WILLIAMSBURGH
HOUSING ASSOCIATION LTD

Scheme of Delegation

Revision History

Policy	Scheme of Delegation
Reviewer(s)	Corporate Services
Committee Name	Management Committee
Number and Date of Meeting	558 – 26th November 2025
New Policy or Description of Revision	Additions to Procurement & Tendering section
Equality Impact Assessment Complete	N/A
Data Protection Impact Assessment Complete	N/A
Health and Safety Risk Assessment Complete	N/A
Consultation Complete	N/A
Next Review Date	September 2027

1. Overview

This Scheme of Delegation is intended to ensure that the work of Williamsburgh Housing Association (WHA) is carried out efficiently and effectively, within the strategic and policy frameworks agreed by WHA's Management Committee.

This Scheme of Delegation forms part of WHA's Standing Orders. It can only be altered with the approval of the Management Committee.

2. Authority and Delegations

Office Bearers

WHA's office bearers consist of the Chairperson, Vice Chair, Secretary and the Convenors of the approved standing sub-committees.

The office bearers, acting with senior staff, have authority to:

- represent WHA on official business, consistent with agreed policies and principles,
- implement agreed emergency procedures and the provisions of WHA's Business Continuity Policy,
- take urgent decisions and/or action between meetings, in consultation with the Chief Executive, and
- take decisions on specific issues between meetings that have been delegated to one or more office bearers by the Management Committee.

Chief Executive

The Chief Executive, in consultation with senior staff has authority to:

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

The Management Committee has agreed that the duties of Secretary shall be undertaken by the Chief Executive as part of their general duties, and this is reflected in the Chief Executive's job description.

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

Governance	
Authority For	**Held By/Delegated To**
Approving Returns to Scottish Government and the Scottish Housing Regulator.	Management Committee
Signing Returns to Scottish Government/Scottish Housing Regulator.	Chairperson, with approval from the Management Committee
Submission of Returns to Scottish Government/Scottish Housing Regulator.	Chief Executive/Senior Management Team.
Submission of Notifiable events relating to performance, service, finance, or funding.	Chief Executive
Submission of Notifiable Event relating to governance, organisational issues, or changes to the Annual Assurance Statement.	Chair
Submission of Notifiable Event related to disposals of land or assets.	Chief Executive/Senior Management Team.
Ensuring compliance with Regulatory Standards of Governance and Financial Management and legal and compliance obligations.	Management Committee
Signing Annual Returns to OSCR.	Chairperson, with approval from the Management Committee
Submission of Returns to OSCR	Chief Executive/Head of Finance & Corporate Services
Signing Annual Returns to Financial Conduct Authority.	Chairperson, with approval from the Management Committee
Submission of Returns to Financial Conduct Authority.	Chief Executive/Head of Finance and Corporate Services
Approval of granting benefits and payments to relevant persons in accordance with approved WHA's policy and regulatory guidance.	Management Committee
Agreement to seek approval for disposal of assets under Part 9 of Housing (Scotland) Act 2010 (and its successors.)	Management Committee
Approving Strategic Agreements with other parties.	Management Committee
Approve annual Management Committee training plan.	Management Committee
Approval of the creation or dissolution of sub committees, subsidiaries, and the appointment of representatives to these.	Management Committee
Approval and monitoring of Business Plan, strategies, strategic risks & governance policies.	Management Committee
Approval of operational policies.	Management Committee/relevant sub-committee
Approval of authorised signatories.	Management Committee
Approval of recommendation to the A.G.M. on the appointment of the Auditors.	Management Committee

Governance	
Authority For	**Held By/Delegated To**
Approval of appointment of internal auditors.	Management Committee / Finance, Audit and Corporate Services Sub Committee
Agree any remedial action identified by the internal auditor.	Finance, Audit and Corporate Services Sub Committee
Preparation and issue of notice, agenda, papers and minutes for Management Committee meetings.	Chief Executive, in consultation with Chairperson
Preparation and issue of notices, agenda, papers and minutes of meetings of sub committees.	Relevant member of SMT, in consultation with Sub Committee Convenor
Preparation and issue of notice, agenda, papers and minutes for A.G.M.	Secretary, in consultation with Chairperson
Approval and monitoring of all databases and Registers required by Regulators.	Management Committee/Chief Executive
Maintenance of all Registers required by Regulators.	Chief Executive/ Head of Finance and Corporate Services
Initiation of Investigation of alleged breach of Committee Members' Code of Conduct.	Chairperson, Chief Executive, in consultation with Management Committee
Making statements to the press or other public statements on behalf of WHA	Chief Executive and/or Chairperson
Use of the Seal.	Management Committee

