

1. GOVERNANCE

<p>LEVEL 1 Reserved to Management Committee</p>	<p>LEVEL 2 Delegated to Sub-Committees</p>	<p>LEVEL 3 Delegated to Management (Staff)</p>
<ol style="list-style-type: none"> 1. Deciding applications for shareholding membership 2. Approving cancellations of shareholding membership in line with the Rules of the Association. 3. Appointment of the Association’s Office Bearers 4. Ensure effective compliance with Rule 37.6 of SHA Rules – ‘Nine Year Rule’ 5. Conduct Management Committee meetings in accordance with the SHA Rules and Standing Orders 6. Establishment and dissolution of sub-committees, and approval of their membership, remits, terms of reference and delegated powers 7. Approval of the Association’s Scheme of Delegated Authority, Standing Orders and Financial Regulations 8. Approval of the Association’s codes of conduct for committee members and employees, and all related group governance policies 9. Implementation of processes for investigation of a breach of the Code of Conduct 10. Implementation of procedure for investigation of a serious complaint or grievance against the Senior Officer 11. Appointment and removal of Governing Body 	<ol style="list-style-type: none"> 1. Conduct of Sub-Committee meetings in accordance with the SHA Rules and Standing Orders 	<ol style="list-style-type: none"> 1. Processing of applications for membership and maintaining the Association’s register of shareholders 2. Administration and cancellation of shares, as provided for in the Rules 3. Maintaining the Association’s governance registers including the register of interests; register of payments and benefits; and register of gifts and hospitality 4. Payment of committee members’ expenses in accordance with the Association’s procedures 5. Performance of those functions of the Secretary that have been delegated to staff, as stated in the Secretary’s role description 6. Submission of Notifiable Events to Scottish Housing Regulator (reporting of same to the next available Management Committee) 7. Preparation of reports for Management Committee/Sub-Committee consideration and approval in relation to payments or benefits in accordance with the Group Policy on Payments and Benefits.

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

- members including co-opted committee members and filling of casual vacancies
12. Ensure effective succession planning arrangements for Governing Body are in place
 13. Approval of the establishment or dissolution of any subsidiary organisation, and approval of all appointments to the board of SFARS Ltd and the appointment of the SFARS chair
 14. Implementation of annual programme of Governing Body member appraisals and group appraisal and action plans
 15. If required, removal of members of committees, sub-committees or boards of any Group Member
 16. Approval of payments or benefits where required by the Association's Policy (except that granting of tenancies may be approved by any sub-committee)
 17. Approval of use of the seal (where the seal is used rather than signing/witnessing to execute documents)
 18. Approval of the Association's regulatory and financial returns
 19. Approval of the establishment or dissolution of subsidiaries, and appointment of directors to subsidiaries and other bodies.
 20. Approval of all leases for SHA assets including those made to Southside Factoring and Related Services Ltd. (SFARS Ltd).
 21. Ensuring compliance with all of the Association's legal and regulatory duties and requirements.

8. Recording and preparation of minutes of Management Committee/Sub-Committee meetings for approval by Management Committee/Sub-Committee
9. Provision of advice and support to Management Committee and sub-committees including in relation to meeting legal, regulatory and constitutional obligations
10. Practical implementation of Governing Body member learning and development and annual training review programme
11. Preparation of all required statutory or regulatory submissions for approval by Management Committee
12. Obtaining and reporting on external validation of legal and/or regulatory submissions
13. Operational management of relationship with SHR
14. Operational support to Management Committee in relation to Governing Body annual programme of appraisals
15. Operational support to Management Committee in relation to Governing Body recruitment and succession planning

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

22. Ensure the on-going effectiveness of the Association's Governance arrangements

23. Ensure the Association is compliant with its legal obligations in respect to:

- **Health and Safety**
- **Employment**
- **Housing and Tenancy Law**
- **Homelessness**
- **Equalities**
- **Freedom of Information**
- **Data Protection**
- **Charity Law**
- **Whistleblowing**
- **Public Procurement**
- **Statutory Consent**
- **Company Law**

