



Sub Committee Manual

Membership, Standing Orders & Remits

VERSION 10

October 2019

PARAGON HOUSING ASSOCIATION LIMITED

Sub Committee Manual

Membership, Standing Orders & Remits

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SECTION 1: GOVERNANCE CONTEXT & STRUCTURE

Ultimate control of the Association's activities rests with the Management Committee however the following areas shall be remitted to Sub Committees according to the delegated authorities stated and in accordance with current Management Committee Standing Orders.

The main business of Sub Committees is to undertake detailed monitoring, review activities and act with delegated authority on behalf of the Management Committee.

The structure of current Governance arrangements are illustrated at Figure 1 below and the following table summarises the role of each Sub Committee.

Summary of Sub Committee Activity	
Sub Committee Title	Summary
Finance & General Purposes	Deals with business planning, finance issues, staffing , governance etc Includes policy reviews in this area Meets every 10 to 12 weeks
Housing Management & Investment	Deals with housing management issues including performance monitoring Monitors capital programme and considers issues such as component specification (eg which types of windows will we fit etc, sustainability etc) Meets 8 to 10 weeks
Audit	Takes an overview of the activities of the Association and works closely with Internal Auditors. Provides scrutiny of activities. Meets 3 to 4 times a year
Health & Safety	Joint staff/ committee membership Mainly concerned with workplace health & safety issues Usually meets 4 times a year

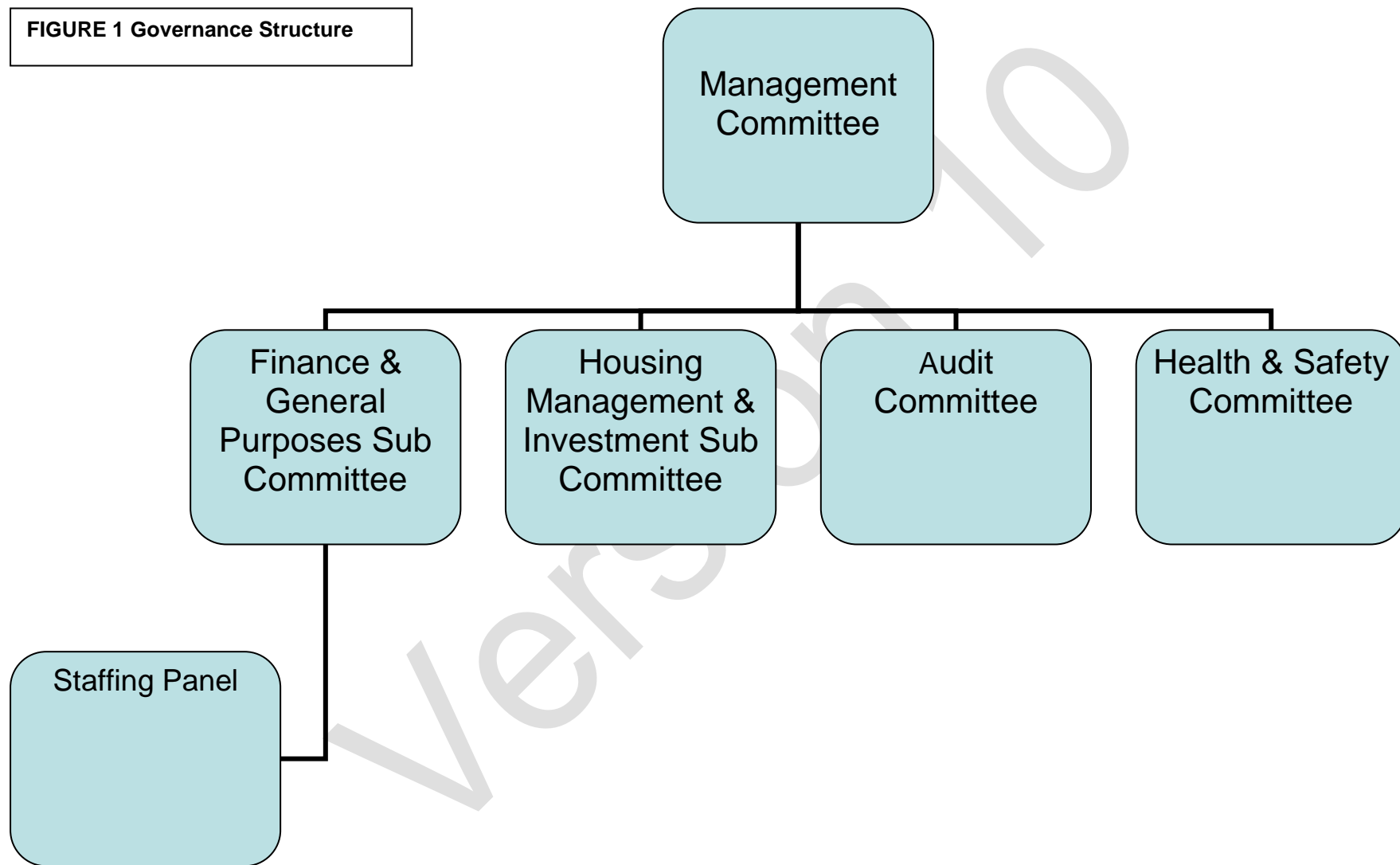
While the under noted remits set out the broad scope of their activities, detailed responsibilities and authorities are set out in policy documentation. The Association's policy index groups policies under their relevant headings and is important that any interpretation of these remits is set within the appropriate policy context.

