



Williamsburgh

HOUSING ASSOCIATION

• Limited •

Remit of the Management Committee

Policy Title:	Remit of the Management Committee		
Dept.:	Corporate Administration	Lead Author:	Joe McBride Finance Manager
Committee Meeting/Date:	501 st Management Committee Meeting 2 nd October 2019	Review Date:	2 nd October 2020

This policy is available in different languages and other formats such as Braille or recorded media on request.

Contents

1. Role and Composition
2. Purpose
3. Aims, Objectives and Values
4. Governance
5. Strategic Development and Operational Monitoring
6. Risk
7. Resources
8. Compliance and Accountability
9. Delegated Authority
10. Other Responsibilities
11. Review and Monitoring

1. Role and Composition

- 1.1 The Management Committee is ultimately responsible for the strategic direction, governance and overall control of Williamsburgh Housing Association (W.H.A.). The Management Committee will direct the Association, in accordance with its Rules and will determine its strategy, to ensure that W.H.A.'s aims and objectives are achieved.
- 1.2 To streamline its work, the Management Committee may delegate some of its responsibilities to Sub Committees and working groups, established in accordance with its Rules and Standing Orders.
- 1.3 The Management Committee will have at least seven and not more than fifteen members (including co-optees), who are elected or appointed, in accordance with its Rules.
- 1.4 The Management Committee will hold at least six meetings each year. The quorum for meetings is four members of the Management Committee, excluding co-optees who will not contribute to the quorum.

2. Purpose

The Management Committee is responsible for:

- 2.1 Providing leadership, control and direction to W.H.A.
- 2.2 Establishing and ensuring that W.H.A. complies with and achieves its values, aims and objectives.
- 2.3 Ensuring that W.H.A. meets all statutory and regulatory requirements.
- 2.4 Managing risk and monitoring performance.
- 2.5 Ensuring that W.H.A. has the necessary resources to meet its responsibilities, aims and objectives.
- 2.6 Implementing and overseeing an effective framework of delegation to Sub Committees and the Chief Executive.

3. Aims, Objectives and Values

The Management Committee will:

- 3.1 Define and ensure compliance with W.H.A.'s aims, objectives, values and standards, in accordance with its rules, legislation and regulatory expectations.
- 3.2 Uphold and promote W.H.A.'s aims, objectives, values and standards to customers, tenants, service users, staff, partners and stakeholders.
- 3.3 Agree, uphold and ensure compliance with a Code (or Codes) of Conduct for Governing Body Members and Staff, to meet the highest ethical standards of integrity and probity.
- 3.4 Ensure that W.H.A. conducts its affairs openly, honestly and with integrity and that the values of equality, diversity and dignity at work are upheld and promoted.

4. Governance

The Management Committee will:

- 4.1. Promote the highest standards of governance, in all of W.H.A.'s activities and ensure compliance with regulatory expectations and good practice advice.
 - 4.1.1 Establish a framework for developing, implementing, monitoring and reviewing policies and plans, to achieve W.H.A.'s objectives.
 - 4.1.2 Ensure that strategic plans, policies and operational practices are informed by the views of tenants and service users.
 - 4.1.3 Promote and maintain an effective working relationship with the Chief Executive and Senior Management Team, based on clear delegation and open communication.
 - 4.1.4 Ensure that the Management Committee has the necessary skills, knowledge and expertise to carry out its functions.
 - 4.1.5 Approve the remits and/or terms of reference and composition of all Sub Committees and working groups established by W.H.A. and monitor their activities.
 - 4.1.6 Authorise the use of the seal in accordance with W.H.A.'s Rules.
- 4.2 The Management Committee will establish a framework for the support, training and regular appraisal of Committee Members.
- 4.3 The Management Committee will always act in the best interests of W.H.A., its tenants and service users.