24. Ensure compliance with all aspects of the SHR's Regulatory Framework

25. Ensure compliance with Office of the Scottish Charity Regulator (OSCR) reporting requirements

26. Ensure compliance with Financial Conduct Authority reporting requirements

27. Ensure compliance with Care Inspectorate reporting requirements

2. STRATEGY, POLICY AND PERFORMANCE

<p>LEVEL 1 Reserved to Management Committee</p>	<p>LEVEL 2 Delegated to Sub-Committees</p>	<p>LEVEL 3 Delegated to Management (Staff)</p>
<ol style="list-style-type: none"> 1. Setting the Mission, Vision and Values of the Association 2. Setting group objectives and strategy for the Association and its subsidiaries 3. Approval and monitoring of the Association's business plan 4. Approval and review of the SHA annual Delivery Plan 5. Approval of the business plan of SFARS and maintaining a strategic overview of SFARS' performance and risks 6. Approval of any other plans, policies, projections or documents that fall within the strategic role of the Management Committee, unless delegated to sub-committees 7. Determining the Association's policy on business growth or diversification, and on any matters involving material changes/departure from existing policy 8. Monitoring customer complaints data at an aggregate level (as opposed to individual cases) 9. Approval to instigate legal proceedings (except for actions relating to rent arrears or 	<ol style="list-style-type: none"> 1. Monitoring service/business performance for matters within each Sub-Committee's remit 2. Review and approval of policies for service delivery/business management as delegated by the Management Committee, based on the annual programme of policy reviews. (An annual policy review programme will be set out by the Management Committee) 	<ol style="list-style-type: none"> 1. Implementation of the Association's Business Plan and other strategies approved by the Management Committee 2. Preparation, implementation and operational management of the annual Internal Management Plan 3. Provision of regular reports to the Management Committee and sub committees in relation to all aspects of the Association's performance. 4. Revision of policies, strategies and frameworks and development of new policies, strategies and frameworks for consideration and approval of the Management Committee or the body with delegated authority to approve. 5. Operational delivery of mission, vision, values and strategic objectives

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

<p>other tenancy breaches which are delegated to the executive)</p> <p>10. Deciding the Association's response to regulatory reports</p>		
--	--	--

3. FINANCIAL MANAGEMENT

LEVEL 1 Reserved to Management Committee	LEVEL 2 Delegated to Finance and Corporate Services Sub-Committee	LEVEL 3 Delegated to Management (Staff)
<ol style="list-style-type: none"> 1. Commitment of expenditure, without limit (Note 1) 2. Approval/monitoring of the Association's Business Plan including cashflows and financial projections 3. Approval/monitoring of the Association's annual budget 4. Approval of budget variances above agreed financial thresholds 5. Approval of quarterly management accounts 6. Approval of all loans, overdrafts or granting of security and of any on-lending to the Association's subsidiaries. Approval of terms of borrowing 7. Monitoring compliance with loan covenants and ensuring the Association is meeting its obligations to other funders. 8. Approval to open or close bank accounts 9. Approval of applications for company credit cards including authorisation of users and agreement of 	<ol style="list-style-type: none"> 1. Commitment of budgeted expenditure, where the Financial Regulations permit. 2. Scrutiny and review of Annual Accounts and Financial Statements and moving approval of adoption of Annual Accounts to Management Committee. 3. Review the Association's Financial Regulations, accounting procedures and financial reporting arrangements. 4. Approval of changes to mid-year budgets where surplus is not reduced against the budget approved by Management Committee. 5. Review and approval of the 	<ol style="list-style-type: none"> 1. Provision of financial advice and support to Management Committee and Sub-Committees 3. Engagement of appropriate specialist and professional advice in relation to financial management 4. Commitment/authorisation of budgeted expenditure, subject to the limits set out in the Financial Regulations and departmental policies and procedures 5. Administration of all insurance claims 6. Approval of committee member expenses 7. Signature of cheques, per the Financial Regulations 8. Maintenance and control of the Association's bank accounts (including payments and the moving of monies by electronic means)

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

- thresholds
10. Approval of investments (Note 2)
 11. Approval of Treasury Management strategy, planning and policy
 12. Approval of financial regulations
 13. Approval of annual rent review
 14. Approval to dispose of any of the Association's property assets (excluding right to buy and LCHO sales)
 15. Approval of Chief Executive Officer's expenses (Chairperson)
 16. Signature of cheques, per the Financial Regulations

- Association's banking requirements and arrangements (including operational, borrowing and investment), and making recommendations to the Management Committee.
6. Review of the Association's borrowing powers and making recommendations to Management Committee.
 7. Assessment and appraisal of the overall financial implications of proposed management and maintenance expenditure programme.
 8. Review and scrutiny of the draft budget to support the delivery of the Association's agreed business plan, in consultation with the Operational Services Sub-Committee and making recommendations to the Management Committee.
 9. Monitoring and review of the budget and cash flow projections quarterly.
 10. Review and approve the quarterly Management Accounts and drawing any matters of concern to the attention of the Management Committee.

