



RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

STANDING ORDERS

ALL OF THE ASSOCIATION'S POLICIES AND PUBLICATIONS CAN BE MADE AVAILABLE IN LARGER PRINT, AUDIO FORM, BRAILLE OR OTHER LANGUAGES AS REQUIRED AND APPROPRIATE.

For further details please contact the office on 0141 647 4917 or by email at info@randcha.co.uk

Purpose	To ensure that the Association's governance structures and mechanisms to conduct business are clearly set out to meet legal and regulatory requirements.
Regulatory Requirements	<p>Standard 1 The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p> <p>Standard 4 The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.</p> <p>Standard 7 The RSL ensures that any organisational changes or disposals it makes safeguard the interests of, and benefit, current and future tenants.</p> <p>Constitutional Requirements for RSLs Captured in Model Rules 2020 which RCHA adopted on 7th September 2021.</p>
Regulatory Guidance	<p>Guiding Standard 1.2 "The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL."</p> <p>Guiding Standard 4.6 "The RSL has an internal audit function. The governing body ensures the effective oversight of the internal audit programme by an audit committee or otherwise. It has arrangements in place to monitor and review the quality and effectiveness of internal audit</p>

	<p>activity, to ensure that it meets its assurance needs in relation to regulatory requirements and the Standards of Governance and Financial Management...”</p> <p>Guiding Standard 7.2</p> <p>“The RSL ensures that its governance structures are as simple as possible. Clear and allow it to meet the Standards of Governance and Financial Management, Constitutional Requirements, and Group Structures guidance.”</p> <p>Constitutional requirements for RSLs</p> <p>“17. The powers and responsibilities of the governing body are clearly set out.</p> <p>18. The roles, powers and responsibilities of governing body office bearers are set out. Any delegation to committees or staff are clearly set out in standing orders and delegated authorities.</p> <p>21. It is clear what types of meetings can and should be held and their purpose. There are clear procedures to call meetings, and it is clear what the quorum of meetings should be, how resolutions will be passed, and decisions recorded, and how many meetings should take place each year, subject to a minimum of six governing body meetings a year.”</p>
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Reviewed	28th August 2024
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1.0 PURPOSE

- 1.1 These Standing Orders have been agreed to establish how Rutherglen and Cambuslang Housing Association Ltd (RCHA) will conduct its affairs and how authority will be delegated to its committees and to the Director. They should be read in conjunction with the following documents
- RCHA Rules approved on 7th September 2021,
 - Remits of the Management and Sub-Committees appended to these standing orders at Appendices 1 and 2
 - Role profiles for Management Committee members and office bearers attached at appendices 3-6
 - Delegated Authority Policy approved in August 2023 for which appendix 2 has been superseded and updated in standing orders at Appendix 8.
 - Financial Regulations which includes the scheme of financial delegation.
 - Business Continuity Policy approved in November 2023
- 1.2 RCHA is committed to demonstrating good governance and to ensuring that there is clarity about the roles, responsibilities and authorities that are held by its sub-committees and the Director. These Standing Orders make clear that the primary role of the Management Committee is to ensure good governance practice and be responsible for the leadership, strategic direction and control at RCHA. Responsibility for operational leadership, implementation of strategic plans and policies and achievement of objectives and targets rests with the Director and Senior Management Team.
- 1.3 These Standing Orders are, therefore, intended to:
- Supplement the Rules by providing additional details about roles and remits, convening of and conduct at meetings.
 - Describe the responsibilities and level of authority retained by the Management Committee and delegated to sub-committees and staff.
 - Provide a clear basis for the conduct of RCHA's business and the achievement of its aims, objectives, and targets to achieve good outcomes for our tenants and other service users.

2.0 REGULATORY REQUIREMENTS, RULES & GUIDANCE

2.1 Regulatory Requirements

Guiding Standard 1.2

“The RSL’s governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.”

Guiding Standard 4.6

“The RSL has an internal audit function. The governing body ensures the effective oversight of the internal audit programme by an audit committee or otherwise. It has arrangements in place to monitor and review the quality and effectiveness of internal audit activity, to ensure that it meets its assurance needs in relation to regulatory requirements and the Standards of Governance and Financial Management...”