A major part of the work of the Sub Committees is to monitor the Association's performance and the work of the Sub Committee should therefore be seen in the context of the Performance Reporting Framework. This sets out the suite on monitoring report, the schedule for production and circulation and the Key Performance Indicators used by the Association.

The purpose of this is to ensure a process on continuous improvement and the Sub Committee structure should be a major driver in this process.

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FIGURE 1 Governance Structure



SECTION 2: MEMBERSHIP OF SUB COMMITTEES

The rules of the Association are clear on how Sub Committees are constituted and membership. However this document sets out how members of Sub Committees shall be appointed.

Management Committee Members

Where Management Committee members wish to join a particular Sub Committee they will be expected to possess at least 50% of the key skills and attributes. This will be determined by the Management Committee.

Co – optees

Where anyone is being considered for co-option, they will be expected to possess at least 50% of the key skills and attributes. This will be determined through the completion of the form below and an interview with a panel of at least 2 Management Committee members, comprising of the Chair and/or Vice Chair and / or the relevant Sub Committee chair.

There will be an exception to the above where the Management Committee feels that in order to assist development of potential committee members, a member may be co-opted to gain experience. In such cases members will be required to complete an agreed training programme and their contribution to the work of the Sub Committee will be reviewed after 6 months through an interview with a panel of 2, comprising of the Chair and / or Vice Chair and / or the relevant Sub Committee chair.

A Sub Committee membership assessment form is produced below.

Paragon Housing Association Limited

Sub Committee Membership Assessment

Please tell us about which Sub Committee/s you would like to be considered for and what you may be able to contribute to that group. Please make sure you read the Person Specification for each committee as this will be used to match your application to.

Remember that support and training are available.

Your Name		
Address		
Telephone Number		
E mail address		
Membership Category (delete as appropriate)	TENANT/GENERAL	
Sub Committee/ interested in serving on Please tick all that apply	Finance & General Purposes	
	Housing Management and Investment	
	Audit	
	Health & Safety	
Previous experience or knowledge that may be of use for these Sub Committees Continue on another page if required		

SECTION 3: SUB COMMITTEE MEMBERS JOB DESCRIPTIONS

AUDIT COMMITTEE MEMBERS

Role: Takes a scrutiny role in the activities of the Associations.

Requirements:

The Audit Committee seeks to blend together a mix of people with the relevant key skills, knowledge and attributes. It is recognised that members may not have all the relevant knowledge /skills on joining the Committee.

	Key skills and attributes	Essential/Desirable
	Knowledge of governance issues	
	Risk Management skills	
	Internal Controls and assurance experience	
	Understands the business of the Association	
	Understanding of Regulation & Compliance	
	Understands the policy framework	
	Strategic planning awareness	
	Have a clear understanding of the roles of Management Committee/ Audit Committee/ Auditors & Staff	
	Ability to deal with auditors	
	Questioning approach	
	Understanding of financial management issues	
	Understanding of best value and continuous improvement	
	Awareness of IT issues eg data security	
	Ability to analyse data	
	Independent	
	Ability to work constructively with others	
	Ability to take a proportionate and balanced approach	

FINANCE & GENERAL PURPOSES SUB COMMITTEE MEMBERS

Role: To oversee and develop the strategic planning , financial, governance, IT and human resource functions of the Association

Requirements: Members need to able to focus on the strategic role of the organisation. Good planning, analytical and financial skills are desirable.

	Key skills and attributes	Essential/Desirable
	Understands the business of the Association	
	Governance skills	
	Human Resources skills	
	Financial Management skills	
	Risk Management skills	
	Strategic planning skills	
	Understands local and national policy framework	
	Knowledge of local and national political framework	
	Regulation & Compliance knowledge	
	Understanding of best value and continuous improvement	
	Customer / Service delivery focussed	
	Understanding of best value and continuous improvement	
	IT strategic issues awareness	
	Communication skills	
	Ability to analyse data	
	Ability to work constructively with others	
	General business management skills	

HOUSING MANAGEMENT & INVESTMENT SUB COMMITTEE MEMBERS

Role: To oversee and develop the housing management functions of the Association and to recommend maintenance priorities

Requirements: Members need to be able to focus on the service aspects of the organisation. A good understanding of tenant participation, maintenance and housing management issues required.