9. Treasury management transactions and executive decisions relating to investments and cash management, in accordance with the Association's financial regulations
10. Payroll administration, control of petty cash and the payment of expenses to the Association's employees
11. Administration of taxation payments, including those relating to VAT, PAYE and national insurance
12. Development of finance related policies for Management Committee approval
13. Development of and Monitoring of compliance with Financial Management Procedures
14. Operational maintenance of loan covenant compliance
15. Operational management of borrowing, loans and investments
16. Practical preparation of Annual Audited Report and Financial Statements
17. Practical management of discharge of security

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

	<p>11. Ensuring that PAYE declarations, Pension Fund arrangements, and all employee returns are made timeously.</p> <p>12. Review and scrutiny of Southside’s private funding requirements, in consultation with Operational Services Sub-Committee, and recommending appropriate sources and arrangements to the Management Committee.</p>	<p>18. Maintenance of relationships with lenders including preparation of key documents required by lenders</p>
--	---	---

Notes

- (1) Director and Chairperson have authority to commit expenditure in emergency situations and/or in excess of approved budget (subject to Committee reporting)
- (2) Powers delegated to Director of Finance & Corporate Services between meetings. Director must consult with CEO and Chairperson if a new or non-approved source is involved

4. STAFFING AND ORGANISATIONAL MANAGEMENT

<p>LEVEL 1 Reserved to Management Committee</p>	<p>LEVEL 2 Delegated to Finance and Corporate Services Sub-Committee</p>	<p>LEVEL 3 Delegated to Management</p>
<ol style="list-style-type: none"> 1. Approval of annual budget for staffing, ICT and other organisational management costs 2. Approval of any major restructuring of staffing or organisational resources 3. Recruitment of the Association’s Leadership Team 4. Arrange performance appraisal of Chief 	<ol style="list-style-type: none"> 1. Review of the Association’s workforce plans, staffing levels and structure prior to Management Committee decision. 2. Review staff complement and structure and make recommendations to Management Committee where financial implications are outwith limits. 	<ol style="list-style-type: none"> 1. Subject to budget, recruitment for all established posts (other than Leadership Team posts) and temporary posts 2. Staff performance appraisals, other than for the Chief Executive Officer 3. Monitoring the effective performance of staff

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

Executive Officer

5. Approves the remuneration of the Chief Executive Officer.
6. Approval of staff pension arrangements and monitoring compliance with pensions legislation
7. Management and monitoring of the Association's membership of Employers in Voluntary Housing (EVH)
8. Approval of the Association's policies and workplans for Management Committee and sub-committee recruitment, development and training.
9. Overall responsibility for ensuring the Association complies with its legal and regulatory employer duties with regard to Health and Safety
10. Defence or pursuance of employment related litigation e.g. Employment Tribunal
11. Approval of offers of employment to a close contact of a governing body or SHA staff member in line with the Group Policy on Entitlements, Payments and Benefits

3. Monitor staffing budgets (including for temporary cover) and to consider and approve proposals relating to additional expenditure and temporary resourcing beyond the agreed staffing establishment.
4. Scrutiny and approval of the Association's HR policies, including annual updates to the EVH terms and conditions
5. Monitoring of employment key performance indicators (sickness levels, turnover etc)
6. Review and Approval of Terms and Conditions of Employment
7. Approval of external accreditation strategies e.g. Investors in People accreditation, and monitoring of maintenance of accreditation
8. Oversee the implementation of good practice throughout the organisation (including acting on internal audit recommendations).
9. Approval/roll-out of staff code of conduct
10. Approval of staff re-grading and salary increases.
11. Review and oversight of redundancy and severance payments within contractual terms and approval of payments beyond conditions of service or policy.
12. Act on behalf of the Management Committee on personnel issues, e.g. disciplinary issues, grievances, and to ensure appropriate Management Committee involvement in recruitment exercises following Southside

4. Issuing of employment contracts on behalf of the Management Committee
5. Administration/implementation of staff training and development
6. Payroll, approval of staff expenses and overtime, administration of pensions
7. First stage grievance and disciplinary matters
8. Operational management of the Association's responsibility as an employer with regard to Health and Safety
9. Maintaining all necessary certification in relation to workplace health and safety
10. Management of the Association's offices and other facilities
11. Management of the Association's ICT systems, including purchasing within the limits specified in the Financial Regulations
12. All operational human resources management issues falling within the conditions of service and the Association's established policies
13. Initiation of and entering into a Settlement Agreement with an employee in line with thresholds set out in the |Group Policy on Entitlements, Payments and Benefits and the Associations' Settlement Agreement Policy
14. Development of and monitoring of compliance with staffing and organisational

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

HA's policies.

