

# Remit of Finance & Corporate Services Sub-Committee Policy

Customer  
Focus

Respect

Communication

Integrity



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# Cloch Housing Association

## Remit for Finance & Corporate Services Sub-Committee

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### 1.0 Remit

#### 1.1 The Board remits to the Finance & Corporate Services Sub-Committee responsibility for:

- Considering proposals and making recommendations to the Board in respect of all employment – related matters.
- Overseeing the effective implementation, monitoring and review of all employment – related policies, practices and procedures as detailed below or as specifically delegated by a decision of the Board.
- Advising the Board on the preparation, of employment-related annual budgets and for monitoring expenditure against those budgets.

#### 1.2 The Finance & Corporate Services Sub-Committee shall normally meet not more than four times each year. Meeting dates will be planned and included within the annual calendar that is agreed by the Board following each AGM. Meetings will be planned to ensure that data to support performance reporting is recent and up to date and to enable prompt reporting of any issues to the Board.

#### 1.3 The Agenda for Sub-Committee meetings will be the subject of advance discussion between the Sub-Committee Chair and the Principal Advisers.

#### 1.4 Minutes of the Sub-Committee will be presented to the next Board meeting for information. The Sub-Committee Chair will make an annual report to the Board on the key issues dealt with by the Sub-Committee during the year.

### 2.0 Areas of Responsibility

#### 2.1 Corporate Services Delegated Powers

1. To monitor overall staff attendance, sickness absence and turnover.
2. To keep staffing levels and structure under review.
3. To monitor staffing – related budgets (including for temporary cover) and to consider and approve proposals relating to additional expenditure and temporary resourcing beyond the agreed staffing establishment.
4. To act on behalf of the Board on personnel issues, i.e. disciplinary issues, grievances, etc. and to ensure appropriate Board involvement in recruitment exercises, in accordance with Cloch's policies. In these instances, a panel of at least 2/3 members of the Sub Committee will be appointed to deal with these sensitive matters. This will normally be the office bearers subject to availability.
5. To advise the Board on issues relating to the support and appraisal of the

Director and staff.

6. Responsibility for all issues relating to staff welfare.
7. To monitor and agree the resourcing and implementation of Training and Development Plans for staff and committee.
8. To act on behalf of the Board on Health & Safety issues and policy development and to receive reports on Health & Safety with recommendations for action.
9. Oversee the implementation of good practice throughout the organisation (including acting on internal audit recommendations)
10. Oversee the delivery of appropriate training for Board members on their role as an employer and other related topics related to this Remit.

To consider proposals and submit recommendations to the Board on:

11. Any review of the staff complement and structure.
12. Conditions of Service
13. Review of Job Descriptions.
14. Any regrading issues that arise.
15. Any other employment-related issues

## **2.2 Finance Delegated Powers**

1. Ensuring Annual Accounts are prepared and audited for Cloch's Annual General Meetings, approving the draft and recommending to the Board that they are proposed for adoption to the AGM.
2. Ensuring that Annual Returns to the Financial Conduct Authority, the Scottish Housing Regulator, OSCR and other Regulators are made correctly and timeously.
3. Approving and keeping under review Cloch's financial regulations, accounting procedures and financial reporting arrangements.
4. Approving and keeping under review Cloch's banking requirements and arrangements (including operational, borrowing and investment); making recommendations for change to the Board.
5. Ensuring the Association's Borrowing Powers are kept under review and making recommendations for change to the Board.
6. Assessment and appraisal of the overall financial implications of proposed management and maintenance expenditure programme.

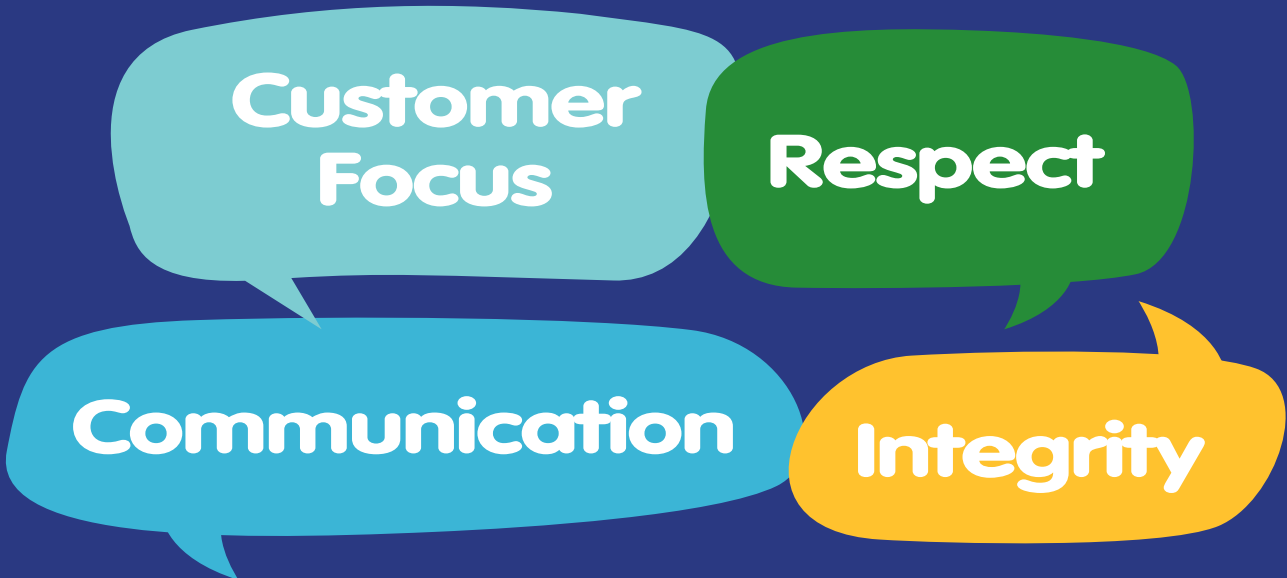
7. Development of a draft budget to support the delivery of Cloch's agreed business plan, in consultation with the HTS Sub-Committee and making recommendations to the Board.
8. Monitoring and review of the budget and cash flow projections on a quarterly basis.
9. Considering and approving the quarterly Management Accounts and drawing any matters of concern to the attention of the Board.
10. Ensuring that PAYE declarations, Pension Fund arrangements and all employee related returns are made timeously.
11. Consideration of Cloch's private funding requirements, in consultation with HTSSC, and recommending appropriate sources and arrangements to the Board
12. Ensuring that Cloch has comprehensive, adequate and appropriate insurances in place to manage and mitigate risk.
13. To agree, monitor and review the implementation of our Factoring Policy, review and agree the annual management fee for factoring and approving write offs where required in accordance with policy.

### **2.3 IT Delegated Powers**

1. To approve and monitor the IT Strategy
2. To develop and review IT Policies & Practices
3. To recommend budgets for IT to the Board

### **2.4 Other Delegated Duties**

1. To develop and monitor Cloch's Disaster Recovery Policy & procedures.
1. To monitor, review and decide on other reports presented in relation to Property Services as appropriate.



CLOCH HOUSING ASSOCIATION LTD	
<b>Policy Name</b>	Remit for Finance & Corporate Services Sub-Committee
<b>Policy Category</b>	C-HR
<b>Policy Number</b>	081
<b>Date Adopted</b>	03/10/2017
<b>This Review</b>	23/09/2020
<b>Next Review</b>	September 2021
<b>Equalities Impact Assessment Required</b>	
<b>Link to other policies</b>	
<b>Consultation</b>	
<b>Need for Procedure</b>	