	Key skills and attributes	Essential/Desirable
	Understands the business of the Association	
	Risk Management skills	
	Strategic planning including housing needs issues.	
	Repairs, Planned Maintenance & Improvement knowledge	
	Understanding of Housing Management issues	
	Understands local and national policy framework	
	Knowledge of Regulation & Compliance issues	
	Understanding of best value and continuous improvement	
	Awareness of tenant participation issues	
	Customer / Service delivery focus	
	Ability to analyse data	
	Ability to work constructively with others	

HEALTH & SAFETY SUB COMMITTEE MEMBERS

Role: To oversee and develop the health and safety functions of the Association in order to meet statutory and good practice requirements.

Requirements: Members need to have an awareness of workplace health & safety issues.

	Key skills and attributes	Essential/Desirable
	Risk Management skills	
	Human Resources	
	Understanding of workplace health & safety issues	
	Able to provide leadership on Health and Safety Issues	
	Knowledge of housing stock and environment	
	Ability to analyse data	
	Ability to work constructively with others	
	Questioning approach	
	Awareness of compliance issues including sound record keeping	
	Aware of relevant Health and Safety legislation.	

SECTION 4 : SUB COMMITTEE STANDING ORDERS

These Sub Committee specific standing orders are an addition to the Standing Orders of the Management Committee.

1. SUB COMMITTEES

The Association has established 4 standing Sub Committees

- o Finance & General Purposes
- o Housing Management & Investment
- o Audit
- o Health & Safety

In addition ad hoc Sub Committees/ short life working groups may be formed as required. These bodies can only take decisions within the any specific delegated authority of the Management Committee.

Members of Sub Committees, who are also members of the Management Committee, are welcome to attend meetings of other Sub Committees. This will normally be the Sub Committee Chairperson or their delegated representative.

2. REGULATION OF SUB COMMITTEES

Establishing Sub Committees

Sub Committees of the Association are established in accordance with Rule 59 which allows the Management Committee to delegate any of its powers as it sees fit.

Rules & Remits

The meetings and proceedings of Sub Committees are governed by the provisions of the Association's Rules and any other regulations imposed by the Management Committee.

Each Sub Committee will have a written remit approved by the Management Committee. The continuing need for each Sub Committee and its remit shall be subject to regular review by the Management Committee.

Any disputes regarding remits or membership of Sub Committees shall be decided upon by the Management Committee.

At all times the Rules of the Association take precedence.

Specific authorities and responsibilities are set out in the Association's Financial Regulations, Schedule of Authorities and Internal Controls and its policy documentation. From time to time Sub Committees may be instructed through decisions taken by the Management Committee.

From time to time, in order to deal with business expeditiously the Management Committee may deal directly with items which may fall within the remit of the Sub Committee.

The work of the Sub Committees shall be guided by the Strategic and Operational objectives of the Association.

No Sub Committee recommendations outwith the delegated authority shall be acted on by the Association in advance of Management Committee approval unless in the opinion of the Director and confirmed in writing by the Association's Chairperson that this is necessary for the proper management of the Association.

2. MEMBERSHIP & VOTING

Membership & Conduct of Members

Membership of Sub Committees is open to committee members, and co-opted members of the Association and any other persons as the Management Committee sees fit, provided they have the necessary skills and experience required. The selection process is set out in the Sub Committee Manual.

Training will be provided and expenses shall be met in accordance with the Association's policy on Committee Members Expenses.

Taken as a fraction of the number of Committee Members who compose a Sub Committee, co-opted persons shall not comprise of more than one third of any other persons who shall serve on the Sub Committee.

Co-opted members may not vote on those matters directly affecting membership or the election of its officers.

Members of Sub Committees shall be appointed at the first meeting of the Management Committee following the Annual General meeting. However the membership of Sub Committees may be altered from time to time as the Management Committee decides

Members of the Management Committee serving on Sub Committees are required to act in accordance with the same standards as set out for their role as Management Committee members.

Co-opted members of Sub Committees will be required to sign a Code of Conduct and will be required to act to the same standards of behaviour as Management Committee members. They are required to act in accordance with the policies of the Association.

Co-opted members of Sub Committees may be removed by the Management Committee by resolution at a meeting of the Management Committee and by a simple majority. The removed person may invoke the Complaints procedure if they are aggrieved at this decision.

In other circumstances Rule 43 shall be deemed to apply to removal of Sub Committee members.

Staff Involvement

Staff members shall attend Sub Committee meetings in an advisory and administrative capacity and have no entitlement to vote other than in the case of the Health & Safety Committee.

