

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION**

**MANAGEMENT COMMITTEE MEETINGS**

**STANDING ORDERS**



**Kingsridge**

HOUSING ASSOCIATION LIMITED

**Reviewed April 2016**

## **1. INTRODUCTION**

Standing Orders are being reviewed following a recommendation made in the Internal Audit Report on The Regulatory Standards of Governance and Financial Management.

The Internal Audit Report was prepared by Caron Quinn from Quinn internal audit and business support services.

## **2. FREQUENCY OF MEETINGS**

Management Committee meetings will be held monthly and a minimum of 11 meetings will be held during the year. No meeting will be held in December as this a peak holiday month due to number of public holiday days between Christmas and New Year

50% of committee members (or 4 where committee membership is less than 10) will require to be present to constitute a quorum. Where membership is 11, 13 or 15 members a quorum will be regarded as 6, 7 or 8 members. Co-opted members are not included when considering if a meeting is quorate.

Meetings will generally be held on the last Tuesday of each month. Meetings will be held at 5.15pm but times may be changed by a majority consensus of committee members in order to accommodate working arrangements and encourage increased membership.

Where there is an equal number of votes for and against changing the time of meetings, the chairperson will have a casting vote.

## **3. ROLE/REMIT OF THE MANAGEMENT COMMITTEE**

Given the size of the Association, coupled with low staff turnover and the fact that our Development programme was completed in 2006, we do not operate a subcommittee structure. The management committee will deal with the following aspects of the Association's business.

### **3.1 MAINTENANCE**

- Monitoring the repairs service against budget and target response times for reactive repairs.
- Agreeing list of approved repairs Contractors
- Agreeing the Associations Annual Cyclical/Planned Maintenance Plan of works.
- Approving and reviewing Maintenance Policies.
- Reviewing performance of repairs contractor on an annual basis.
- Reviewing and monitoring performance of Gas Servicing and Maintenance contractor

- Approving the award of Maintenance Tenders

The Committee will receive regular repairs reports (at least quarterly) which will record number and type of repairs reported, cost of repairs, performance of contractors in delivering repairs with agreed timescales, breakdown of repairs on a trade by trade basis. Committee will also monitor repairs expenditure against budget.

Maintenance Policies will be reviewed in accordance with the Associations Policy review programme sheet.

### 3.2 **HOUSING MANAGEMENT**

The Committee will be responsible for monitoring and implementing the Association's policies relating to:

- The management of the Association's houses in accordance with the policies relating to Allocations, Transfers, Arrears, Repairs and Estate Management. The Committee will receive monthly reports on:
- Rent Arrears
- Housing Management which will include Estate Management and Allocation issues.

The Committee will have authority for:

- Taking decisions on the instruction of court action for rent arrears cases, anti social behaviour and cases involving serious breaches of the Tenancy Agreement.
- Monitoring numbers of applicants gaining access to the housing list and number of lets made broken down into Internal Transfers, nominations, etc. This information will be provided at least quarterly.
- Reviewing and approving rent levels on an annual basis taking into account affordability and operating costs.
- Monitoring the effectiveness of the Association in reletting void properties.
- Reviewing the effectiveness of existing policies in accordance with the Associations policy review programme sheet.

### 3.3 **FINANCIAL MANAGEMENT**

The Management Committee will have responsibility for:

- Approving budgets
- Approving financial statements and cash flows

- Monitoring financial control mechanisms
- Approving quarterly and annual accounts
- Reviewing financial budgeting

Committee will receive financial reports on:

- Management accounts (Quarterly)
- Cheque/Petty Cash List (Monthly)
- Loan Portfolio Return (Annual)
- Annual Budget
- Treasury Management Report (Annual)
- 5 Year Budgets (Annually)
- Loan Return to SHR (Annual)

The Committee will have responsibility for approving all expenditure, considering and reviewing the effectiveness of current policies.

#### 4. **SERVICING OF COMMITTEE**

The Director will assume responsibility for servicing the Management Committee. Agendas, reports and minutes will be circulated the week preceding the meeting.

The Housing Manager and Finance Manager will report and present Housing Management and Finance reports and Director will present Maintenance reports Health and Safety Reports and other ad hoc reports as required.

The Director will have responsibility for reviewing existing policies in respect of maintenance and governance and the Housing Manager will review Housing Management Policies. The Finance Manager will review and present Finance policies for consideration and approval.

The Property Services Administrator will minute all committee meetings and have responsibility for circulating papers and agendas.

#### 5. **ATTENDANCE AT MEETINGS**

Apologies will be submitted in advance when committee members are unable to attend meetings. If any member does not attend for 4 consecutive meetings they will be asked to resign from the committee unless prior approval had been granted excusing a member from attendance. Reasons for non-attendance could relate to illness, work commitments or annual leave.

#### 6. **CONDUCT OF COMMITTEE MEETINGS**

All speakers shall address the Chair and all members shall observe order in such instance. The selection of, a time limit for speakers shall be at the discretion of the Chairperson.

If any point arises which is not provided for in these rules, the Chairperson shall give a ruling on the point and his decision shall be final.

Notice of ordinary meetings of the Committee shall be sent to Committee members not less than 5 days before the date of the meeting. The date of the meeting will also have been agreed at the preceding Committee meeting. The agenda and relevant papers will be included.

Any Committee member who wishes a specific agenda item to be included should notify the Director no later than one week before the date of the meeting. Where this is not possible, it may be agreed as an agenda item on the day of the meeting subject to a decision by the Chairperson. Non urgent items may be raised under any other competent business.

All Committee members will sign a mandate confirming that they have read, understood and accept the Association's Code of Conduct for Committee Members. Copies of these mandates will be retained in the Management Committee file.

Committee members will not use committee meetings as a forum for bringing up housing management or repair issues that have been referred to them by tenants. Such issues should be referred to the appropriate member of staff during normal office hours as staff have specific responsibility for dealing with individual problems or queries.

New members will be issued with an induction handbook and will be able to “buddy up” with a more experienced committee member.

## 7. **SPECIAL MEETINGS**

A special meeting of the Committee may be called by a notice in writing given to the Secretary by the Chairperson of the Committee, or by two Committee members, specifying the business to be transacted.

The Secretary shall send a copy of the notice to all Committee members and person co-opted to the Committee within three days of receiving it, and the meeting shall be held at the ordinary place for meetings of the Committee not earlier than ten days and not later than fourteen days after the receipt by the Secretary of the notice. No other business shall be done at the meeting than the business named in the notice. Should the Secretary fail to convene the special meeting as prescribed above, the Chairperson of the Committee or the Committee members who have given the notice may call the meeting.

If the Chairperson or the two Committee members call the meeting the notice shall be sent to all Committee members and persons co-opted to the Committee not less than seven days before the date of the meeting.

## 8. **REVIEW OF POLICY**

Standing Orders will be reviewed every 5 years or sooner if required for business or legislative reasons.