13. Forming an ad hoc sub-committee if required, to conduct grievance or disciplinary hearings, or appeals against redundancy selection cases where committee involvement is required, including the power to impose any appropriate disciplinary sanction including dismissal.
14. Hearing a complaint or grievance against the Chief Executive Officer in line with the Associations' Procedure for Handling a Serious Complaint against the Senior Officer.
15. Provision of advice and support to the Management Committee on issues relating to the support and appraisal of the Chief Executive and staff.
16. Approve/monitor the Association's policy on health and safety at work.
17. Act on behalf of the Management Committee on Health & Safety issues and policy development and to receive reports on Health & Safety with recommendations for action.
18. Oversee planning and implementation of committee member learning and development.
19. Approval of annual Staff Training Plan.
20. Initial decision making on any other staffing or employment issue

management Procedures

5. AUDIT AND RISK MANAGEMENT

<p>LEVEL 1 Reserved to Management Committee</p>	<p>LEVEL 2 Delegated to Finance and Corporate Services Sub-Committee</p>	<p>LEVEL 3 Delegated to Management (Staff)</p>
<ol style="list-style-type: none"> 1. Appointment of Finance and Corporate Services Sub-Committee members and Chair 2. Approval of appointment of external and internal auditors (including re-appointment and removal) 3. Formal approval of annual financial statements 4. Receipt of the external auditor's Management Letter and approval of the Association's formal response. 5. Approval of the Association's overall risk management strategy 6. Decision-making on matters raised by the Finance and Corporate Services Sub-Committee, or the Association's auditors that involve substantive and material risks to the Association's financial position, reputation or ability to meet its statutory and contractual obligations 7. Make budgetary provision to support the Finance and Corporate Services Sub-Committee's work, including assurance reporting as well as audit services 	<p>Audit</p> <ol style="list-style-type: none"> 1. Advise the Management Committee on the appointment and remuneration of external and internal auditors (including any circumstances involving the resignation or termination of the auditor's appointment) 2. Issue of external auditor's Letter of Engagement and approval of proposed programme/approach 3. Approval of internal audit needs assessment and annual programme of internal audit 4. Review external/internal auditor recommendations and the external auditor's Management Letter, and advise the Management Committee on agreed recommendations and actions required 5. Monitor the effectiveness of external and internal audit services 6. Scrutiny of the annual financial statements, prior to submission to the Management Committee for approval <p>Risk Management and Assurance</p> <ol style="list-style-type: none"> 7. Monitor implementation of the Association's 	<ol style="list-style-type: none"> 1. All routine liaison with the external and internal auditors 2. Liaison with the external auditors on the audit of the draft annual financial statements 3. Implementation of external and internal auditors' recommendations, and submission of reports to the Finance and Corporate Services Sub-Committee and Management Committee 4. Implementation of the Association's Risk Management Strategy and procedures 5. Preparation of Management Responses to Internal Audit Reports 6. Preparation of internal audit needs assessment and annual internal audit programme

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

LEVEL 1 Reserved to Management Committee	LEVEL 2 Delegated to Finance and Corporate Services Sub-Committee	LEVEL 3 Delegated to Management (Staff)
	<p>Risk Management Strategy</p> <ol style="list-style-type: none">8. Advise the Management Committee (a) quarterly, on material changes to strategic risks, and (b) annually, following an overall review of the risk register9. Approve business continuity policy/plans10. Approval of office/business insurances when the policy is re-tendered11. Oversee ICT strategy, policies and recovery plans12. Instruct investigations for the purposes of reviewing service/activity areas, or to examine suspected irregularities or failures in management and control systems	