Guiding Standard 7.2

“The RSL ensures that its governance structures are as simple as possible, clear and allow it to meet the Standards of Governance and Financial Management, Constitutional Requirements, and Group Structures guidance.”

2.2 Constitutional requirements for RSLs

The following constitutional requirements from the Regulatory Framework are relevant

“17. The powers and responsibilities of the governing body are clearly set out.

18. The roles, powers and responsibilities of governing body office bearers are set out. Any delegation to committees or staff are clearly set out in standing orders and delegated authorities.

21. It is clear what types of meetings can and should be held and their purpose. There are clear procedures to call meetings, and it is clear what the quorum of meetings should be, how resolutions will be passed, and decisions recorded, and how many meetings should take place each year, subject to a minimum of six governing body meetings a year.”

2.3 Rutherglen & Cambuslang Housing Association’s Rules

Rule 45 states that

“The Committee is responsible for the leadership, strategic direction and control of the Association.....”

Rule 58.1 states that

“The Committee can **delegate its powers** to sub-committees or to staff or to Office Bearers. The Committee will establish the terms of reference for such delegation, which will be set down in writing and communicated to the recipient of the delegated powers. Such delegation will be set down in writing in **standing orders**, schemes of delegated authority or other appropriate documentation. **In the case of a sub-committee such delegation shall include the purposes of the sub-committee, its composition and quorum for meetings.** A minimum number of members for a sub-committee shall be three. There must be at least three of the members of a sub-committee present for the meeting to take place. The Committee shall be responsible for the on-going monitoring and evaluation of the use of delegated powers.”

3.0 POLICY OBJECTIVES

Standing Orders aims to;

- Define the roles and remits of the Management Committee, Sub- Committees and Senior Management Team in a simple governance structure which meets RCHA's legal and regulatory requirements.
- Define the roles and responsibilities of a Management Committee member and each office bearer.
- Clearly set out delegated responsibilities and financial delegation at RCHA
- Demonstrate compliance with Regulatory Standards and the Association's Rules
- Ensure good governance, efficient business management, effective scrutiny and reporting arrangements
- Support the Association to operate to high standards of governance
- Provide a framework within which Committee and staff members can undertake their duties

4.0 GENERAL PRINCIPLES

In general, the distinction between the responsibilities of the Committee and those of the Senior Management Team can be described as;

<p>Management Committee – Strategic</p> <p>Leading the Association Defining Association's purpose, strategic objectives and strategic risks Setting the Association's strategic direction & priorities in a business plan and overseeing the achievement of expected actions Maintaining assurance of legal, regulatory and financial compliance Taking account of tenants' views Setting performance targets and monitoring outcomes Ensuring adequate resourcing and financial stability and long term viability Carrying out role as employer Supporting & motivating senior staff</p>
<p>Senior Management Team – Operational</p> <p>Developing & implementing plans to realise agreed objectives Allocating & managing resources to achieve priorities and targets Achieving, evidencing and maintaining compliance Managing, monitoring and reporting on organisational performance Assessing and managing risk Allocating and managing resources effectively Leading staff</p>