Health & Safety Sub Committee

The Health & Safety Sub Committee is constituted under the terms of the Association's Health & Safety policy and good practice in this area. The remit of this Sub Committee is as set out by the Health & safety Policy is contained in the Health & Safety Manual.

Staff members, excluding those specifically providing secretarial support are full members of the Health & Safety Sub Committee and count toward a quorum.

3. MEETINGS & RECORDING DECISIONS

Each Sub Committee shall meet as frequently as it deems fit but normally no less than 4 times annually. Notice of the meeting shall be issued by not less than 5 working days in advance of the meeting.

In accordance with Rule 58.1¹ a quorum shall be 3 members of the Sub Committee. Co-optees shall not form part of the quorum.

Minutes will be recorded by each Sub Committee and submitted to the Management Committee, normally at its next meeting, provided at least 5 working days have elapsed to allow the production of minutes. These minutes may be submitted in draft form.

The minutes of the Sub Committee will record decisions taken. All minutes of Sub Committee meeting will be available for inspection by

¹ Updated to 2019 Rules

Sub Committee members unless these are of a reserve nature eg in the case of disciplinary matters etc.

Regular reports on the progress and work of Sub Committees will be made to the Management Committee.

4. OFFICE BEARERS

Each Sub Committee shall elect its own chairperson. This appointment requires to be ratified by the Management Committee.

The Chairperson will be responsible for chairing the meeting in accordance with the Management Committee's Standing Orders and will ensure the smooth running of meeting and effective contribution of the Sub Committee to achieving the Strategic and Operational Objectives of the Association.

A secretary shall be appointed to take minutes, issue agendas, notices of meeting etc. The secretary may be a member of staff.

In the absence of the Chairperson, those members present will appoint a Chairperson pro temp from among themselves and this shall be recorded in the minutes.

The Sub Committee Secretary shall ensure that all minutes are accurate prior to submission to Management Committee.

The Chairperson or Secretary shall normally report on Sub Committee progress to Management Committee.

Adopted on	
Chairperson	

SECTION 5: FINANCE & GENERAL PURPOSES SUB COMMITTEE REMIT

Finance and General Purposes Sub Committee shall be responsible for the following:

Governance

Aim **To ensure that the Association has sound governance arrangements in place which meet statutory, regulatory and best practice requirements**

Work Area/Remit

To further these aims the Finance & General Purposes Sub Committee shall

- Keep under review the Association's governance arrangements and make recommendations for improvements to the Management Committee
- Have the power to approve Payment & Benefit applications should these arise between meetings of the Management Committee
- Have the power to approve eviction reports should these arise between meetings of the Management Committee

Membership Strategy

Aims To ensure that the Association has a membership policy which accords with its rules and encourages wider representation of the groups & communities it represents.

Work Area/Remit

- Regularly monitor and review the Rules of the Association and the composition of the membership and report findings and make recommendations for action to the Management Committee.
- Oversee and monitor the strategy for the recruitment of members

Strategic Planning

Aims ***To ensure that the Association has clearly defined strategic objectives and effective delivery plans in place***

Work Area/Remit

To further the above aims the Finance & General Purposes Sub Committee shall

- Regularly review the effectiveness of the Association's planning structure and planning arrangements and make recommendations for improvements
- Monitor the suite of business plans and internal management plans based on objectives set by the Association's Management Committee and report findings to the Management Committee.

Budgets

Aims ***To ensure the preparation and monitoring of budgets in respect of the Association's planned financial activities & ensure that effective financial control is maintained.***

Work Areas / Remit

To further these aims the Finance & General Purposes Sub Committee shall

- Consider draft annual budgets for all of the Association's activities.
- Liaison will be required with other Sub Groups regarding priorities.
- These budgets will normally be prepared by March of each year for the following financial year and be submitted for consideration of the Management Committee at its March meeting. Budgets will be subject to a half yearly review post September each year and appropriate virement approved by the Management Committee.
- Monitor cash flows, financial projections and Management Accounts on a monthly basis.
- Report financial performance to Management Committee formally at least quarterly

Financial Regulations & Policies

Aims ***To ensure that the Association has policies and procedures in place to ensure effective financial controls***

Work Area/Remits

- to monitor and regularly review the effectiveness of the Association's financial policies and make regular reports on findings and recommendations to the Management Committee

Procurement

Aims **To procure projects in line with the Procurement Policy and Financial Regulations in line with the Schedule of Authorities or as delegated by the Management Committee**

Work Area/Remits

- Appoint contractors & consultants in accordance with the Association's Financial Regulations, Schedule of Authorities, relevant policy, delegated authority and within budget provision.