6. HOUSING AND COMMUNITY SERVICES

<p>LEVEL 1 Reserved to Management Committee</p>	<p>LEVEL 2 Delegated to Operational Services Sub-Committee</p>	<p>LEVEL 3 Delegated to Management (Staff)</p>
<ol style="list-style-type: none"> 1. Approval of the Association’s policies and budgets for housing services and for tenant consultation and participation 2. Approval of community development programme and budget 3. Approval of the annual rent increase 4. Monitor and report overall performance in relation to the Scottish Social Housing Charter 5. Monitor organisation-wide performance in relation to housing management service standards and targets (quarterly) 6. Approval of the granting of tenancies or other service-related issues, where required by the Association’s Group Policy on Entitlements, Payments and Benefits 7. Approval of Policies on all aspects of the Association’s housing services, including tenant experience and outcomes and partnerships with other agencies (e.g. on anti-social behaviour) 8. Monitor quality of outcomes, value for money and tenant satisfaction with the Association’s service performance, including overall complaints issues/remedies and 	<ol style="list-style-type: none"> 1. Monitor statistical information on the Associations’ housing allocations and management of voids. 2. Monitor statistical information on service complaints and reports of anti-social behaviour 3. Review the Association’s Housing Services policies in line with the policy review schedule. 4. Review and set quotas and targets for performance management. 5. Approval of the Association’s Annual Lettings Plan. 6. Monitor and scrutinise rent collection, rent arrears, and former tenant arrears and compare with agreed targets and previous performance, and approval of arrears write-offs where required by Association policy. 7. Monitor and scrutinise the implementation of the Association’s policy with regard to arrears management (including legal actions for recovery of possession permitted by delegated authority) and approve any proposed departure from approved policy. 	<ol style="list-style-type: none"> 11. Interpretation and implementation of all approved policies and service plans 12. Review of Housing Services Policies 13. Development and monitoring of compliance with Housing Serves Procedures 14. Management of empty properties, including abandoned properties 15. The allocation of properties (unless prior Committee approval is required under the Policy on Payments and Benefits) 16. The provision of accommodation for homeless persons, including referrals under Section 5 of the Housing (Scotland) Act 2001 17. The granting of tenancies and occupancy agreements 18. All tenancy management matters, including the provision of tenancy support services, tenancy successions, and all applications for landlord permissions 19. Initiating and managing legal actions in respect of rent arrears and other breaches of tenancy conditions, up to the stage of enforcing decrees for eviction

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

LEVEL 1 Reserved to Management Committee	LEVEL 2 Delegated to Operational Services Sub-Committee	LEVEL 3 Delegated to Management (Staff)
<p>possible service improvements</p> <p>9. Decide and oversee the Association's local approach to tenant consultation and resident involvement</p> <p>10. Oversee and support the Association's approach to tenant scrutiny, by carrying out scrutiny activity directly and/or by supporting scrutiny activity by other groups of tenants</p> <p>11. Establish a framework for a delegated community development budget</p> <p>12. Promote tenant involvement in work relating to the Scottish Social Housing Charter</p> <p>13. Approve enforcement of decrees for eviction</p>	<p>8. Monitor the implementation of the Association's Group Policy on Entitlements, Payments and Benefits with regard to the granting of tenancies and other tenancy related benefits to close connections as set out within the Group Policy.</p> <p>9. Approve and monitor any nominations agreements, prevention of homelessness protocols or other agreements in place with Glasgow City Council, Glasgow Heath and Social Care Partnerships or other agencies.</p> <p>10. Monitor, review and make decisions on other reports presented in relation to Housing Services as appropriate.</p>	<p>20. The management of leases and management agreements with third parties</p> <p>21. Making all statutory payments to tenants and any discretionary payments provided for in the Association's policies</p> <p>22. The collection of rents, service charges and factoring charges, including arrears recovery</p> <p>23. Implementation of the Tenant Participation Strategy</p> <p>24. All matters relating to neighbour relations and anti-social behaviour</p> <p>25. Implementation of the Estate Management Policy and all budgeted expenditure</p> <p>26. Assessment and resolution of tenant complaints under the Model Complaints Policy</p> <p>27. Hearing of appeals made by customers against a decision made by the Association in line with the Allocations Policy.</p> <p>28. Approval of discretionary payments to tenants and service users, in accordance with the Association's policies</p>

