

Scheme of Delegation

Customer Focus

Respect

Communication

Integrity



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Introduction

This scheme of delegation is intended to ensure that the work of Cloch Housing Association is carried out efficiently and effectively, within the strategic and policy frameworks agreed by the Board of Cloch Housing Association. Within this Scheme, the Director and Senior Staff may delegate to members of their staff teams, in accordance with job descriptions. This Scheme of Delegation forms part of Cloch's Standing Orders. Alternations to the scheme can only be done with the approval of the Board.

This Scheme of Delegation accompanies Cloch's Standing Orders, the agreed remits for the Board and sub-committees and by the role descriptions for office bearers and the Director.

Office Bearers, acting with senior staff, have authority to

- Represent Cloch HA on official business, consistent with agreed policies and principles
- Implement agreed emergency procedures and the provisions of Cloch HA's Business Continuity Policy
- Take urgent decisions and/or action between meetings, in consultation with the Director
- Take decisions on specific issues between meetings having delegated those decisions to one or more office bearers by the Board.

The Board delegates operational powers to the Director who may take whatever action s/he considers necessary to ensure the efficient and effective management of Cloch's affairs, without further reference to the Board or any of Cloch's sub-committees. All actions must be in accordance with Cloch's Standing Orders, Financial Regulations and Scheme of Delegation. The Director may delegate to Managers and other senior officers, in accordance with approved job descriptions.

The **Director**, in consultation with senior staff has authority to:

- Ensure the effective implementation of Cloch HA's strategies, policies and plans.
- Represent Cloch HA on official business, consistent with agreed policies and principles.
- Carry out all necessary legal and financial duties to ensure Cloch HA's compliance with statutory and regulatory requirements.

The Board has agreed the following framework for granting authority and specific delegations:

Governance

Authority for	Held by / Delegated to
Approving Annual Returns to Scottish Government and Scottish Housing Regulator Signing Annual Returns to SG/SHR Submission of Returns to SG/SHR	Board
Signing Annual Returns to OSCR Submission of Returns to OSCR	Approved by Trustees and authorised by Finance Director
Signing Annual Returns to Financial Services Authority Submission of Returns to FSA	Finance Director or Finance Manager
Approval of Payments and Benefits in accordance with Cloch's Entitlements, Payments and Benefits Policy	Approved by Director and reported to Board
Agreement to seek approval for disposal of assets under Section 66 of Housing (Scotland) Act 2001 (and its successors)	Board
Approving Strategic Agreements with other parties	Director and Board
Approval of strategic and operational policies	Leadership Team and consultation/notification to board in accordance with Policy Development Framework
Approval of authorised signatories	Board via Treasury Management Policy
Approval of recommendation to the AGM on the appointment of the Auditors	Board
Approval of appointment of internal auditors	Joint Audit Committee
Agree any remedial action identified by the internal auditor	Director & relevant LT member or Senior Officer
Preparation and issue of notice, agenda, papers and minutes for meetings of Board	Leadership Team
Approval of draft minutes of Board meetings	Director and agreed at next Board Meeting
Preparation and issue of notices, agenda, papers and minutes of sub-committees	Leadership Team
Approval of draft minutes of sub-committee meetings	Principal Adviser and approval at next subcommittee meeting
Preparation and issue of notice, agenda, papers and minutes for	Corporate Services Manager

AGM	
Approval and Monitoring of all Registers required by Regulators	Director
Maintenance of all Registers required by Regulators	Director & Leadership Team
Initiation of Investigation of alleged breach of Board Members' Code of Conduct	Chairperson/Director in accordance with the approved Protocol
Implementing Procurement Exercises	Leadership Team
Making statements to the press or other public statements on behalf of Cloch HA	Director / Chair

Finance and Resources

Authority for	Held by/Delegated to
Approval of staffing establishment	F&CSS
Development and negotiation of terms and conditions of employment	F&CSS
Ensuring appropriate arrangements within agreed policy and budget for working environment, training and development and dignity at work	Director
Recruitment of Chief Executive/Director	Board/OTHA
Recruitment of Management Team	Director & Board Member
Recruitment of Staff (other than Leadership team) within agreed establishment	Leadership Team
Line Management of Director	Chair + CEO of OTHA
Line Management of Management Team	Director
Line Management of all other staff	Section Heads
Grievance and Disciplinary issues relating to Director	F&CSS/OTHA CEO
Grievance and Disciplinary issues relating to Management Team members	Director
Grievance and Disciplinary issues relating to all other staff	Leadership Team & supervisory staff
Appeals relating to employment issues	Director, Senior Manager or F&CSS
Approving treasury management policy	Board
Agreeing Financial Regulations	Board
Approval of Annual Accounts	Board
Approval of Budget	Board
Monitoring financial performance and	Finance Director

reporting to Board within agreed reporting framework	
Ensuring annual audit carried out	Finance Director
Agreeing and implementing remedial action identified in the course of the annual audit	Board/Finance Director
Agreeing the opening and closure of bank or building society accounts in Cloch HA's name	Board
Approve the terms of all insurances required by Cloch HA	Finance Director
Incur and instruct payment of all items of budgeted expenditure within the terms of agreed budgets and financial regulations	Director/Budget Holder
Incur expenditure beyond the agreed budget to a maximum of 10% on any one item, subject to a report to the next meeting of the Board. All such expenditure must be consistent with Cloch HA's Business Plan	Only seek approval on tenders above £50k and retrospectively report all tenders over £10k. Leadership Team to have authority subject to procurement rules. 10% operational thresholds in place against tender costs and unbudgeted expenditure allowed for up to £10k.
Agree action to address short term cash flow difficulties	Board/Finance Director + Director