Finance and Resources	
Authority For	**Held by/Delegated To**
Approval of staffing establishment / amendments to approved staffing establishment – including redundancy.	Management Committee
Development and negotiation of contract terms and conditions of employment.	Management Committee
Development and negotiation of human resources policies (non-contractual).	Management Committee / Finance, Audit and Corporate Services Sub Committee
Recruitment of Chief Executive.	Office Bearers (or as agreed by Management Committee)
Recruitment of Senior Management Team.	Committee Members and Chief Executive
Recruitment of Staff (other than senior management team) within agreed establishment.	Chief Executive
Support to Chief Executive.	Chairperson
Line Management of Senior Management Team.	Chief Executive
Line Management of all other staff.	Designated Line Managers
Grievance and disciplinary issues relating to Chief Executive.	Management Committee / Office Bearers
Grievance and disciplinary issues relating to Senior Management Team members.	Chief Executive
Grievance and disciplinary issues relating to all other staff.	Line Managers
Appeals relating to employment issues.	Senior Management Team/ Chief Executive / Management Committee / Finance, Audit and Corporate Services Sub Committee as appropriate and detailed within policies.
Approving Treasury Management Policy.	Finance, Audit and Corporate Services Sub Committee
Approving Severance Payments and/or Settlement agreements	Finance, Audit and Corporate Services Sub Committee – up to £30k Management Committee - valuations over £30k
Approving Financial Regulations.	Management Committee / Finance, Audit and Corporate Services Sub Committee
Approval of Annual Accounts.	Management Committee
Approval of Budget.	Management Committee
Monitoring financial performance.	Management Committee / Finance, Audit and Corporate Services Sub Committee
Agreeing and implementing remedial action identified in the course of the annual audit.	Management Committee/ SMT

Finance and Resources	
Authority For	**Held by/Delegated To**
Agreeing the opening and closure of bank or building society accounts in WHA's name.	Finance, Audit and Corporate Services Sub Committee/Head of Finance and Corporate Services
Approve the terms of all insurances required by WHA	Management Committee / Finance, Audit and Corporate Services Sub Committee
Incur and instruct payment of all items of budgeted expenditure within the terms of agreed budgets and financial regulations.	Chief Executive and Senior Management Team
Agree action to address short term cash flow difficulties.	Management Committee / Chief Executive and Head of Finance and Corporate Services

Procurement and Tendering	
Authority For	**Held by/Delegated To**
Approve the Procurement policy/strategy.	Management Committee
Approve the Annual Procurement Plan in line with annual approved budgets	Management Committee
Approve tenders on works, goods and services above £50k (excluding VAT but for whole contract cost) as presented in the Annual Procurement Plan.	Senior Management Team in line with Financial Regulation limits.
Approve tenders on works, goods and services above £50k (excluding VAT but for whole contract cost) not included in the Annual procurement Plan.	Management Committee
Approve tenders relating to New Build Projects.	Management Committee
Procurement and Appointment of Contractors and Consultants to supply works goods and services up to £50k (excluding VAT but for whole contract cost) in accordance with budget, business plan and approved programmes.	Senior Management Team in line with Financial Regulation Limits.

Housing and Estate Management	
Authority For	**Held By/Delegated To**
Signing tenancy agreements.	Housing Management/Customer Services Team
Approval of the annual review of rents and service charges.	Management Committee
Approval for the writing off of arrears, rechargeable legal costs and rechargeable repairs.	Management Committee / Operations and Performance Sub Committee
Instructing legal action for breach of tenancy conditions.	Head of Housing / Housing Manager
Initiating ASBO or equivalent.	Head of Housing/ Housing Manager
Agreeing eviction.	Head of Housing
Approving the terms of the periodic satisfaction survey and commissioning the project.	Chief Executive / Head of Housing.

Development and Property Management	
Authority For	**Held By/Delegated To**
Approval of development projects.	Management Committee
Approving site acquisition.	Management Committee
Ensuring development activity specified in Business Plan is achieved.	Management Committee
Approving individual scheme design proposals.	Management Committee
Negotiating terms of loans to fund individual developments.	Management Committee / Finance, Audit and Corporate Services Sub Committee
Negotiating grant(s) to fund individual developments.	Head of Development
Appointment of contractors and consultants.	Senior Management Team
Approval of Claims involving Contractors/Consultants. Intimation of claims.	Management Committee Senior Management Team

3. Authorised Signatories

Authorised Signatories are required for all legal documents, consistent with authorities outlined in section 2 and WHA's Financial Regulations.

The Chief Executive and Senior Management Team may delegate signing authority, (for activities that they have delegated authority), to staff, consistent with job descriptions.

WHA's authorised signatories are:

Office Bearer
Chairperson
Vice Chair
Convenor Operations and Performance Sub Committee
Convenor Finance, Audit and Corporate Services Sub Committee
Chief Executive
Head of Housing
Head of Property Services
Head of Development
Head of Finance and Corporate Services

4. Review

This Scheme of Delegation forms part of WHA's Standing Orders which are reviewed every three years.