5.0 DEFINITIONS & INTERPRETATIONS

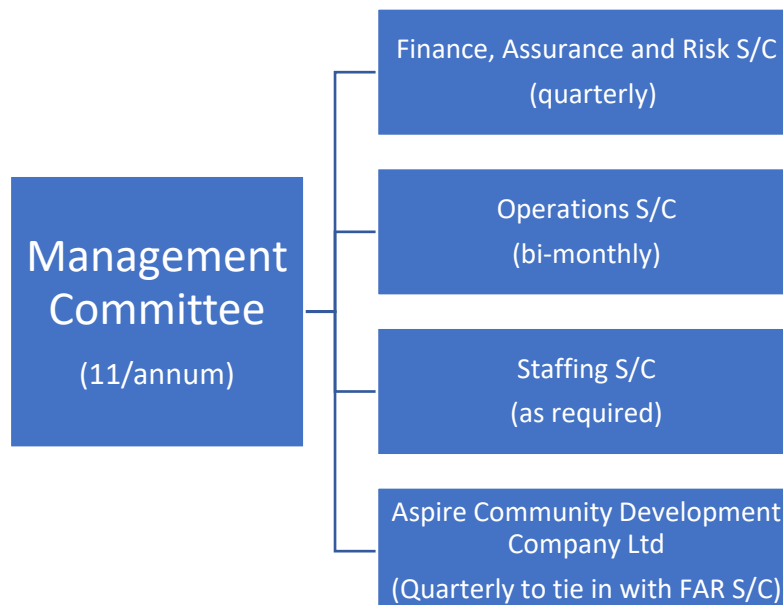
- 5.1 In these Standing Orders, the Governing Body is the Management Committee of RCHA, which retains authority for all of the Association's activities, actions and affairs.
- 5.2 "SC" means a sub-committee established in accordance with Rule 58

and these Standing Orders.

- 5.3 In conducting their business, sub committees will observe the terms of these standing orders and for this purpose, references to the Management Committee shall be interpreted as including committees and references to Chair shall be interpreted as including Sub Committee Chairs.
- 5.4 In the event of a conflict between the application of the Rules and these Standing Orders, the Rules will prevail. Where clarification of the interpretation of these Standing Orders is required, the Chair may seek to access further advice

6.0 GOVERNANCE STRUCTURE

- 6.1 Governance structure- RCHA's Management Committee has delegated a number of its responsibilities to three standing sub-committees and may also establish additional sub-committees or other working groups to support the work of the Management Committee, as required.
- 6.2 Delegated authority has also been conferred on the staff team employed by the Management Committee. The Director will lead and manage the staff team to implement the plans, strategies and policies approved by the Management Committee and direct its operations, supported by the management team. It is the responsibility of the Management Committee to both support and, where necessary, challenge the Director and management team. It is the responsibility of the Director and management team to work effectively with the Management Committee to facilitate good governance.
- 6.3 The overarching governance structure which RCHA will operate is



6.4 The remits for each of the sections of the governance structure are attached as follows

Appendix 1A-C- Remits of Operations Sub-Committee/Finance Assurance and Risk and the Staffing Sub-Committee

Appendix 2- Remit of the Aspire Community Development Company Ltd. (ACDCL) which has a separate Board consisting of 4 current members of the RCHA Finance Assurance and Risk Sub-Committee. The Director acts as the Secretary for ACDCLtd. (TO FOLLOW)

Appendix 8 sets out detailed delegation split by business area including

- (a) Governance, Strategy, Policy and Performance
- (b) Housing Management
- (c) Repairs and Maintenance Services including Landlord health and safety compliance
- (d) Financial Management
- (e) Risk Management, Audit and Assurance
- (f) Staffing, Employment and Staff Health and Safety

6.5 The Management Committee has established three Sub-Committees to advise it and act in respect of those matters that are described in the sub-committee's remit in appendix 1. All Sub-Committees report to the RCHA Management Committee. Their remits can only be altered by decision of the Management Committee. Sub-Committee members will be appointed by the RCHA Management Committee and each Sub-Committee will appoint its own Chair.

7.0 ROLE OF MANAGEMENT COMMITTEE MEMBERS AND OFFICE BEARERS

7.1 Role of RCHA Management Committee members

A role profile for RCHA's Management Committee is attached at appendix 3. All Management Committee members will be required to accept the terms of this role profile and agree to meet the expectations and perform the duties set out therein. At least annually, the Management Committee will utilise an appraisal process to assess Management Committee effectiveness and identify the range of skills, knowledge, experience, and diversity that it requires to fulfil the terms of its remit, and will seek to recruit any additional Management Committee members required to fill any identified gaps.

7.2 Office Bearer Roles

RCHA must have a Chair, Vice Chair, a Secretary or other office bearers as the Management Committee deem appropriate. Appendices 4, 5 and 6 set out role profiles for each of the office bearer roles respectively.