7. REPAIRS AND MAINTENANCE SERVICES

<p>LEVEL 1 Reserved to Management Committee</p>	<p>LEVEL 2 Delegated to Operational Services Sub-Committee</p>	<p>LEVEL 3 Delegated to Management (Staff)</p>
<ol style="list-style-type: none"> 1. Approval of the Association’s policies, budgets and programmes for repairs and planned/cyclical works 2. Approval of the Association’s main contracts for repairs and cyclical works 3. Approval of contract terms above Leadership Team thresholds 4. Oversight of contractual terms and their fulfilment 5. Approval for litigation in relation to repairs and maintenance contracts and pursuing other legal remedies for loss and/or damage 6. Monitor compliance with the Association’s legal and regulatory obligations for stock/tenant safety e.g. Energy Efficiency Standard for Social Housing (ESSH) and Scottish Housing Quality Standard (SHQS) 7. Monitor overall performance in relation to the Scottish Social Housing Charter 8. Monitor organisation-wide performance in relation to repairs service standards and targets (quarterly) 9. Adopt and review policy on all aspects of the Association’s repairs and maintenance services, 	<ol style="list-style-type: none"> 1. review the Associations Property Services policies in line with the policy review schedule. 2. Ensure the Associations’ procurement policy and procedures with regard to property services related activities are implemented including approval of tenders in line with sub-committee’s delegated financial authority. 3. Monitor, review and scrutinise repairs and maintenance expenditure against approved budgets. 4. Monitor, review and scrutinise repairs and maintenance performance against agreed targets and indicators. 5. Monitor, review and scrutinise landlord health and safety compliance matters with regard to property management and planned maintenance. 6. Monitor rechargeable repair processes and compare with previous performance, approving write-offs where required by Association policy and in line with authorities delegated to the sub-committee. 	<ol style="list-style-type: none"> 1. Interpretation and implementation of all approved policies and service plans 2. All budgeted property expenditure, up to the limits specified in the Financial Regulations 3. Instructing works of an emergency nature in excess of the approved property budget and/or the limits stated in the Financial Regulations (Chief Executive Officer and Chair) 4. Implementing/monitoring all cyclical works 5. Managing/monitoring works for stock/tenant safety, including gas servicing, asbestos management, water hygiene and lifts maintenance 6. Quality management and inspections 7. Decision-making on tenant re-charges 8. Approval of payments under the statutory Right to Repair scheme 9. Approval of decoration allowances 10. Approval of permissions to carry out alterations or improvements and of compensation payments at tenancy end 11. Ensuring operational compliance with the

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

LEVEL 1 Reserved to Management Committee	LEVEL 2 Delegated to Operational Services Sub-Committee	LEVEL 3 Delegated to Management (Staff)
<ul style="list-style-type: none"> 10. Monitor quality of outcomes, value for money and tenant satisfaction with the Association’s repairs and maintenance services, including overview information about complaints reasons, remedies and potential service improvements 11. Approval of compensation payable to tenants and service users, in accordance with the Association’s policies. 12. Approval of successful tenders following procurement processes 	<ul style="list-style-type: none"> 8. Monitor, review and make decisions on other reports presented in relation to Property Services as appropriate. 	<ul style="list-style-type: none"> Association’s health and safety obligations 12. Operational implementation of Association’s procurement processes in relation to repairs and maintenance 13. Negotiation of repairs and maintenance contracts 14. Conduct of due diligence on repairs and maintenance contractors 15. Preparations of repairs and maintenance reports to Management Committee 16. Obtaining professional or specialist advice in relation to repairs and maintenance 17. Management of contractor performance and service delivery 18. Development of repairs and maintenance policies for approval by Management Committee 19. Operational responsibility for tenant satisfaction surveys and implementing remedial actions in response to survey outcomes 20. Maintenance of all required records in relation to landlord safety compliance 21. Operational delivery of compliance with health and safety obligations 22. Operational delivery of compliance with legal and regulatory obligations in relation

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

LEVEL 1 Reserved to Management Committee	LEVEL 2 Delegated to Operational Services Sub-Committee	LEVEL 3 Delegated to Management (Staff)
		to repairs and maintenance and tenant safety e.g. EESSH and SHQS 23. Development of and monitoring of compliance with repairs and maintenance Procedures

