

LISTER HOUSING CO-OPERATIVE LTD

MANAGEMENT COMMITTEE - STANDING ORDERS

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1. PRELIMINARIES

1.1 DEFINITIONS

In these standing orders the following words and expressions shall have the following meanings respectively assigned to them:

“Committee” means the Committee of Management of the Lister Housing Co-operative Ltd.

“Committee members” means the Committee members and persons co-opted to the Committee.

“Delegated” means remitted with power to exercise on behalf of the remitting body the function specified in the remit in the like manner as the remitting body would have power to exercise such functions.

“Referred” means remitted for consideration and report but without powers to exercise any functions on behalf of the remitting body.

All words importing the masculine gender shall include females. The term ‘Sub-Group’ in any policy or procedure of Lister shall imply the term ‘Sub-Committee’.

1.2 GENERAL

Nothing in these Standing Orders (or any subsequent version of them) shall allow or be taken to allow the Committee, any Sub-Committee, Committee member or member of staff, to act in contravention of the Rules of the Co-operative or any statutory obligations upon the Co-operative.

1.3 COMMENCEMENT

These Standing Orders shall apply and have effect from 1 October 1993 with such amendments as may be made by the Co-operative from time to time in accordance with Standing Order No 6.

2. MEETINGS AND PROCEEDINGS OF THE COMMITTEE

2.1 DAYS AND TIMES OF MEETINGS

- a. The ordinary meetings of the Committee shall be held at monthly intervals or at such intervals as the Committee feels necessary to conduct the Co-operative’s business. There is no meeting normally in December. The Rules specify a minimum of six meetings a year.
- b. No meetings shall be held normally on Bank or Public Holidays.
- c. Other meetings of the Committee may be called in accordance with Rule 52 of the Co-operative.
- d. At ordinary meetings of the Committee business shall finish at 10.00 pm.

2.2 NOTICES AND AGENDAS OF MEETINGS

- a. Seven days’ notice of the date and place for all meetings shall be given in writing by the Director on behalf of the Secretary to all Committee Members.
- b. Seven days’ notice of the Agenda for all meetings shall be given in writing by the Director on behalf of the Secretary to all Committee members.

- c. The Committee shall not at any meeting consider any minutes which have not been in the hands of the Committee members for at least 24 hours before the meeting unless with the consent of not less than two-thirds of the members present.

2.3 POWERS AND DUTIES OF THE CHAIRPERSON

- a. It shall be the duty of the Chairperson (elected in accordance with Rule 55 of the Co-operative) (henceforth called the Chair):-
 - (1) to preserve order and to ensure that every member of the Committee shall have a fair hearing.
 - (2) to decide all matters of order, competency and relevancy.
 - (3) to ensure that due and sufficient opportunity is given to members of the Committee who wish to speak to express their views on the subject under discussion.
- b. The Chair may, at his discretion, alter the order of business of the meeting at any stage.
- c. The decision of the Chair on all matters within his competency shall be final, and shall not be open to question or discussion.
- d. Deference shall at all times be paid to the authority of the Chair.
- e. The Chair may at any point ask any non-Committee members present to leave the meeting for as long a period as the Chair shall decide.
- f. If a Committee member is obstructive, offensive or disregards the authority of the Chair, a vote may be taken to exclude them from the meeting.

2.4 COMMITTEE MEMBERS ARRIVING LATE

If a Committee member arrives after the meeting has started, then:

- a. they may join the meeting but they may not contribute at all to the agenda item under consideration when they arrive; and
- b. they may not raise any matter relating to agenda items already discussed; and
- c. they may not raise any AOB item if the item of 'Any Other Business topics - to be raised later under AOB' has been dealt with already.

