**A4**

**Paisley Housing Association**

**AGENDA ITEM 13 APPENDIX 1- Draft delegated Authorities for Development Sub**

**Section Four**

#### Scheme of Delegation of Authority

**Development Risk Sub-Committee Remit**

1. **Role of the Sub-Committee**
   1. The Development Sub-Committee has been established by the PHA Board to ensure that it has delegated authority to take decisions and approve actions in accordance with this remit and the terms of the approved scheme of delegation of authority. It is a sub-committee of the PHA Board.

#### Membership

* 1. Members of the Development Sub-Committee will be appointed annually by the PHA Board at its first meeting following the AGM. To promote continuity, and to retain the benefits of experience gained, sub-committee members are expected to be willing to serve for up to three years consecutively. Changes to the membership or chairmanship of the Development Sub-Committee prior to the next AGM must be approved by the Board of PHA.
  2. There will be a minimum of three PHA governing body members forming the membership of the Development Sub­ committee, which will have a maximum membership of six members. Not more than a third of its members may be co-optees, and all co­ options must be approved by the PHA Board.
  3. The PHA Board should satisfy itself that normally at least one member of the Development Sub-Committee has recent and relevant development experience. This can be achieved by co-option.
  4. The Chair of the Development Sub-Committee will be appointed annually by the Board, and must be a full PHA Board member. In the absence of the appointed Chair at a meeting, the remaining members shall elect one of themselves to chair the meeting.
  5. The Chairperson and Vice Chairperson of the Board cannot be the Chair of the Development Sub-Committee.

1. **General**
   1. To receive, as appropriate, reports on any governance, regulatory or compliance issues which may affect the operation of the development Sub-Committee, or the scope or extent of its responsibilities.

3.2 Development Sub-Committee members shall be provided with appropriate and timely training both by way of induction for new members, and on an ongoing basis for all members.

#### Accountability and assurance

* 1. The Development Sub-Committee is accountable to the PHA Board for the fulfilment of responsibilities delegated to it under this remit and PHA's scheme of delegated authority, as set out in Standing Orders. Sub-Committee members must receive adequate training to enable them to discharge these responsibilities appropriately.
  2. The Board will obtain assurance on the Developemnt Sub-Committee's work via minutes which will be presented for information to the next available Board meeting (in draft form, if necessary). The Development Sub-Committee will ensure that key issues are brought promptly to the attention of the Board, and have the right to speak on matters of concern at any committee meeting.

#### Authority and access

* 1. The Development Sub-Committee has an unfettered right of access to all information within the organisation. It expects the active co-operation of any employees to be able to carry out its responsibilities. It may obtain independent legal or other professional advice, within reasonable budgetary constraints.

#### Meetings

* 1. The Development Sub-Committee will meet three times a year.

#### Attendance

* 1. The Development Sub-Committee shall meet on its own when required.
  2. Senior staff and others may attend all or part of meetings at the invitation of the committee. Attendees will normally include:
* Chief Executive
* Development Agents
* Factoring & Development Officer
* Other staff as required
  1. The Development Sub-Committee have the right to meet in a closed session with the Development Agents as required.

1. **Quorum**
   1. A quorum for any meeting will be three Sub-committee members. Co-optees do not count towards the quorum.
2. **Review date**
   1. This remit was approved by the Board in February 2022. It can only be amended with the approval of the board. It will be reviewed no later than February 2025.

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| **Reserved to Board** | **Delegated to sub-committees** | **Delegated to the Management Team** |