These Office Bearers will be accountable to the Management Committee. A senior staff member may hold the office of Secretary. The remaining Office

Bearers must be elected committee members and cannot be co-optees.

At its first meeting following the AGM, the Management Committee will elect a Chair, Vice-Chair and Secretary to act for the year ahead. In the period between the AGM and the first scheduled meeting of the Management Committee, the incumbent Chair will continue to act as the Chair or the Vice Chair will assume the position in the short term.

It is the role of Office Bearers to represent the Association and positively promote its activities when doing so. They will be required to undertake supplementary training to equip them for their roles.

7.2.1 Role of Management Committee Chair

The Chair is responsible for the leadership of the Management Committee and ensuring its effectiveness in all aspects of its role and remit. Such powers as are required to allow the Chair to properly discharge the responsibilities of the office will be delegated to them. The responsibilities of the Chair are set out in Rule 59.6 and in appendix 4- Role Profile for the Chair.

The Chair can be re-elected but cannot hold office continuously for more than five years.

7.4 Role of Vice-Chair

The Vice-Chair, in the temporary absence of the Chair of the Management Committee, shall have the authority and responsibilities of the Chair to uphold the Rules of RCHA, to chair meetings, to act as the main spokesperson and representative of RCHA and to sign official documents. The responsibilities of the Vice Chair are set out in appendix 5- Role Profile for the Vice Chair.

7.5 Role of the Secretary

The responsibilities of the Secretary are set out in Rules 59.3 and 59.4 and in appendix 6- Role Profile for the Secretary.

7.6 Appointing Members of Sub-Committees

At the first meeting following the AGM the Management Committee will:

- Appoint the Chair and members of the Finance, Assurance and Risk Sub-Committee
- Appoint the Chair and members of the Operations Sub-Committee
- Appoint the Chair and members of the Staffing Sub-Committee
- Appoint Chair and members of ACDCL who will also be members of the Finance, Assurance and Risk Sub-Committee

7.7 Under normal circumstances there is an expectation that members will serve on at least one and a maximum of three sub-committees. This expectation is subject to the personal circumstances of individual committee members which may be taken into account by the full Management Committee over the course of the year.

7.8 The Chair of the Management Committee cannot be appointed as Chair of any Sub-

Committee.

8.0 MEETINGS, MINUTES and QUORUMS

8.1 Meetings

Management Committee

- The Management Committee requires to meet at least six times in each calendar year, in accordance with Rule 48. At RCHA, the Management Committee shall meet monthly with the exception of the month of July. The meetings will be held on a Tuesday in each month. Additional special meetings of the Management Committee may be arranged from time to time to deal with exceptional items or during periods of very high workload. The quorum for the Management Committee is included in Rule 48 which states that there “must be at least four Committee Members present for the meeting, with a majority of the Committee Members present being Elected Committee Members, for the meeting to take place.”

Operations Sub-Committee

- The Operations SC will meet bi-monthly from June 2024. Rule 58.1 states that “A minimum number of members for a sub-committee shall be three. There must be at least three of the members of a sub-committee present for the meeting to take place.”

Finance, Assurance and Risk Sub-Committee

- The Finance, Assurance and Risk SC will meet quarterly from May 2024 to align with the presentation of quarterly management accounts. Rule 58.1 states that “A minimum number of members for a sub-committee shall be three. There must be at least three of the members of a sub-committee present for the meeting to take place.”

Staffing Sub-Committee

- The staffing sub-committee will meet as and when required. Any staffing issues that are within the remit of the Management Committee to be involved in, those members of the Staffing Sub-Committee who have been appointed to deal with appeals shall withdraw from the discussion and take no part in decision-making on the specific issue under deliberation. Rule 58.1 states that “A minimum number of members for a sub-committee shall be three. There must be at least three of the members of a sub-committee present for the meeting to take place.”

ACDCL Committee Meeting

- Quarterly to link in with the FAR Sub-Committee to review quarterly management accounts. This means FAR members will form the 4 members of the ACDCL Committee.

Sub-committees will not meet during the month of July to preserve the summer hiatus for members.