Housing and Estate Management

Authority for	Held by / Delegated to
Signing tenancy agreements	Housing Services
Approval of the annual rents and service charges	Board
Agree to the writing off of arrears and rechargeable repairs in accordance with policy:	H&PSS
Instructing Recovery Action for breach of tenancy conditions	Housing Manager
Initiating ASBO or equivalent	Housing Manager
Agreeing Eviction in accordance with policy	Director – retrospective briefing to H&PSS; in the event of a departure from policy is proposed, approval required from HPSS
Approving the terms of the periodic satisfaction survey and commissioning the project	Leadership Team / Board

Development and Property Management

Authority for	Held by / Delegated To
Approving the Strategy and Development Funding Plan (or equivalent)	Director
Approving Site Acquisition (within agreed plans)	Board
Ensuring targets specified in SDFP are achieved	Director
Approving individual scheme design proposals	Director
Agreeing savings to individual schemes: Up to 10% of agreed costs Over 10% of agreed costs	Not specific Leadership Team Board or HPSS (next available)
Negotiating terms of loans to fund individual developments	Finance Director & Director
Ensuring borrowings and investments comply with statutory and regulatory requirements and Cloch HA's Rules	Finance Director
Negotiating grant(s) to fund individual developments	Director
Appointment of Contractors and Consultants	Director and report to Board in accordance with Procurement Policy
Approval of Claims against Contractors/Consultants Intimation of claims	Director to advise Board or HPSS for decision (next available)

Authorised Signatories

Authorised Signatories are required for all documents including contracts, annual returns to Regulators, tenders and tenancy agreements. The Director and Leadership Team may delegate signing authority consistent with job descriptions. Cloch HA's authorised signatories are:

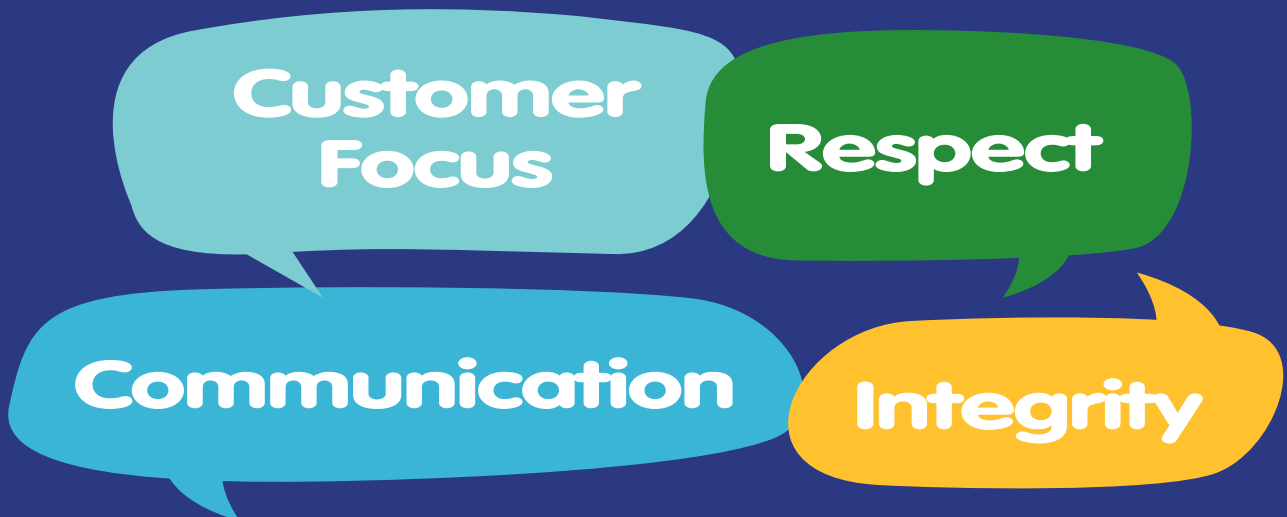
Office Bearer	Name
Chair	tbc
Vice-Chair	tbc
Secretary	tbc

Legal documents requiring the use of the Seal	Currently
Share Certificates Disposal of Land/Standard Securities Right to Buy Dispositions Deed of Servitude Shared Equity Tranche Movement	Board Member/Leadership Team

Contracts: Employment: <ul style="list-style-type: none"> • Director/Senior staff • All other staff Development Maintenance Consultants Other	Chair or Director Leadership Team Director or PSM Leadership Team
Annual Returns to regulators (including SHR and OSCR)	Director / Leadership Team
Routine Documentation to HID	Director / Leadership Team
Invitations to Tender	Leadership Team
Strategy and Development Funding Plan	Director
Tenancy Agreements	Housing Services
Grant Claims	Leadership Team
Loan documentation	Leadership Team

Principal Advisers

Board / Sub-Committee	Principal Adviser
Board	Director
Housing and Property Services Sub-Committee	HS & PS Manager
Finance & Corporate Services Sub-Committee	Finance Director Corporate Services Manager



CLOCH HOUSING ASSOCIATION LTD	
Policy Name	Scheme of Delegation
Policy Category	GOV
Policy Number	004
Date Adopted	03/10/2017
This Review	23/09/2020
Next Review	September 2021
Equalities Impact Assessment Required	No
Link to other policies	Financial Regulations, Standing Orders
Consultation	Not Required
Need for Procedure	No