2.5 ADJOURNMENT

- a. The Committee may at any of their meetings adjourn the same to such date, time and place as they may then fix, failing which as the Chair may thereafter fix.
- b. A motion for the adjournment of the meeting may be made at any time and shall have precedence over all other motions. It shall be moved and seconded without discussion and shall forthwith be put to the meeting.
- c. When an adjourned meeting is resumed the proceedings shall be commenced at the point at which they were broken off at the adjournment.

2.6 DEPUTATIONS

- a. All applications requesting the Committee to receive a deputation shall be notified in writing and delivered to the Director at least three working days prior to the meeting at which the subject may be considered. Every application shall state the subject on which the deputation desires to be heard and the action (if any) which the deputation proposes the Committee should take thereon.
- b. Such deputations may be heard by the Committee at its discretion. No deputations exceeding five in number shall be received by the Committee.
- c. Any member of the Committee may put questions to a deputation pertinent to the subject on which they appear. The Chair has the power to ask the deputation to withdraw at any point in the discussion on the subject. The deputation must withdraw before the Committee debates and decides upon a course of action for the subject in question. The deputation will be advised of (any) decisions of the Committee in writing in due course.

2.7 ORDER OF DISCUSSION

Any member of the Committee desiring to speak at any meeting of the Committee shall do so when allowed by the Chair and direct his speech:

- a. to the matter before the meeting including proposing, seconding or supporting a motion or any amendment relative thereto.
- b. to a point of order, or
- c. to asking a question.

2.8 MOTIONS

- a. A motion for the approval of a Minute of a Committee meeting or Sub Committee meeting or any part of such Minute shall be considered as an original motion and any motion involving alteration or rejection of such Minute, or any part of such Minute, shall be dealt with as an amendment.
- b. The Convenor of a Sub Committee shall, if present, have the right to move the approval of the Minute of any meeting of that Sub Committee or of any part of such Minute.
- c. Motions and amendments moved but not seconded shall not be put to the meeting nor shall they be recorded in the Minutes.
- d. It shall be competent for any member to ask that his dissent from any motion which has been carried, be recorded in the Minutes.

2.9 AMENDMENT TO MOTIONS

Amendments to Motions may be put during the discussion of a Motion provided the amendment is relevant to the topic. The amendment if proposed and seconded shall be discussed thereafter. It shall then be put to the vote. If the vote is carried then the original motion is amended as just decided and the motion as amended becomes the item under discussion. This amended motion is then voted upon. If the amendment is lost, discussion returns to the original motion.

2.10 MOVE THAT THE MOTION BE PUT

A Committee member may at any point in a discussion propose a notice of 'Move that the Motion be put'. This if seconded and carried by a majority of those present will result in all discussions ceasing and a vote being taken immediately on any amendments and motions still being

discussed. No further discussions shall take place and after the vote, the meeting shall go onto the next item on the Agenda.

2.11 MOVE NEXT BUSINESS

A Committee member may at any point in a discussion propose a motion of 'Move Next Business'. This, if seconded and carried by a two-thirds of the numbers present will result in meeting moving onto the next item on the Agenda.

2.12 VOTING

Unless otherwise directed by the Chair voting will be by a show of hands. The number of votes cast for and against the motion or the amendment shall be recorded in the Minutes of the meeting. The Chair shall have an additional casting vote, in the event of a tied vote.

2.13 NOTICES OF MOTIONS

- a. Except as provided under Standing Order 2.13 hereof, a member of the Committee shall not be entitled to propose any motion other than one arising directly from the discussion of a subject properly before the Committee unless he has given prior notice of such motion.
- b. Every such notice of motion shall be given in writing to the Director at least eight days before the meeting at which it is to be considered.
- c. If a member of the Committee who has given notice of a motion is absent from the meeting at which the motion is submitted, or does not move the motion when called upon by the Chair, then the notice of motion shall fail. If however, a member of the Committee who has given due notice of motion in terms of sub-paragraph (b) is unavoidably absent from the meeting at which the motion is submitted it shall be competent for him to request another member of the Committee to move the motion when called on by the Chair. Such a request must be handed in writing to the Chair prior to the commencement of the meeting at which the motion is to be submitted. If however a member who has given notice of such motion is absent from the meeting at which it is to be submitted but is unable to request another member to move the motion as aforesaid consideration of the motion will be adjourned until the next ordinary meeting of the Committee.

