



Williamsburgh

HOUSING ASSOCIATION

• Limited •

Remit of the Development Sub Committee

Policy Title:	Remit of the Development Sub Committee		
Dept.:	Corporate Administration	Lead Author:	Graham Scott Development Manager
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This policy can be made available in different languages and formats on request.

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1. Role and Membership

- 1.1 Williamsburgh Housing Association's Committee of Management has overall responsibility for the provision and control of the development, procurement and community regeneration activities carried out by the Association. In accordance with the remit of the Committee of Management and W.H.A.'s Rules and Standing Orders, authority for overseeing the effective discharge of the Management Committee's responsibilities in these areas has been delegated to the Development Sub Committee.
- 1.2 This remit sets out those areas of responsibility that have been delegated to the Development Sub Committee and identifies those areas where authority is reserved to the Committee of Management. In the event of any doubt about the extent of the Sub Committee's authority, the matter should be referred to the Management Committee.
- 1.3 The Development Sub Committee will appoint a Convenor at the first meeting following W.H.A.'s Annual General Meeting. The Convenor will act as one of W.H.A.'s office bearers and may, on occasion, be required to substitute or deputise for the Chairperson. The role of the Convenor is described in the Chairperson's role description that forms part of W.H.A.'s Governance Handbook. The Convenor may not also be either the Chairperson of W.H.A. or Convenor of another W.H.A. Sub Committee.
- 1.4 The Development Sub Committee will meet at least four times per year. The Sub Committee will have at least five members and the quorum will be three, not including any co-optees.
- 1.5 The minutes of Sub Committee meetings will be presented to the next meeting of the Management Committee for noting. Any matter that is referred to the Management Committee for approval or decision will be the subject of a separate paper that will be prepared and circulated with the Management Committee papers.

1. Role and Membership Contd.

- 1.6 The Convenor of the Sub Committee will present a report to the Management Committee at least once a year that describes the activities of the Sub Committee over the year and highlights matters of significance.
- 1.7 The Sub Committee will be advised and supported by the Development Manager who will act as principal advisor and will liaise with the Convenor over the preparation of the agenda, minutes and papers.

2. Key Responsibilities

- 2.1 The Development Manager is responsible for providing advice to the Sub Committee, for ensuring that W.H.A.'s development, procurement and community regeneration activities (including the delivery of Development Services to other organisations) are conducted to the agreed standards, managed within the approved annual budget and that all legal and regulatory requirements are met.
- 2.2 The Development Sub Committee is responsible for implementing policy, monitoring performance, identifying training needs, reporting to and advising the Management Committee on all aspects of W.H.A.'s development programme, including funding, health and safety compliance, delivery of services to other organisations and risk assessment and management.

The Development Sub Committee is also responsible for implementing policy, monitoring performance, identifying training needs, monitoring performance, reporting to and advising the Management Committee on all aspects of W.H.A.'s procurement and community regeneration activities.

In carrying out this work, the Development Sub Committee will, as far as possible, take decisions with an awareness of the impact on tenants/service users, or based on knowledge of the views of tenants/service users.

- 2.3 The Sub Committee will monitor, review and oversee all aspects of the Association's development, procurement and community regeneration activities, including consideration of any development opportunities that may arise and reviewing any identified risks associated with such activities.

2. Key Responsibilities Contd.

- 2.4 Monitor W.H.A.'s involvement in IFLAIR activities and liaise as appropriate with other W.H.A. Sub Committees to ensure compliance with strategic aims, performance and budgetary requirements.

3. Monitoring and Review

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