Rent Setting and Monitoring of Rent Policy

Aims ***To monitor and review the Association's rent policy taking into account the requirement to fulfil its contractual obligations and issues of affordability, costs of managing and maintaining stock and rent levels of other housing providers***

Work Area / Remit

To further the above aims the Finance & General Purposes Sub Committee shall

Regularly review the effectiveness of the Association's rent policy and make report findings and recommendations to the Management Committee.

Consider the impact of rent arrears and bad debts performance of the Association in relation to the cashflow position on a quarterly basis. Liaise with

the Housing Management and Investment Sub Committee regarding any necessary action.

- Have the power to approve any recommendations to effect decrees for repossession should these arise between meeting of the Management Committee

Annual General Meeting / Annual Report

Aims ***To ensure that the Annual Report of the Association is produced timeously for the AGM.***

Work Area / Remit

To further the above aims the Finance & General Purposes Sub Committee shall

- Ensure the timeous production of the Annual Report for submission to the Annual General Meeting and that it reflects the activities of the Association.

Staffing

Aims ***To implement policies and procedures which ensure that the Association is effectively meeting its obligations as an employer and that the staffing arrangements allow effective service delivery.***

Work Area/ Remit

To further these aims the Finance & General Purposes Sub Committee shall be responsible for

- the production of a staffing plan as part of the Internal Management Plan which shall be linked to the Business Plan objectives
- review progress against the staffing plan and monitor the staffing establishment
- Make recommendations to the Management Committee for the requirement for any new posts/ restructuring

- Regularly review staffing policies, procedures and conditions of service and report their findings and recommendations to the Management Committee
- Appoint a Staffing Panel, comprising of 3 Management Committee members to deal with matters of discipline, grievance, senior staff recruitment and annual appraisal of the Director. A further member will be nominated as reserve to the Panel to ensure adequate resources are available

These matters will be undertaken in accordance with the provisions below

Management Committee delegate powers to carry out all duties in connection with the Disciplinary & Grievance Procedures as laid down by in the Conditions of Service

- To decide on the composition of the Director's Appraisal Panel. To be eligible to sit on an appraisal panel the member must have undergone suitable training.
- To approve any annual staff appraisal system ,monitor and review this in accordance with recognised good practice and make an annual report to Management Committee on the appraisal process
- To decide on the composition of Senior Staff interview panels. To be eligible to sit on an interview panel the member must have undergone suitable training.

Equal Opportunities

Aims *To ensure that the Association effectively operates and promotes its Equal Opportunities Policy and conforms to all statutory requirements*

Work Areas/Remits

To further the above aims the Finance & General Purposes Sub Committee shall

- Monitor and develop the Association's Equal Opportunity Strategy

- Regularly review the effectiveness of its Equal Opportunities Policy and report its findings and recommendations to the Management Committee.
- recommend to the Management Committee ways to positively promote Equal Opportunities in all areas of the Association's activities .

Training Plans & Committee Development

Aims ***To ensure effective development of committee members and staff members through monitoring of training plans against business objectives and regularly review policy and report on findings & recommendations to Management Committee.***

Work Areas/Remit

To further the above aims the Finance & General Purposes Sub Committee shall

- Ensure the development Staff & Committee Training and Development plans consistent with achieving the Associations business objectives and to ensure effective staff and committee member development.
- Oversee the production of and monitor the effectiveness induction material for new staff & committee members

Publicity and Communications Strategy

Aims ***To ensure that the aims, objectives and activities of the Association are effectively communicated to the membership, Committee members, staff, tenants and the wider community.***

Work Areas/ Remits

To further the above aims the Finance & General Purposes Sub Committee shall

- Develop and monitor the Association's Communications Strategy

Administration /Facilities Management

Aims **To ensure that the Association's premises and equipment are managed and maintained to a standard consistent with**

**delivering a good quality of service to tenants and members
and ensuring a good quality working environment for staff.**

Work Areas/ Remits

To further the above aims the Finance & General Purpose Sub Committee shall

- Regularly review the suitability of office premises in view of business needs and customer requirements
- Regularly review services and maintenance arrangements for premises and equipment
- Report any findings and recommendations to the Management Committee

Information and Telecommunications Communications Strategy

Aims To ensure that the Association has effective management information systems and communications systems in place which represent value for money and meet the business requirements of the Association.

