**BLOCHAIRN HOUSING ASSOCIATION**

**Management Committee Remit**

The Management Committee is responsible for making sure that the Association works within the constitutional and legal framework of a registered Housing Association and a Registered Scottish Charity.

The Management Committee will

* ensure compliance with Scottish Housing Regulator’s registration criteria, funding conditions and performance standards
* ensure compliance with the requirements of the Office of the Scottish Charity Regulator (OSCR)
* make sure that the Association operates to the highest standards and is open and accountable to tenants
* make sure that decisions are taken in the best interests of the Association, its members and tenants
* make sure that the Association demonstrates a clear commitment to equal opportunities for everyone in the community
* delegate business to appropriate Sub-Committees
* make sure that policies, procedures and remits of Sub Committees are clear and regularly reviewed
* adopt an appeals procedure
* adopt a clear strategy for the Association
* adopt and monitor a Code of Conduct for Committee and staff
* elect Office Bearers at the first meeting after the Annual General Meeting (AGM)
* consider applications for membership of the Association
* authorise the use of the Association’s Seal by the Secretary
* consider appointing an Internal Auditor

Finance:

the Management Committee will

* agree a policy on authorising expenditure
* consider the annual budget and cash flow statements
* monitor performance through quarterly management accounts
* make sure there are adequate financial controls
* agree a programme for preparation of the annual accounts
* receive reports from auditors and approve final accounts
* agree a policy for cash security
* make sure that Statutory Returns are completed
* recommend an auditor to the membership at the AGM
* monitor the performance of the auditor
* consider any issue with major financial implications
* ensure income is sufficient for current and future expenditure
* make sure that all expenditure offers value for money
* deal with other relevant financial matters

Development:

the Management Committee will

* decide and implement policy on all development issues
* consider and adopt the Association’s future development priorities
* consider and decide on the acquiring property and land
* interview and approve and appoint consultants and contractors
* approve fee levels
* monitor consultants’ and contractors’ performance
* consider and approve specification, scheme design and timetable
* consider and approve the location of houses for sale
* authorise acceptance of Grant offers and conditions
* authorise acceptance of private finance terms
* approve procurement methods
* monitor capital spend
* monitor out turn reports
* monitor staff & agent’s performance

Housing Management and Maintenance:

the Management Committee will:

* Monitor policy and procedures in the allocation of houses
* Review Tenancy Agreements
* Monitor policy for breaches of tenancy conditions
* Consider appeals from tenants and housing applicants
* Monitor rent collection and arrears procedures
* Monitor rent arrears through regular reports
* Monitor rent policy
* Monitor policy and procedures for day to day repairs
* Adopt a Planned Maintenance Programme
* Monitor policy and procedures for Planned Maintenance
* Select and appoint maintenance contractors
* Monitor maintenance contractor performance
* Consider partnership working with specific contractors
* Accept tenders for works as required

**INSURANCE**

* Monitor insurance claims and settlements

**FACTORING**

Monitor policy and procedures for owner-occupiers

**30 August 2022**