All meetings will be held in a venue that is accessible.

8.2 Minutes

The Secretary has responsibility for ensuring the preparation and circulation of draft minutes for all meetings of the Management Committee. Where the Secretary is a Management Committee member, these duties will be delegated to the Director with the Secretary assuming responsibility for ensuring that they are carried out effectively. Responsibility for the preparation of draft minutes of any sub- committee will lie with a management team member.

Draft minutes of meetings will normally be prepared and circulated, whether by post or electronically, to members at least 7 days prior to the next meeting. These minutes will be requested to be approved as a correct record of the meeting, inclusive of any alterations prior to approval. Minutes must be accepted by the committee following a motion proposed and seconded by two members who were present at the relevant meeting. If there are insufficient members who were present at the relevant meeting, a member (or members) who was not present may propose or second acceptance. Once approved, and inclusive of any amendments, the final minute shall be signed by the meeting Chair and retained as the official record of the Association.

Draft minutes of each sub-committee meeting should be presented to the next following meeting of the RCHA Management Committee for approval along with all papers to ensure that all members are aware of the content of Sub-Committee business, provided its meeting takes place more than 10 days prior to the date of the next scheduled Management Committee meeting. Members present at the Management Committee meeting that were also present at the sub-committee meeting can highlight key discussions and decisions.

RCHA is open about the way it conducts its affairs, and positive about how it responds to requests for information. In line with this approach and to meet our regulatory requirements, minutes of the meetings of the Management Committee will be available to the public, once they have been approved. Minutes will be published on RCHA's website within 10 working days of the meeting at which they were approved.

8.3 Confidential Minutes

Some items and reports considered at committee meetings may require to be treated as confidential, for example those relating to individuals or groups of individuals, or commercially sensitive. It is the responsibility of the Director to determine whether any item or report due for consideration at an upcoming Management Committee meeting should be designated as confidential, in line with RCHA policies and in consultation with the Chair where any

judgement may be required in relation to such a decision. It will be for the Chair to decide at the meeting which, if any, staff members remain in attendance when confidential items are discussed. Such items will be the subject of a separate, confidential minute, which will not be made available to the public or the staff team. The Management Committee must elect a minute taker for any discussion where staff are excluded, for example, discussion on the Director's remuneration.

It is the responsibility of the Secretary to ensure that for all confidential items considered by the Management Committee there is a clear audit trail of reports and papers and minutes supporting any confidential decisions and that these are filed and stored securely, whether in paper or electronic format.

Information presented at committee meetings shall not divulge personal information (such as name, address, scheme details, etc.) relating to an individual tenant or service user.

8.4 Calling Meetings and Agenda Items

At least seven days' notice of meetings will be given. The Management Committee may determine the form of the notice to be provided, which can include electronic form. Notice of meetings must include an agenda of the business to be transacted and with supporting papers. The late circulation of a report will not prevent the agenda item being discussed, provided that a majority of Management or Sub-Committee members present agree.

All items of business notified on the agenda should normally be the subject of a written report.

Urgent business which has not been notified in advance of the meeting may be considered if a majority of those attending agree.

8.5 Meeting Preparation

Prior to Committee meetings a short pre meet between the relevant Senior Officer and Chair to discuss papers or any potential urgent matters.

Members of the Management Committee and Sub-Committees may propose items for inclusion on the agenda for a meeting by contacting the relevant Chair or the Director. The relevant Chair will decide whether the item is to be included and the nature of any supporting papers required.

8.6 Chairing Meetings

Where the Chair is not present 10 minutes after the appointed start of a meeting of the Management Committee, the Vice-Chair will preside or, failing that, the committee members present will appoint another member, who cannot be a co-optee, to act as Chair for that meeting.

Where the Chair of any Sub-Committee is not present 10 minutes after the appointed start time, those members present may appoint one of their number, who cannot be a co-optee, to act as Chair for that meeting.

The Chair may decide on changes to the order of items raised at meetings, and determine the order of debate. If any point arises which is not covered in RCHA'S Rules or Standing Orders, the Chair may seek further advice or make a ruling.

