnerships with other housing associations. 5. Settlement of contractual claims. 6. Approval of all development-related policies, including design and specification standards. 7. Monitoring of development progress, including scheme and contract expenditure, performance against grant planning targets, etc. 8. Approval of additional expenditure on individual contracts, in excess of any delegated authority to staff. 			<p>professional consultants.</p> <ol style="list-style-type: none"> 10. Issuing client instructions to the Association's professional consultants and contractors, as required. 11. Monitoring contract costs and progress. 12. Making HAG submissions to the relevant authority. 13. Making funding submissions re wider role to all relevant funding bodies, in line with approved strategies and business plan objectives. 14. Approval of home loss or disturbance payments. 15. Submission of applications for Section 66 consent from the Scottish Housing Regulator. 16. Ensuring compliance with the Association's health and safety obligations, including the
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			<p>preparation of health and safety plans and files.</p> <p>17. Notifying the Governing Board of any failure to meet the Association'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.</p> <p>18. Approval of additional contract expenditure or other development-related expenditure, as provided for in Financial Regulations</p> <p>19. 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.</p>
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9. APPROVALS, SIGNING AND SUBMISSION OF FORMAL DOCUMENTS AND OTHER MATTERS

RESERVED FOR THE GOVERNING BOARD	DELEGATED TO CHAIR/OFFICE BEARER GROUP/SECRETARY	DELEGATED TO CHIEF EXECUTIVE ONLY	DELEGATED TO CEO AND/OR MANAGEMENT TEAM
<ol style="list-style-type: none"> 1. Approving annual returns to Scottish Government, OSCR and Scottish Housing Regulator 2. Agreeing authorised signatories for the purpose of completing legal documents with lenders, where Requirements of Writing Act are used to sign/witness is used, signing the annual financial statements, and generally entering into new contracts on behalf of BHA 	<ol style="list-style-type: none"> 1. Approving annual returns to Scottish Government, OSCR and Scottish Housing Regulator 2. Agreeing authorised signatories for the purpose of completing legal documents with lenders, where the Requirements of Writing Act require signature/witness, signing the annual financial statements, and generally entering into contracts on behalf of BHA 3. Chair to implement his approved Remit in terms of leading the organisation, and reporting to SHR on assurance statements and notifiable events 4. Vice Chair to implement his approved Remit in terms of stepping in to 	<ol style="list-style-type: none"> 1. Making statements to the press or other public statements on behalf of BHA (Chief Executive only) 2. Preparation and issue of general, Governing board meeting notices, agendas and papers in consultation with the chair/vice chair 3. Meet with the Chair and Vice Chair where emergency issues need progressed and report to the next Board meeting 4. Meet with the Chair and Vice Chair to upload notifiable events to SHR on the landlord portal and report to the next Board meeting 5. To highlight non-compliance Governance Assurance areas to the Governing Board at the earliest opportunity 	<ol style="list-style-type: none"> 6. Submitting signed annual returns 7. Signing agreed contracts, in accordance with delegated authority agreed by the Governing Board 8. Submission of returns to the Financial Conduct Authority 9. Preparation and issue of Sub-Group meeting notices, agendas and papers, in consultation with meeting Convener 10. Completing LPS' Annual Return on line and submitting the Financial statements with Companies House 11. Advising Companies House of LPS Directors' appointments and resignations

	<p>lead the organisation in the Chair's absence</p> <p>5. Secretary to deliver her responsibilities approved by the Remit and the Association's Rules</p>		
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Appendix

Responsibility for approval, submission financial returns, landlord portal updates, HARP submissions to Scottish Government	RESPONSIBLE OFFICER	DEADLINE
CHEQUE SIGNATORIES	Chairperson Vice chair Secretary Senior Management Team (4)	
ASSURANCE STATEMENT	CHIEF EXECUTIVE (on behalf of Chair/following approval of Board)	31 ST OCTOBER
FINANCIAL RETURNS: 5-YEAR CASHFLOW LOAN PORTFOLIO RETURN FINANCIAL STATEMENTS, etc FCA RETURN OSCAR RETURN COMPANIES HOUSE – LPS financial statements LENDERS COMPLIANCE: MANAGEMENT ACCOUNTS FINANCIAL STATEMENTS COMPLIANCE LETTERS BUDGET	DIRECTOR OF CORPORATE SERVICES -all	30 th June 30 th June 30 th September 31 st October 31 st December 31 st October 50-60 days after Quarter end 30 th September 30 th September As requested

5 YEAR RETURN 30-YEAR CORPORATE PLAN INSURANCE RENEWAL		As requested/Triodos - annually As requested/Triodos – annually Annually
SOCIAL HOUSING CHARTER RETURN	DIRECTOR OF CUSTOMER SERVICES	31 ST MAY
ENERGY EFFICIENCY IN SOCIAL HOUSING RETURN	DIRECTOR OF ASSET MANAGEMENT	31 ST MAY
CARE INSPECTORATE SELF ASSESSMENT	DIRECTOR OF CUSTOMER SERVICES	31 ST JANUARY
SHR PORTAL APPROVALS	Chairperson – Assurance statements; notifiable events involving CEO; complaints against CEO (with support from DCuS) CHIEF EXECUTIVE – NOTIFIABLE EVENTS, UPLOADING ORGANISATIONAL CHANGES, ASSURANCE STATEMENTS DIRECTOR OF CORPORATE SERVICES – DIRECTOR OF CUSTOMER SERVICES – ANNUAL RETURN ON THE SOCIAL HOUSING CHARTER DIRECTOR OF ASSET MANAGEMENT – ANNUAL RETURN ON ESSH	
HARP APPROVALS for Scottish Government funding eg housing grant, medical adaptations funding	CHIEF EXECUTIVE DIRECTOR OF CORPORATE SERVICES DIRECTOR OF CUSTOMER SERVICES DIRECTOR OF ASSET MANAGEMENT	AS REQUIRED BY GRANT CONDITIONS
HARP UPLOADS	SMT + DEVELOPMENT MANAGER, MARYHILL HUB HEAD OF DEVELOPMENT, MARYHILL HUB	AS REQUIRED BY GRANT CONDITIONS

	PROPERTY MANAGER DEVELOPMENT AGENT	
EXTERNAL FUNDING :submission COMMUNITY REGENERATION FUNDERS	APPROVAL OF GRANTS: DIRECTOR OF ASSET MANAGEMENT/Gov Board	AS REQUIRED BY GRANT CONDITIONS
ENERGY EFFICIENCY MEASURES	DIRECTOR OF ASSET MANAGEMENT/Gov Board	
EXTERNAL FUNDING MONITORING REPORTS/END OF PROJECT REPORTS	Community regeneration officer/Director of Asset Management	AS REQUIRED BY GRANT CONDITONS
ENERGY EFFICIENCY PROJECTS	Director of Asset Management	