2.14 MOTIONS OF WHICH NOTICE IS NOT GIVEN

Notwithstanding the terms of Standing Order No 2.12 hereof, it shall be competent for a member of the Committee that, as a matter of urgency, a motion of which no prior notice has been given be considered at that meeting which proposal shall be moved and seconded without discussion and put to the meeting, and shall be held to have been accepted if supported by not less than two-thirds of those present.

2.15 ALTERATION OR REVOCATION OF PREVIOUS RESOLUTION

- a. No resolution of the Committee shall be altered or revoked except by a subsequent resolution made by the Committee of which prior notice has been given in accordance with Standing Order No 2.12.
- b. No resolution shall be altered or revoked within six months of its adoption except with the consent of not less than two-thirds of the members present and an absolute majority of the whole Committee.
- c. The alteration or revocation of any resolution of the Committee shall not affect or prejudice any proceedings, outcome or liability competently done or undertaken under any such resolution prior to its alteration or revocation.

3. MEETINGS AND PROCEEDINGS OF SUB COMMITTEES

3.1 APPOINTMENT OF SUB COMMITTEES

- a. The Committee may set up Standing Sub Committees to carry out such functions as may be referred and delegated to them.
- b. The members of any Standing Sub Committee shall be appointed at the first meeting following the AGM each year to serve until the next following AGM. The Convenor of such Sub Committees will be appointed by the members of that Committee at their first meeting.
- c. The Committee may, as they deem necessary from time to time, appoint special Sub Committees to carry out such functions as may be referred and delegated to them.
- d. The three Office Bearers (Chairperson, Secretary and Treasurer) shall be 'Ex officio' members of all Sub Committees, i.e. they are automatically members of all Sub Committees. This rule does not apply to the Audit Sub Group which has different membership rules.

3.2 APPOINTMENT OF OFFICE BEARERS SUB COMMITTEE

The Committee shall, if considered necessary, at their first meeting after each Annual General Meeting, appoint an Office Bearers Sub Committee comprising the Chair, Secretary and Treasurer. Any matter outwith the ordinary authority of the Co-operative's staff which requires such urgent action that it cannot await a full meeting of the Committee, shall be referred to the Chair and other members of the Sub Committee for decision. Any matter and the action taken shall be reported to the first meeting of the Management Committee held after such action has been taken.

3.3 MEETINGS OF SUB COMMITTEES

- a. All notices of meetings of Sub Committees shall be given by the Director on behalf of the Secretary. All such notices shall specify the date, time and place of meetings and the business to be transacted.
- b. Unless in cases of urgency, all notices of meetings of Sub Committees shall be given in writing at least 48 hours before the time of the meeting.
- c. The Office Bearers Sub Committee shall decide upon its business in a manner appropriate to the circumstances arising from the nature of the business to be decided.
- d. Unless with a consent of a majority of the members present no business other than that on the Agenda shall be transacted at a meeting of the Sub Committee.
- e. Unless otherwise fixed by the Committee when appointing such Sub Committee, the quorum of such Sub Committee shall be determined by the Sub Committee as and when the Sub Committee is appointed, with a minimum of three as set out in the Rules.
- f. The Convenor of a Sub Committee or, in his absence, the Committee Chair, shall chair the meetings of a Sub Committee. Failing the Chair, the members of the Sub Committee present shall elect a Chair, who shall chair the meeting until the Convenor or Chair shall be present.
- g. If a Sub Committee member is obstructive, offensive or disregards the authority of the Chair, a vote may be taken to exclude them from the meeting.