8.7 Conduct at Meetings

All attendees at meetings must be accountable to the Code of Conduct which members and staff sign annually.

Committee members, when attending meetings, must:

- Conduct themselves in a courteous and business-like manner.
- Show respect for the authority of the Chair of the meeting.
- Show respect and consideration towards other committee members, staff members and anyone else attending a meeting.

All speakers must direct their words to the Chair. All committee members must remain quiet and maintain order while this is happening. The Chair will decide who can speak and for how long. The Chair is responsible for ensuring that all members who wish to contribute to a discussion are able to do so and that the debate is conducted in an orderly and equitable manner.

Committee members should not raise concerns about their personal issues with the Association, or on behalf of family, neighbours or friends at management or sub- committee meetings.

A majority of those attending a meeting of the Management Committee or a Sub-Committee may require a member to withdraw from a meeting if the member is being obstructive or abusive or fails to recognise the authority of the Chair.

8.8 Length of meetings

The decision of the Chair, Vice Chair or other person presiding at a meeting, on length of speeches, debate and closure of debate, is final. The Chair, Vice Chair or other person presiding at a meeting will seek to ensure that all committee members are given adequate opportunity to debate all items on the agenda.

All Committee business, including all sub-committees, should not exceed two hours.

Management Committee agendas will be laid out to ensure that items for discussion and decision are addressed before items for information only. If all business has not been concluded by the maximum 2- hour duration for a meeting, if these matters are for discussion and decision then the Management Committee can agree by a majority vote to suspend standing orders and continue with the meeting to cover only items remaining for discussion and decision for a maximum of 30 minutes.

8.9 Staff attendance

The Director, management team members (as necessary) and a minute taker will attend all meetings of the Management Committee to advise

Management Committee members on the matters under discussion. Staff members cannot vote on any matter being considered by the committee and may be asked to leave by the Chair during confidential discussions.

Relevant senior managers will normally attend meetings of Sub-Committees to advise members on matters under discussion.

Any staff attending meetings may contribute to the discussion on any agenda item, whilst ensuring that the contributions of committee members are prioritised.

8.10 Attendance of external parties

The Management Committee and Sub-Committees may invite other parties, such as consultants and other advisors to attend meetings. Their attendance will normally be confined to a specific item of business.

On occasion, regulators or observers may attend meetings, for example, the Scottish Housing Regulator or potential new Management Committee members.

8.11 Voting

Where a recommendation is proposed and seconded by two committee members present at a meeting, and there is no dissent, the decision/resolution is approved.

Where another committee member indicates a counter proposal, a member may propose a motion or amendment to any matter under discussion. The Chair will decide if the motion or amendment is competent. The matter shall then be decided by a vote of those committee members present. All motions and amendments must be proposed and seconded by members eligible to vote on the matter under discussion.

Voting shall be by a show of hands, unless otherwise directed by the Chair. The number of votes cast for and against the motion or amendment shall be recorded in the minute as shall the number of abstentions. In the event of a tie, the Chair will have a casting vote, in addition to their own vote.

Any member may ask for their dissent from any motions or decisions to be recorded within the minute during the course of the discussion. This does not excuse the member from the requirements of collective responsibility for the decision taken.

8.12 Any other Competent Business

Any other competent business should be intimated to the Chair prior to the start of the meeting, if possible, giving 24 hours' notice.

The Chair will rule on whether the business is competent for discussion and/or decision at the meeting. The Chair will report this decision to the meeting concerned. It will be open to the meeting, based on a majority decision, to reverse this decision or allow immediate discussion and/or decision.

Other business will be referred to a future meeting or delegated to the appropriate sub- committee or staff member.