5. Strategic Development and Operational Monitoring

The Management Committee will:

- 5.1 Develop, agree and oversee the implementation of W.H.A.'s strategic plans, including the Internal Management Plan.
- 5.2 Ensure that the views of tenants and service users inform the development of strategic plans and influence service delivery.
- 5.3 Ensure that W.H.A. contributes to and influences the development of strategies and policies being developed by other agencies that are relevant to W.H.A., its aims and objectives.
- 5.4 Agree the terms of W.H.A.'s involvement in any new initiatives or business activities that are introduced outwith the Business Plan.
- 5.5 Develop, monitor and regularly review the implementation of business and performance targets for W.H.A.
- 5.6 Establish systems of effective internal control, risk management and delegation, to ensure that W.H.A.'s aims and objectives are achieved effectively.
- 5.7 Approve the annual accounts for presentation to the Annual General Meeting and agree the recommendation in respect of the appointment of external auditors.
- 5.8 Oversee the development and maintenance of strategic partnerships and alliances; approve any formal partnerships or alliances between W.H.A. and other agencies or partners; monitor and review progress against agreed objectives. Where W.H.A. is invited to nominate a representative to another organisation, the Management Committee shall approve the representation and receive regular reports or feedback.

6. Risk

The Management Committee will:

- 6.1 Approve and oversee the implementation of W.H.A.'s risk management processes.
- 6.2 Monitor identified risks by reviewing regular risk reports.
- 6.3 Identify and assess significant new/emerging risks.
- 6.4 Consider, on an annual basis, the action taken to manage/reduce key risks.
- 6.5 Ensure appropriate business continuity plans are in place and kept under review.
- 6.6 Receive reports on any matters raised under the terms of W.H.A.'s Whistleblowing Policy and approve appropriate action.
- 6.7 Review W.H.A.'s Fraud Register at least annually; receive reports and review any cases of attempted or actual fraud and agree appropriate action.

7. Resources

- 7.1 The Management Committee is responsible for ensuring that W.H.A. has the necessary financial, human and other resources to meet its obligations, aims and objectives.
- 7.2 The Management Committee will:
 - 7.2.1 Agree the annual capital and revenue budgets.
 - 7.2.2 Approve the terms of W.H.A.'s borrowing and investment strategy and ensure compliance with W.H.A.'s Rules and relevant statutory and regulatory requirements.
 - 7.2.3 Ensure the availability of adequate finance (grants and loans) to meet W.H.A.'s objectives.
 - 7.2.4 Agree the annual rent and service charges for W.H.A. tenants and service users.
 - 7.2.5 Agree an appropriate staff structure for W.H.A.; undertake all the responsibilities associated with W.H.A.'s role as employer and ensure that staff are recruited and supported, in accordance with agreed policies and practices.
 - 7.2.6 Appoint (and if necessary dismiss) the Chief Executive and agree the terms of his/her remuneration; ensure that the Chief Executive's performance is annually appraised and ensure that any necessary disciplinary action is taken, in accordance with agreed policies.

8. Compliance and Accountability

- 8.1 The Management Committee will ensure that W.H.A. complies with its Rules and all statutory and regulatory requirements. It will ensure that W.H.A. adopts good practice, in all its activities.
- 8.2 The Management Committee will receive the auditor's report, approve the audited accounts for recommendation to the Annual General Meeting and agree the recommendation to be made to members in respect of the appointment or re-appointment of the Auditor.
- 8.3 The Management Committee will monitor the implementation of agreed action plans produced, as a result of the internal audit programme.
- 8.4 The Management Committee will ensure that all necessary Registers are maintained and Returns made, to comply with regulatory and statutory requirements.
- 8.5 The Management Committee will ensure that the views of tenants and residents influence service delivery and W.H.A.'s corporate strategy and that regular feedback is provided to tenants and residents by W.H.A.
- 8.6 The Management Committee will monitor the output from the Association's Complaints Handling Procedure, on a regular basis, to ensure its effectiveness and the implementation of any improvements to service delivery arising from its review.

9. Delegated Authority

- 9.1 The Management Committee is responsible for ensuring that there are effective arrangements for the delegation of authority to staff and Sub Committees, to ensure the effective operation of W.H.A. and the achievement of W.H.A.'s aims and objectives.
- 9.2 The activities and responsibilities described at Sections 3, 4, 5, 6 and 7 of this remit cannot be delegated by the Management Committee.

10. Other Responsibilities

10.1 The Management Committee may delegate authority, in the following areas, to appropriately constituted Sub Committees and/or staff, in accordance with agreed policy and W.H.A.'s Standing Orders:

- Service delivery
- Development
- Financial monitoring
- Staffing

11. Review and Monitoring

This remit is approved by the Management Committee and cannot be amended without their agreement. It will be revisited, as per our policy review schedule.