3.4 MINUTES OF MEETINGS OF SUB COMMITTEES

Minutes of Meetings of Standing Sub Committees and Special Sub Committees shall be submitted to the first meeting of the Committee held thereafter.

4. FINANCE

4.1 ANNUAL ESTIMATES

The estimates of revenue and expenditure for the ensuing year shall be submitted by the Finance Officer to a meeting of the Management Committee held not later than the second last Committee meeting of the Financial Year.

4.2 CAPITAL EXPENDITURE ON DEVELOPMENT PROJECTS

All expenditure of a capital nature on development projects shall be submitted to the Committee for its approval at the following stages:

- a. Acquisition of land or property.
- b. Appointment of professional consultants for the project and commencement of design process.
- c. The letting of contract for carrying out development works.

Approval at each of these stages will encompass all expenditure of a capital nature, necessary and relevant to the project, at that stage.

4.3 ACCOUNTS

The Finance Officer shall report to the appropriate Committee meeting a set of Management Accounts for each quarter.

There will be both a detailed and summarised budget. Management accounts will show actual costs, budget costs, variances and comparative figures for the previous period. All material variances must be explained adequately.

4.4 EXPENDITURE NOT PROVIDED FOR IN ESTIMATES

An officer of the Co-operative shall not incur any material expenditure (whether capital or revenue) in respect of any item not provided for in the Estimates or in excess of any amount allowed under the appropriate heading until details of such expenditure shall have been submitted to, and approved by the Management Committee.

4.5 EXPENDITURE FUNDED BY LOAN FINANCE FROM THE SCOTTISH GOVERNMENT/ VIA THE CITY OF EDINBURGH COUNCIL

An officer of the Co-operative shall not incur any expenditure (whether capital or revenue) in respect of any item which is intended to be financed by loan from The Scottish Government (or via the City of Edinburgh Council (CEC)) without obtaining Scottish Government/CEC prior approval, or taking all reasonable steps to ensure that such expenditure will be approved by The Scottish Government/CEC.

4.6 EMERGENCIES

Notwithstanding the provision of Section 4.4 the Office Bearers Sub Committee set up under 3.2 may in a case of emergency authorise expenditure not provided for in the Estimates but all such

authorisation must be reported to the first meeting of the Committee held after the authorisation has been given.

5. MISCELLANEOUS

5.1 AFFIXING OF THE CO-OPERATIVE'S SEAL

Where the affixing of the seal of the Co-operative to any document is required by a decision of the Committee then that decision shall be taken to imply the Authority of the Committee to affix the seal, as required by Rule 59 of the Co-operative.

5.2 REGISTER OF COMMITTEE MEMBERS

- a. The Director on behalf of the Secretary shall maintain a Register of Committee Members in which will be entered the details of each Committee member's principal employment(s), professional or business activities; of any position of public responsibility held; and of membership of other housing associations or co-operatives.
- b. A Committee member shall supply to the Director the information required as soon as possible after being elected to the Committee.
- c. The Director shall be notified of any change in this information as soon as possible after the change occurs.
- d. The Director shall also record in the Register all declarations of financial interest made by Committee members under Rule 34 of the Co-operative, which requires that all personal or other external interests be declared annually.
- e. The Director shall record the ethnic origin of each Management Committee member, the individual replies being kept confidential and only summary statistics being divulged.

5.3 PARTICIPATION IN THE OMBUDSMAN SERVICE

Lister participates in the Scottish Public Service Ombudsman scheme and shall provide information about it to people on request. The right shall also be publicised to tenants and applicants. The Co-operative shall assist the Ombudsman in dealing with any enquiries he/she may receive. The Co-operative shall consider carefully any reports, referrals or judgements that the Ombudsman shall make concerning the Co-operative.

