



Reserved Powers

Approved: May 2017

2020

Review Date: May

Day-to-Day operation of the Association and matters out-with the list below are delegated to the Chief Executive and staff

ü Responsibility for approvals
X Responsibility for implementation

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Governance					
Use of Seal / Membership	ü				X Admin Officer
Annual Returns	ü			X Finance	
Statutory Registers			ü	X Management Team	X Admin Officer
S66 Consents	ü			X Finance Manager / Depute Chief	
Code of Conduct Policy	ü		X		

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Legal Action in connection with property/	ü			X All Management	
Policies	ü		X	X All Management	
Procedures			ü	X All Management Team	
Appointment of internal & external auditors	Ratified by Committee	ü		X Finance Manager	
Internal Audit programm		ü		X Finance Manager	
Notifiable events	ü		X		

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Planning &					
Business Plan and	ü		X		
Budget	ü			X Finance Manager	
Organisational KPIs	ü			X All Managers for specific area of	
Individual Performance Objectives				ü All Managers for specific area of	X All staff

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Performance Appraisal System	ü X For Chief Executive		ü X For management team	X All Managers for specific area of responsibility	
Human Resources					
Organisational	ü		X		
Creation of new	ü		X		
Temporary staff for a new or additional post	ü		X For management team	X All managers for specific area of responsibility	
Recruitment of existing posts			ü	X All managers for specific area of responsibility	

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Temporary Staff for an existing post			ü	X All managers for specific area of responsibility	
Approval of Conditions of Service	ü		X		
Annual Pay Negotiations	ü Following EVH recommendations		X		
Salary Scales	ü		X		
Training & Development Plan			ü	X All managers for specific area of	
Expenses, Leave, Overtime			ü		X Finance / HR Officer

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Payments to Committee Member	ü		X		X Finance / HR Officer
Training within agreed budget				ü	X All staff
Further Education			ü	X Finance	
Disciplinary & Grievance	See Policy				
Development					
Individual Projects and Feasibility studies approval	ü			X Depute Chief Executive	
Acquisition and disposal of Land or property	ü		X	X Depute Chief Executive / Housing Manager	

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Application for Planning Permission	ü			X Depute Chief Executive	
Applications for Grants for agreed projects			ü	X Depute Chief	
Appropriate procurement arrangements for contractors/	ü			X Depute Chief Executive	
Appointment of contractors and consultants	ü			X Depute Chief Executive	
Approval of terms for licences		ü		X Depute Chief Executive	
					X Maintenanc

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Minutes of Agreement for Services				ü Depute Chief Executive	Manager
Disabled Adaptations				ü Maintenance	X Maintenance Officer
Register of Tenders				ü Depute Chief Executive / Maintenance	X Maintenance Officer
Wayleaves/ easements	ü			X Depute Chief Executive / Maintenance	

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Housing					
Management Agreements	ü			X Housing	
Leases	ü			X Housing	
Nomination agreements	ü			X Housing	
Selection of Tenants under					ü X
Management Transfers				ü	X Housing
Instigation of Legal Proceedings					ü X Housing
Evictions		ü			ü X

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Annual Rent Increases	ü			X Housing Manager / Finance	
Rent Setting in accordance with Policy					ü X Housing Office
Signing of Missives					ü X Housing Assistants

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Approval of general housing issues e.g. exchanges, assignments, transfer, change of name, RTB, Alterations, R to R					ü X Housing Officers
Repairs &					
Contracts for planned and cyclical maintenance < 2000			ü	X Maintenance Manager	

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Contracts for planned and cyclical maintenance	ü			X Maintenance Manager	X Maintenance Officer
Contracts for planned and cyclical maintenance	ü			X Maintenance	
Appointment of contractors	ü			X Maintenance	
Register of Tenders				ü	X Maintenance Manager
Approval of works orders					ü X Maintenance Officer Maintenance

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Factoring					
Annual Factoring Charge	ü			X Housing Manager /	
Recharges					ü X Housin
Legal Action to Enforce Covenants, Payments etc.					ü X Housing
Enforcement of decrees	ü				X Housing Officer

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
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Finan					
Approval of budgeted expenditure				ü	X All budget
Loan Agreements	ü		X	X Finance	
Standard Securities	ü		X	X Finance	
Annual Budgeted Bad Debt Write Off	ü			X Housing Manager	

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
Insurance renewal	ü			X Finance Manager	

Expenditure Authorisation					
Over £50,000	ü			X All Managers for specific area of	
£20,000 - £50,000	ü			X All Managers for specific area of	

Business	Committee	Audit Sub Committee	Chief Executive	Management Team	Staff
£5,000 - £20,000			ü	X All Managers for specific area of responsibility	
Up to £5,000				ü All Managers for specific area of responsibility	
Miscellaneous					
Emergency action after consultation with Chair/Vice Chair			ü		X Appropriate staff