Work Areas/Remits

To further the above aims the Finance & General Purposes Sub Committee shall

- Regularly review the Association's information (computerised and manual) requirements and report findings and recommendations to the Management Committee
- Develop proposals and specifications for the introduction of new systems for approval by the Management Committee.
- Monitor the implementation of any new IT / Telecommunications systems by receiving regular reports from the Finance & Investment Manager
- regularly report progress to the Management Committee

Service Standards

Aims *To ensure that a high quality of service is delivered to customers of the Association*

Work Areas/Remits

To further these aims the Finance & General purposes Sub Committee shall

Regularly review service standards and monitor performance and report findings to Management Committee, together with recommendations

- Regularly monitor performance and policy in relation to complaints and report findings to Management Committee, together with recommendations

SECTION 6 : HOUSING MANAGEMENT/ & INVESTMENT (HMI) SUB COMMITTEE REMIT

Housing Management & Investment Sub Committee shall be responsible for the following:

Repairs Policy

Aims To ensure the effective operation of the Repairs service in terms of standards for quality of work, value for money and service delivery to tenants

Work Area/Remit

To meet the above aims the Housing Management & Investment Sub Committee shall

- Monitor and review the operation of the Association's Repairs Policy on a regular basis and report findings and recommendations to the Management Committee
- This will include regular review of performance against response time targets, post inspection results, tenant feedback and budget. Regular performance reports shall be submitted to the Management Committee.
- Regularly review the repair information issued to tenants

Cyclical maintenance, Planned Maintenance and Improvement Policy

Aims To ensure the regular inspection and maintenance of stock in terms of condition, safety and security including carrying out the necessary costing.

Area of Work / Remit

To meet the above aims the Housing Management & Investment Sub Committee shall

- ensure an appropriate regime of maintenance inspections is in place in accordance with good practice
- develop a programme of planned maintenance to ensure the whole life maintenance of the stock

- in conjunction with the Finance & General Purposes Sub Committee produce cost plans and budgets for improvement , maintenance and repair activities.

Note that budgets are subject to approval and review by the Management Committee

Appointment and Monitoring of Contractors & Consultants

Aims To ensure that the Association has in place effective policies and procedures in respect of procuring consultants and contractors on an accountable basis.

Work Areas / Remits

To meet the above aims the Housing Management & Investment Sub Committee shall

- Compile list of approved contractors and consultants ensuring that they are appropriately qualified, experienced and financially viable.
- A recommended list will be submitted to the Management Committee for final approval.
- Review this list annually and make appropriate recommendations to Management Committee.
- Review procurement policy and practice to ensure that contractors and consultants appointed ensuring probity, value for money and quality.
- Appoint contractors & consultants in accordance with the Association's Financial Regulations, Schedule of Authorities, relevant policy and within budget provision.

Technical Specifications

Aims To ensure that all components and systems used by the Association in works of maintenance and repair are cost effective and are of sufficient quality to meet legal, performance and quality standards and provide for the safety, security and comfort of tenants.

Work Area / Remit

To meet the above aims the Housing Management & Investment Sub Committee shall

- regularly review the standard specifications detailed in the associations contract documentation to ensure that these meet the required standards in terms of cost effectiveness, quality ,legality, performance and quality standards and provide for the safety, security and comfort of tenants.
- Ensure that adequate arrangements are in place for consultation with tenants on the type of components and systems to be used for major repair and improvement works. This should include post contract feedback mechanisms.

Safety

Aims To ensure that safety issues as they relate to the housing management and property issues are effectively addressed by the Association and awareness of safety issues is promoted for committee members, staff ,tenants and contractors.

Work Area/ Remit

- In conjunction with the Health & Safety Committee ,regularly review the Association’s stock safety policy and report findings and recommendations to the Management Committee
- Review contractors’ safety performance and ensure action taken to improve safety performance if this is unacceptable
- Liaise with other organisations regarding safety issues including appointing representatives to any joint bodies
- Ensure that standards such as “Secured by Design” are incorporated in project briefs

Development

Aim To formulate a development strategy to maximise opportunities to further the aims of the Association while minimising risks. Any strategy developed must take account of the financial viability of the Association and there will require to be close liaison between the HMI Sub Committee and the F&GP Sub Committee on this matter.

Work Area/Remit

- Produce Development Strategy for approval by the Management Committee
- Ensure effective procedures in place to comply with legal requirements and grant funding regulations.
- Take account of consultation with clients and post contract feedback mechanisms in the formulation of plans.

Particular Needs

Aim To ensure that the Association has policies and procedures in place to assist in meeting particular needs taking account of barrier free requirements in relation to major works and that an effective aids and adaptations service is delivered to tenants.

Work Area / Remit

- Monitor service level agreement with other partners for the provision of aids and adaptations, to include agreed timescales and provision for client involvement.
- to ensure that good practice and appropriate guidance is applied to any projects incorporating barrier free issues
- Consider reports on performance (eg expenditure, timescales, waiting list etc) and report findings and recommendations to the Management Committee
- Work in partnership with local authorities in relation to their Community Care Plans.

Tenancy Agreements

Aims: To ensure the Association's tenancy conditions are clearly expressed and comply with legislation.

Work Areas / Remit

To further the above aims the Housing Management & Investment Sub Committee shall:

- Monitor and review the Association's tenancy agreement to ensure it takes into account any changes in legislation, good practice guidance or changes in an Association' policy which affect the tenancy

agreement. Report on findings and make recommendations to the Management Committee.