5.4 CANDIDATES STANDING FOR ELECTION TO COMMITTEE AT THE AGM

All candidates standing for election at the AGM, whether someone standing down and re-standing, or a new candidate, are required to submit a statement about themselves and their aspirations on standing for election, of approximately 50 words (with a maximum of 75 words) to the office by 4.00pm on the Monday before the AGM. This statement will be typed up and circulated to all members present at the AGM. If no statement is forthcoming than a blank space and note to that effect will be printed instead. The Lister Director shall have discretion to amend or delete sections of statements submitted to enable them to meet the word limit and be as comprehensible as possible.

5.5 EQUAL VOTES AT THE CUT-OFF POINT IN A CONTESTED ELECTION

Where there is a contested election for Committee members at an AGM and the votes cast are equal for candidates on the cut-off point, then those with equal votes shall draw lots, overseen by the Chairperson, to determine the outcome. The Chairperson will then cast their second vote, as per Clause 26 in the Rules, to the winner(s).

6. SUSPENSION OR AMENDMENT OF STANDING ORDERS

6.1 SUSPENSION OF STANDING ORDERS

A motion to suspend Standing Orders may be proposed and seconded, and shall be carried if supported by two-thirds of those present. The Chair may not refuse to accept such a motion, but may postpone putting it to the meeting until the completion of any discussion which is in progress when such suspension is moved.

6.2 AMENDMENT OF STANDING ORDERS

A motion to amend or add to or delete part of the Standing Orders may be proposed and seconded, and shall be carried if supported by two-thirds of those present.

7. THE REMIT AND DELEGATED POWERS OF SUB COMMITTEES

7.1 INTRODUCTION

The Committee of Management, with the assistance of any Sub Committee will ensure that the policies formulated by the Co-operative are implemented and monitored for performance by:

- a. Developing policies and subsequently directing the activities of the Co-operative.
- b. Monitoring the progress of policies which have been agreed and implemented by the Committee.
- c. Ensuring that the Co-operative's financial and legal responsibilities are properly fulfilled.
- d. Delegating authority as appropriate to the Director to ensure that paragraphs (a), (b) and (c) are achieved and implemented.

7.2 SUB COMMITTEES - STRUCTURES AND ORGANISATION

- a. The purpose of Sub Committees is to deal with matters relevant to that Sub Committee in order to present informed comment and/or recommendations to the Management Committee. For routine matters the recommendations of the Sub Committee should normally be accepted by the Management Committee (in order to avoid wasting time by repeating the discussion of a topic during Committee meetings).
- b. The membership of each Sub Committee shall be specified in the relevant section on delegated powers.
- c. Each Sub Committee should have a convenor whose responsibilities are to chair the meetings and liaise with the Director over:
 - (1) The calling of meetings.
 - (2) The agenda of meetings.
 - (3) Reporting back to the Management Committee.
- d. The convenor can delegate responsibility for any of these tasks. The convenor can resign or may be replaced by the Management Committee if the duties of the convenor are no longer adequately fulfilled. The Director shall normally service Sub Committees as appropriate.
- e. Meetings of the Sub Committee should be called:
 - (1) Whenever business needs to be discussed.
 - (2) On instruction to the convenor by the Management Committee or the Office Bearers.
- f. A Sub Committee may invite comment from outside consultants, Co-operative staff, Committee members or tenants. The Management Committee and staff should give every assistance to the Sub Committee.
- g. Any decision involving expenditure or activities involving official identification with Lister must be referred to the Management Committee for approval unless prior delegated powers have been given or it is provided for in the general delegated powers.

- h. No member of a Sub Committee (Committee member or tenant) shall benefit financially or materially from being in that Sub Committee. Expenses shall be paid where they fall into the categories where expenses are paid and the expense has been incurred.

