REMIT AND DELEGATED AUTHORITY OF GOVERNANCE AND FINANCE SUB-COMMITTEE OF YORKHILL HOUSING ASSOCIATION

Objectives

* *To define the sub-committee's purpose, powers, and levels of responsibilities*

* *To allow an appropriate level of delegation to enable detailed discussion and recommendations.*

* *To confirm membership criteria*

* *To confirm committee procedures and standing orders*

The Management Committee will review these powers and responsibilities at least once per annum.

Section 1 – Standing Orders

1.1 All members of the Management Committee are eligible for membership of the Governance and Finance Sub-Committee, with a minimum of three and a maximum of seven members.

1.2 Co-opted members of the Management Committee may also serve on the Sub-Committee, provided the total number of co-optees does not exceed one third of elected members.

1.3 At the first meeting of each session, the Sub-Committee will elect a chairperson who must be an elected member. This appointment should be reported to the next meeting of the full Management Committee. The Chair of the Association's Management Committee may not chair a Sub-committee. The Chairperson will hold a pre-meeting with the Chief Executive or appropriate staff ahead of each Sub-Committee meeting to ensure that the meeting will run as intended. The Chairperson will convene all meetings and set agenda items in conjunction with the Chief Executive or appointed staff member.

1.4 In the Chairperson's absence, meetings will be temporarily chaired by a member elected from those present.

1.5 The Sub Committee will meet no less than four times each year. The schedule of meetings will be agreed by the Management Committee. Members shall agree by majority whether the meetings are held in person, remotely or a combination (hybrid).

1.6 The Chief Executive has delegated authority to make urgent decisions

usually within the remit of the Sub-Committee between meetings where delay could cause financial loss, regulatory non-compliance or significant operational disruption and report accordingly to office bearers and the Management Committee.

1.7 The Sub-Committee will ensure all proceedings are recorded in an appropriate manner and will appoint its own minute secretary.

1.8 A summary report of key decisions and issues covered by the sub-committee will be submitted in advance to the next meeting of the Management Committee for information or ratification of policy issues.

1.9 A quorum will be three elected members.

1.10 If the meeting is inquorate 30 minutes following the scheduled start, it will be adjourned to be reconvened within 10 working days at a time and place agreed by those present. The same procedures apply to meetings that become inquorate after a quorate start.

1.11 If a reconvened meeting remains inquorate 30 minutes after the scheduled start, the meeting will be abandoned and all business deferred to the next meeting of the Management Committee or the next meeting of the Sub-Committee, whichever is first.

Any urgent business that cannot wait will be processed by the Chief Executive or appropriate senior staff member in conjunction with appropriate office bearers in accordance with approved procedures.

1.12 The Governance and Finance Sub Committee will normally be serviced by the Chief Executive and appropriate Manager(s) in relation to the business of the meeting. Agenda and reports will be issued at least seven days in advance.

1.13 Decisions taken by the Sub-Committee in accordance with delegated powers will be binding unless a special meeting of the Management Committee is convened to have a decision overturned.

1.14 Decisions will be made by a majority of members present. In the event of a tie, the Chair has a second casting vote.

1.15 Meetings will close not more than two hours from the scheduled start unless otherwise agreed by two thirds of members present.

Section 2 – Delegated Powers and Responsibilities

The Governance and Finance Sub Committee is responsible for:

2.1 Providing scrutiny and guidance on the development and review of Finance, Governance, and HR arrangements, ensuring alignment with strategic objectives and regulatory expectations. Operational implementation remains the responsibility of the staff team.

2.2 Ensuring staffing roles and levels remain appropriate for the Association's requirements

2.3 Performance monitoring, receiving and reviewing regular reports no less than quarterly as follows:

- Management Accounts
- Financial Compliance
- Governance Compliance
- HR outcomes including absence management, training, recruitment and disciplinary issues.

2.4 The sub-committee may develop additional key performance indicators where appropriate.