- Endeavour to produce the tenancy agreement on tape, in Braille and in other languages when required.

Allocations & Voids

Aims: To ensure that the Association's allocations policy complies with statutory and best practice requirements, properties are allocated on the basis of housing need and void loss is minimised while ensuring the safety and security of tenants.

Work Area/Remits

To further the above aims the Housing Management & Investment Sub Committee shall:

- Monitor and review the Association's allocations policy and report on findings and make recommendations to the Management Committee.
- Monitor the monthly allocation's figures and report on these to the Management Committee on a quarterly basis.
- Monitor the monthly void figures and report on these to the Management Committee on a quarterly basis.

Nominations / Section 5 Referral Agreements

Aims: Ensure effective operation of nomination arrangements and Section 5 referral agreements with relevant Local Authorities

Work Area/Remits

To further the above aims the Housing Management & Investment Sub Committee shall:

- Monitor and review quarterly the Association's nomination agreements/Section 5 Referrals
- Make regular reports on findings and make recommendations to the Management Committee.

Tenant Participation

Aims: To ensure that the Association's Tenant Participation Policy and Strategy supports the development of a strong tenant movement.

Work Area/Remits

To further the above aims the Housing Management & Investment Sub Committee shall:

- Annually review our participation and consultation mechanisms to ensure they remain effective.
- Annually review the level of grants offered to new and existing groups
- Annually review the tenant participation strategy and action plan.
- Keep the tenants and residents associations informed about the Association's activities and particularly about any changes to management policies or procedures which affect tenants.

Tenants Handbook

Aims: To regularly review the Tenants Handbook to ensure that it is a relevant and effective document.

Work Area/Remits

- Regularly review the handbook as necessary.
- Make recommendations to the Management Committee for the production of updates
- Approve final versions of the handbook for print within approved budget levels

Factoring Policy

Aims: To monitor and review the Association's Factoring Policy to encourage participation from owner occupiers in matters which affect them and their communities.

Work Area/Remits

To further the above aims the Housing Management & Investment Sub Committee shall:

- Regularly review the policies and procedures for dealing with owner-occupiers. Report it is findings and make recommendations to the Management Committee.

Arrears Policy

Aims: To have effective, fair and accountable policies for dealing with arrears prevention, control and recovery.

Work Area/Remits

To further the above aims the Housing Management & Investment Sub Committee shall:

- As lead Sub Committee and in conjunction with the Finance and General Purposes Sub Committee, regularly review the arrears policy and procedures and report on findings and make recommendations to the Management Committee.
- Monitor monthly reports on arrears to ensure policy operating effectively.
- To approve the enforcement of decrees for repossession (this may fall to the Management Committee/ F&GP Sub Committee should it be time critical for approval of this between scheduled meetings)

Estate Management

Aims To have legal, fair and effective policies for dealing with all Estate Management matters to achieve a high quality of estate management.

Work Area/Remits

To further the above aims the Housing Management & Investment Sub Committee shall:

- Regularly review and monitor estate management policies and procedures to ensure that they take account for legal requirements and good practice guidance. Report on findings and make recommendations to the Management Committee.

Monitor the number of cases of neighbour disputes and anti-social cases.

- Report figures to the Management Committee on a quarterly basis
 - Monitor the number of racial harassment incidents. Report figures on a quarterly basis to the Management Committee.

Paragon Housing Association Limited

SECTION 7: AUDIT COMMITTEE REMIT

The Audit Committee has a scrutiny role in relation to the work of the Association and therefore there are particular provisions which are unique to the operation of this committee.

Objectives

In the pursuit of continuous improvement and effectiveness, the overarching aims of the Audit Committee are to ensure that the Association is operating in a climate of control and accountability by providing an independent assessment of reporting and controls through liaison with external & internal auditors and staff and providing an independent forum in which concerns may be raised

Regulatory Guidance

The SHR has issued regulatory guidance

Paragon Housing Association limited is not a Registered Social Landlord of systematic importance and as such does not require to meet any additional standard.

Relationship with Management Committee

The Audit Committee is a formally constituted standing committee of the Association. It acts in an advisory capacity and with due regard to any delegated authorities.

It has the opportunity to report directly to the Chair of the Association.

The Chair of the Audit Committee has the right to attend any meetings of the Management Committee and of any constituted sub committees.

The Audit Committee has the right to require any member the Management Committee or staff members to attend an Audit Committee Meeting. Those Management Committee members present in such a capacity are in attendance and not taking part in meetings as members of the Audit Committee

Chairperson

The Chair of the Management Committee is excluded from membership of the Audit Committee.