List of Delegated Powers that follow:

7.3 Employment

7.4 Office Bearers

7.5 Finance

7.6 Allocations and Membership Interview Panel

7.7 Audit

7.8 Maintenance

7.3 DELEGATED POWERS OF THE EMPLOYMENT SUB COMMITTEE

The Employment Sub Committee shall meet as and when necessary to look at issues relating to the employer role of the Co-operative. It shall advise the Management Committee on these issues and look at items referred from the Management Committee. It may also be given delegated powers by the Management Committee on specific matters. The membership of the Employment Sub Committee shall comprise of the 3 Office Bearers of the Co-operative - the Chairperson, Secretary and Treasurer plus up to 3 other Management Committee members as decided by the Management Committee. The Sub Committee shall be serviced as appropriate by the Director. The quorum shall be 3 persons.

If the Sub Committee is involved in recruitment and selection for posts then Members of the Sub Committee must declare an interest if they are related to any applicant. If they are a close relative then they must not take part in the recruitment procedure.

The remit, responsibilities and delegated powers of the Sub Committee are:

- a. to consider the need or justification for individual staff appointments and make recommendations in principle to the Management Committee on these and on staffing complement and structure as a whole.
- b. to make recommendations on the salary scale and Conditions of Service to be used by the Co-operative and to review these on a regular basis.
- c. to adjudicate on the interpretation of the Conditions of Service, and to approve and monitor procedures for ensuring their proper, operation; e.g. time sheets, sickness records, holiday charts etc.
- d. to devise and recommend and review procedures for regular review of the performance, appraisal, salary and grading of all staff.
- e. when a staff vacancy occurs, to re-evaluate the post, review the job description and grading, and take action in connection with replacement including recommending the composition of the interview panel. To carry out interviewing and appointment where delegated authority has been given by the Management Committee.
- f. to discuss and approve staff training programmes, and make recommendations to the Management Committee after consultation with the Treasurer/Finance Officer where this would have major financial implications.
- g. to have responsibility for general liaison with staff on employment and personnel matters and general welfare; and to administer the grievance and discipline procedures on behalf of the Management Committee in the first instance.
- h. to review employment and personnel issues and other matters arising from changes in Employment Legislation, and Codes of Practices and good practice guides.

7.4 DELEGATED POWERS OF THE OFFICE BEARERS' SUB COMMITTEE

The Office Bearers' Sub Committee shall comprise the Chairperson, Secretary and Treasurer of the Management Committee. The Sub Committee shall meet or shall be liaised with as and when necessary to deal with matters of an urgent nature between meetings of the Management Committee and to deal with any matter delegated to them by the Management Committee.

Where the Sub Committee is dealing with an individual person or company then Members must declare an interest if they are related to the person or to a director or partner of the company. If they are a close relative then they must not take part in the decision-making process.

The Sub Committee shall be serviced as appropriate by the Director.

The remit, responsibilities and delegated powers of the Sub Committee are:

- a To take any decision of an urgent nature on behalf of the Management Committee in between meetings of the Management Committee.
- b To deal with any matter delegated to them by the Management Committee.
- c To report any decisions taken to the next Management Committee meeting.
- d To liaise with the Director and the Finance Officer over any matter of an urgent nature where the advice of the Office Bearers is appropriate.
- e The Sub Committee may not necessarily need to meet to decide its business. It may be that liaison through the Director can be used to reach and confirm a decision. All such liaison must be in writing or confirmed in writing.
- f Where one or two of the members of the Sub Committee are unavailable then the remaining member(s) shall take any decision of a very urgent nature. The members not available shall be informed of the decision as soon as possible after the event.

Acting on the Rent Setting Appeals:

- g To meet as and when necessary to consider appeals by individual tenants or groups of tenants about the rent setting mechanism as it applies to the properties they rent.
- h Where such an appeal is being received, to convene a meeting and to consider the substance of the appeal. The advice of the Director shall be sought.
- i The tenant or group of tenants has the right to make a presentation to the Sub Committee on their concern and to answer any questions put to them. The tenant(s) must then leave the meeting to allow the Sub Committee to debate and decide upon the matter.
- j Where the grounds for appeal are accepted then the Sub Committee shall recommend to the Management Committee that the Rent Setting Mechanism be amended. Where the grounds for appeal are not accepted the tenant(s) shall be advised and they will then have the right of one further appeal to the Management Committee whose decision shall be final. At the Management Committee meeting the tenant or group of tenants shall have the right to make a presentation as above.