8.13 Urgent Decisions

The Chair (or failing their availability, the Vice Chair or Secretary (unless a member of staff)) has delegated authority to make decisions on urgent matters between Management Committee meetings. Where it is essential for the effective operation of RCHA that a decision that would normally be taken at a committee meeting has sufficient urgency that it must be taken between meetings, the following process will operate:

- The Director, or in their absence, the Housing or Asset Manager or most senior manager present will alert the Chair, or in their absence the Vice-Chair, that an urgent matter has arisen on which a decision, must be taken.
- The Chair will decide whether the matter requires an urgent decision, and whether it can be decided under Delegated Authority (rules 55 and 59.6) or by reference to the Management Committee as a whole
 - “55. A written resolution signed by not fewer than three quarters of the Committee Members or three quarters of the members of a sub-committee will be as valid as if it had been passed at a Committee Meeting or sub-committee meeting duly called and constituted.” and
 - “59.6.7 where necessary, decisions are made under delegated authority for the effective operation of the Association between meetings;
 - 59.6.8 the Committee monitors the use of delegated powers;”
- Matters requiring urgent approval by the chair/Management Committee will not involve variation from agreed policy or the business plan; significant expenditure (more than £50,000 for non-property expenditure and £100,000 for property related expenditure), or unbudgeted expenditure or actions judged to be high risk, If this is required, the Chair may seek external advice to provide additional assurance on the decision to be taken or decide to wait until the next scheduled meeting to discuss the matter.
- Urgent matters to be decided by Chair/committee will be set out in writing, with a clear recommendation, to be signed as approved and dated by the Chair, or Vice-Chair. The urgent matter should highlight, if the decision has any proposed variation from policy, plans, budget, etc, clearly identifying costs, risks, advice taken and why recommendations for urgent action is required. Anything which is deemed to be outwith delegated authority will be considered at the next full Management Committee meeting.
- The decision will not be acted upon unless there is clear delegated authority in place or the Chair has consulted at least three quarters of the Management Committee or relevant sub-committee who confirm their agreement in writing (this can be by email).
- All decisions made under these urgent decisions procedure will be homologated at the next following Management Committee meeting

for noting and recording in the minutes.

8.14 Emergency Decisions

RCHA has approved a Business Continuity Policy in November 2023 that sets out the arrangements that will apply in the event of a disaster or emergency arising. Nothing in these Standing Orders will prevent the effective implementation of the approved Plan. Where emergency decisions are required and it is not practicable to hold a meeting of the Management Committee or Office Bearers, the Chair and Director will take all necessary decisions to fulfil CHA's responsibilities to service users or partners.

All such decisions and actions must be reported to the Management Committee at the earliest opportunity.

9.0 SCHEME OF DELEGATED FINANCIAL AUTHORITY

- 9.1 The Association's Scheme of Delegated Financial Authority is detailed in Appendix 7. This Scheme of delegated financial authority also applies to Financial Regulations and the Procurement Strategy.

Any future alteration to delegated financial authority should be reflected in Standing Orders as the primary location for the scheme of delegation.

10.0 SCHEME OF DELEGATED AUTHORITY-ACTIONS

- 10.1 The Association's Scheme of Delegated Authority is detailed in Appendix 8 split by business area including
- (g) Governance, Strategy, Policy and Performance
 - (h) Housing Management
 - (i) Repairs and Maintenance Services including Landlord health and safety compliance
 - (j) Financial Management
 - (k) Risk Management, Audit and Assurance
 - (l) Staffing, Employment and Staff Health and Safety
- 10.2. This scheme of delegated authority was extracted from the Delegated Authority Policy approved in August 2023 which has been updated after the annual Committee and staff Planning Event in 2024.

10.0 EQUALITIES STATEMENT

At Rutherglen and Cambuslang Housing Association we are a community that is enriched by the diversity of our individuals. Regardless of age, disability, ethnic or national origin, gender, race, religion or sexual orientation and irrespective of whether you are a tenant,

resident, member of staff, job applicant, contractor or supplier, you are all equally important to us.

We will work to advance Equality, Diversity and Inclusion to ensure and promote fairness for all. To ensure that our commitment to equal opportunities and diversity is followed to the letter, we have a comprehensive policy in place.

11.0 POLICY REVIEW

Standing Orders will be reviewed in full by the Management Committee every three years. However, elements of the policy may be subject to review within that period as required to comply with changes in regulatory standards or requirements, legislation or good practice.