Members

Members of the Audit Committee will ideally have a background in finance, audit, accounting or similar control activities eg contract management. Training and support will be provided for members.

The members of the Audit Committee shall not have any individual responsibilities for personally handling funds or authorising contracts as an individual but may sign as delegated by management committee.

Meetings

The Chair of the Audit Committee has the right to require that those in attendance to leave a meeting when matters are being discussed which involve them and may inhibit discussion.

Relationship with Internal/External Auditors

The Audit Committee shall have the opportunity meet with the internal or external auditors without the presence of staff to ensure there are no areas of unresolved concern.

Relationship with Staff

Members of staff shall attend the Audit Committee meeting as required. Administrative support shall be provided in order to ensure that the Audit Committee may effectively carry out its duties.

Members of staff attend to report as required and provide advice. The Audit Committee has the right to require any member of staff to attend an Audit Meeting. Those present in such a capacity are in attendance and not taking part in meetings as members of the Audit Committee.

External Audit

- Consider if the association is receiving good value for money from its external auditors

Review the work of external auditors on behalf of the Management Committee

- Ensure adequacy of planning for external audit
- Make recommendations to the Management Committee on the reappointment or otherwise of the external auditor
- Make recommendations to the Management Committee on the fees to be paid to the external auditor

Internal Audit

Make recommendations to the Management Committee on the requirement for the internal audit and the form of its provision.

- Consider if the association is receiving good value for money from its internal auditors
- Review the work of internal auditors on behalf of the Management Committee
- Approve the internal audit needs assessment
- Ensure adequacy of planning for internal audit
- Make recommendations to the Management Committee on the reappointment or otherwise of the internal auditor
- Make recommendations to the Management Committee on the fees to be paid to the internal auditor
- Monitoring progress towards implementation of IA recommendations

Internal Control

Satisfy the Management Committee that the systems of internal controls are effective for both financial and operational purposes

- Ensure that weaknesses in control are being corrected and reported to the Management Committee
- Consider the external auditors management letter and make recommendations on response by the Management Committee
- commission any special investigations into internal control concerns

Risk Management

Regularly review the Association's Risk Management Strategy and make recommendations to the Management Committee

Fraud

- To conduct an annual fraud risk review for approval by the Management Committee

To regularly review the Associations Fraud Policy

- To commission any special investigations. into allegations of Fraud

Business Continuity Planning

- Regularly review the Association's Business Continuity Plan and report findings to Management Committee

Continuous Improvement

- Maintain a watching brief on the appropriate regulatory and statutory requirements in relation to internal & external audit
- Regularly review BCP testing plans and processes and develop appropriate action plans in response to findings
- Consider best practice in this filed
- Make recommendations for changes to policies and procedures

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- **Periodically review the composition and skills of the Audit Committee to ensure that the role can be effectively undertaken**
 - **Undertake training and development activities as required**
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Reporting

To ensure that the Management Committee receives accurate and effective reports relating to matters of control

- **Produce an annual report for the Management Committee covering the following**
 - **adequacy & effectiveness of the Association's internal control systems**
 - **a review of the external auditors letter**
 - **a review of the internal auditor report**
 - **a report on the register of detected frauds an overall report on the effectiveness of the Association's business**

Produce an annual statement for the Annual Report based on its findings on the above .This is to be aimed at a wide audience including association members & tenants

SECTION 8: HEALTH & SAFETY SUB COMMITTEE

The remit for the Health & Safety Committee is set out within the Health & Safety Policy. This policy forms part of the Health & Safety manual which is produced nationally through Employers in Voluntary Housing.

Policy changes are approved by the Management Committee.

The Health & Safety Committee will make regular progress reports to the Management Committee.

Subject	Responsibilities – H&S Committee
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Responsibilities – Health & Safety Committee²

- 1) The H&S Committee will provide an open forum for the discussion of all Health & Safety related issues raised by members of the Committee and by any other relevant sources.
- 2) All Committee members will undergo suitable training, which will include as a minimum 'Health & Safety Awareness'. This will ensure that all members have a working knowledge of the topic, commensurate with their role in the Committee and within the Association as a whole.
- 3) The Committee will suggest solutions and initiatives for issues arising, which will be minuted and presented to the Director following each meeting, without undue delay.
- 4) Where appropriate, the Committee will draft and revise policy, procedures and arrangements, for ultimate approval by the Director and Management Committee.
- 5) The Committee will delegate, with the Director's approval, to members and to other appropriate persons within the Association, actions required to be taken to implement policies, procedures, arrangements and any other initiatives authorised by the Director.
- 6) The Committee will review the Health & Safety performance of the Association, analysing accident statistics, reported breaches of policy and procedures, audit and inspection reports and data from other information gathering exercises. Recommendations on options to improve safety performance will be made to the Director without undue delay.

² As at January 2017