7.5 DELEGATED POWERS OF THE FINANCE SUB COMMITTEE

The Finance Sub Committee will have the power to consider matters relating to the finances of the Co-operative including setting budgets and rent levels. It shall also consider matters relating to financial reporting and the financial projections.

The membership shall be determined by the Management Committee and shall include the Treasurer. Only Management Committee members can sit on this Sub Committee. The Sub Committee shall be serviced by the Director and where appropriate, the Finance Officer. The quorum shall be 3 persons.

The Sub Committee shall have regard to the various financial requirements, advice and guidance notes produced by various regulatory and advisory bodies.

The remit, responsibilities and delegated powers of the Sub Committee are:

- a. To advise the Management Committee on financial matter relating to the Co-operative. It shall liaise with other Sub Committees such as audit, maintenance and employment as appropriate. To consider other financial policies such as the treasury management, risk management and borrowing strategy policies.
- b. To consider the proposed budget for the following financial year and make recommendations to the Management Committee on it.
- c. To consider the 'price per point' to apply in the following rent year (1 April - 31 March) and to consider all evidence and options in looking at this topic as set out in the Rental Policy and Rent Setting Mechanism. To make a recommendation to the Management Committee on the 'price per point'. To consider any feedback from tenant consultation on the rent review.
- d. To assist when necessary in reviewing financial procedures, regulations and standing orders.

7.6 DELEGATED POWERS OF THE ALLOCATIONS AND MEMBERSHIP INTERVIEW PANEL

The Allocations and Membership Interview panel shall meet as and when necessary to consider the allocations and membership policies and issues related to allocations or membership, and advise the Management Committee.

The membership of the Panel shall comprise solely members of the Management Committee as decided by the Committee. Co-opted members of the Management Committee are not eligible for this Panel as they cannot be concerned in matters affecting membership directly. The Panel shall be serviced as appropriate by the Director.

The remit, responsibilities and delegated powers of the Sub Committee are set out below:

- a. To meet as and when necessary to review the allocations, mobility and membership policies. To consider any advice and guidance from relevant bodies and report with any recommendations to the Management Committee.
- b. To consider any allocations or membership policy matter referred to it by the Management Committee and then report back with any recommendations.
- c. To hear any appeals from applicants or others concerning allocations or membership issues in accordance with the relevant appeals procedure. The details of such appeals will be in an anonymous format supplied by the Director. Appellants may make personal representations to the Panel subject to the Panel's approval. The appellant must leave the meeting after their presentation to allow the Panel to debate and decide upon the matter.
- d. When considering any appeals, members of the Panel must declare an interest if they are related to the appellant. If they are a close relative then they must not take part in the appeal case.
- e. To have an input into the monitoring and review of the equal opportunities policy in respect of allocations, ethnic monitoring and membership.
- f. To consider allocations and nominations arrangements with outside bodies such as the Edinburgh Council Services for Communities Dept. To monitor and review such arrangements.
- g. Two members or more of the Panel can form a Membership Interview Panel which will consider the membership application by an applicant in accordance with membership policy and procedures. The Membership Panel may interview applicants or may make a decision on the basis of written material. The Panel shall have the power to decide whether or not applicants shall be accepted into membership.
- h. If the Panel is undecided on the outcome, at the end of the meeting, then the application for membership shall be deferred and the Panel shall reconvene at a later date with a minimum of 3 members to decide upon the application.
- i. To report decisions on membership applications to the Management Committee.
- j. To advise the Management Committee on any proposal to expel a member. The Rules of the Co-operative shall apply.