8. DEVELOPMENT AND ASSET MANAGEMENT

LEVEL 1 Reserved to Management Committee	LEVEL 2 Delegated to Operational Services Sub-Committee	LEVEL 3 Delegated to Management (Staff)
<ol style="list-style-type: none"> 1. Approval of the Association’s Development Strategy and Asset Management Strategy 2. Approval of the Association’s Strategy and Development Funding Plan (SDFP) submission 3. Approval of the Association’s annual budget (and associated programme proposals relating to development, major works and adaptations) 4. Approval to purchase land or buildings for development Approval of borrowings and of security to be offered for approved development projects or major works projects 5. Approval of cost over-runs following contract acceptance in excess of £50,000 	<ol style="list-style-type: none"> 1. Commission stock condition surveys as appropriate to identify the Associations’ asset management requirements, and potential planned and cyclical maintenance issues. 2. Monitor, review and scrutinise quarterly development projects and investment major works reports. 3. Ensure the Associations’ procurement policy and procedures with regard to asset management, planned maintenance and investment related activities are implemented including approval of tenders in line with sub-committee’s delegated financial authority 	<ol style="list-style-type: none"> 1. Operational management of the Association’s programmes for development, major works and property adaptations 2. Making grant applications to Glasgow City Council and others 3. Tender acceptance of planned maintenance projects in programme and budget, up to £50,000 4. Authorise payment of pre-contract expenditure for approved development projects in programme and budget, up to £50,000 5. Acceptance of grant offers from Glasgow City Council and any other sources

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY

LEVEL 1 Reserved to Management Committee	LEVEL 2 Delegated to Operational Services Sub-Committee	LEVEL 3 Delegated to Management (Staff)
<ul style="list-style-type: none"> 6. Approval to settle any contractual claims 7. Approval of design guides, technical briefs and policies for development and procurement 8. Approval of project procurement methods, where single stage competitive tendering is not used 9. Approval of housing mix and project briefs for approved projects 10. Review and approval of individual projects at the following key stages: project proposal stage, cost plan, tender, contract management, post-completion 11. Appointment of technical consultants and contractors, within approved budget, based on staff selection recommendations 12. Monitor the Association's performance in relation to the Scottish Housing Quality Standard and the Energy Efficiency Standard for Social Housing 13. Review resident satisfaction results for completed development and major works contracts 		<ul style="list-style-type: none"> 6. Signing of building contracts 7. Supervision and performance review of professional consultants and contractors 8. Issuing client instructions to consultants and contractors 9. Approval of home loss payments and statutory disturbance payments 10. Approval of non-statutory disturbance payments or compensation payments up to the limits stated in the Association's procedures 11. Approval of contract cost over-runs up to £20,000 following contract acceptance stage 12. Submission of applications for Scottish Housing Regulator consent where required under Part 9 of the Housing (Scotland) Act 2010 13. Operational handling of sale of assets e.g. property following approval of disposal by Management Committee 14. Entering into and signing wayleave agreements and deeds of servitude with utilities providers and other third parties 15. Development of and monitoring of compliance with Development and Asset Management Procedures

9. COMMUNITY SUPPORT

<p>LEVEL 1 Reserved to Management Committee</p>	<p>LEVEL 2 Delegated to Operational Services Sub-Committee</p>	<p>LEVEL 3 Delegated to Management</p>
<ol style="list-style-type: none"> 1. Approval of the Association’s Strategy and Policies in relation to Volunteering, Community and Advice Services including <ul style="list-style-type: none"> • Glasgow Care & Repair • Community Initiatives • Housing Support • Welfare Rights and Money Advice 2. Approval of the Association’s Strategy, Business Plan and Policies in relation to Volunteering, Community and Advice Services. 3. Approval and monitoring of the Association’s Contract and Service Level Agreements in relation to Community and Advice Services 4. Approval of all capital investment relating to Community Initiatives i.e. new community centre, new community park etc 	<ol style="list-style-type: none"> 1. Review and monitoring of all services supporting local communities and neighbourhoods. 2. Review and approval of Neighbourhood Plans and / or service plans for particular programme or activities 3. Oversight of consultation with local communities in relation to services or proposals. 	<ol style="list-style-type: none"> 1. Operational management of all capital and revenue programmes of community support. 2. Making grant applications for programmes or projects of Community support. 3. Acceptance of grant offers 4. Supervision and performance management of consultants and contractors 5. Development of and monitoring of compliance with Community Support Procedures 6. Approval of donations to organisations via the Community Chest and in line with the SHA Donations Policy 7. Reporting annually to Management Committee on donations made to organisations via the Community Chest

STANDING ORDERS, APPENDIX 2: SCHEME OF DELEGATED AUTHORITY