7.7 DELEGATED POWERS OF THE AUDIT SUB COMMITTEE

The Audit Sub Committee will have the power to consider matters relating to the audit and financial control of the Co-operative. It shall consider matters relating to the internal and external audits, financial reporting and the internal control processes. The initial membership shall be determined by the Management Committee at the first Management Committee meeting following each year's AGM. The initial membership shall be only Management Committee members. The Sub Committee can co-opt additional members with particular expertise or interest. The Sub Committee shall be serviced by the Director and where appropriate, the Finance Officer. The quorum shall be 3 persons.

The membership of the Sub Committee shall be such that there must be an equal or greater number of people who are not Office Bearers of the Management Committee, compared to the number of Office Bearers on the Sub Committee. The chair of the Sub Committee must not be an Office Bearer nor a co-opted person. The Management Committee needs to formally approve the person selected as Chair by the Audit Sub Committee. The Chair of the Sub Committee can attend all Management Committee meetings as of right. Co-opted people must always form a minority of the Sub Committee's membership.

The Sub Committee shall have regard to the various financial requirements, advice and guidance notes produced by various regulatory and advisory bodies. The remit, responsibilities and delegated powers of the Sub Committee are:

- a. To oversee and report to the Management Committee on the financial reporting process; the external audit; the accounting and internal control systems; and the internal audit.
- b. To report to the Management Committee on the adequacy and effectiveness of the Co-operative's internal control system. It shall review the external auditor's management letter; the internal auditor's report; the fraud register; and arrangements for promoting the economy, efficiency and effectiveness of the Co-operative.
- c. To be consulted on reviews of the Co-operative's risk management policy and risk matrix and associated documents. To consider the aspect of risk in relation to the financial controls and internal & external audit activity of Lister. To have an input to the risk reviews and risk management reports to Committee.
- d. To advise the Management Committee on the tendering specifications, re-appointment or otherwise of the internal auditors, the external auditors and the fees / charges for such services. To review the planned work of the internal auditors and ensure it is appropriate.
- e. To advise the Management Committee on any other audit and associated financial matter relating to the Co-operative. It shall liaise with other Sub Committees such as finance, maintenance and employment as appropriate.
- f. To have a right of access to obtain all the information it considers necessary and to consult directly with internal and external auditors. It shall have the right to report directly to the Chairperson of the Co-operative.
- g. The Sub Committee shall be able to instruct staff and others to provide support and other resources to enable it to perform its functions effectively.
- h. The Chair of the Sub Committee has the power to require those in attendance/servicing the meeting to leave the meeting when requested to enable the Sub Committee to have uninhibited discussions.
- i. The Sub Committee has the power to commission special investigations into matters of particular concern.

7.8 DELEGATED POWERS OF THE MAINTENANCE SUB COMMITTEE

The Maintenance Sub Committee shall meet as and when necessary to consider any maintenance issues in the Co-operative. It shall be able to look at topics and matters in more detail than the Management Committee. It shall be an advisory Committee for the Management Committee - reporting and recommending items for the Management Committee to consider and decide upon. Membership of the Sub Committee shall be open to any tenant of the Co-operative.

The Sub Committee shall be serviced as appropriate by the Director. The quorum shall be 3 persons.

The remit, responsibilities and delegated powers of the Sub Committee are:

- a. To meet as required to consider maintenance issues and topics for the Co-operative. To receive reports and information from the Director.
- b. To consider any maintenance matter referred to it by the Management Committee.
- c. To make reports and recommendations to the Management Committee.
- d. To receive reports and submissions from consultants and contractors regarding maintenance Work.
- e. To liaise with the Finance Sub Group over budget proposals for maintenance Work.
- f. To consider the future maintenance needs of Lister and consider and review the Co-operative's planned maintenance programmes.
- g. To review regularly the maintenance Policy and any associated procedures. To make recommendations to the Management Committee over any proposed changes to the maintenance policy.

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