Scheme of Delegation

1. **Introduction:**

The Scheme of Delegation and Control for Ore Valley Housing Association is made up of several elements, which are set out below. The object of the scheme is to always ensure that the Association's Board and Management Team exercise full control over the affairs of the Association, and that it is clear where the responsibility for decision-making lies on any particular matter.

The key elements, which enable this to happen, are as follows:

- The General Scheme of Delegation, which is set out within this document and describes the control structure and agreed delegation of power from the Board to the Association's officers.
- The Association's Financial Regulations, which set out the various financial rules and authorities controlling the Association's activities, including authorised spend for staff members, also shown in Table 1.
- The Association's Rules and Code of Governance, which set out the framework under which the Association's governance structures are operated.
- The Association's general policies which are set by the Board and direct the scope of the Association's activities.
- The Association's staff policies, which contain the policies agreed by the Board, set out the way the Association will deal with its staff.
- The Association's procedures, which set out the way in which authority can be exercised by staff to fulfil the responsibilities passed down by the Association's Board of Management.
- The Association's approved Budget, Financial Projections, Strategies and Plans.

2. **Responsibilities**

The Board

- The Board is responsible for overall strategic direction, ensuring that it is properly governed and that it meets the legal and regulatory requirements of FCA, Companies House, OSCR and the Scottish Housing Regulator.
- The Board's key role is to lead, direct, control, scrutinise and evaluate the work of the Association and ensure that it achieves its aims and objectives.
- To ensure it has control of the operation of the Association. To ensure this it delegates the following duties:

Chair of Board

The Chair of the Board may take decisions on particular issues in between Board meetings where he/she has been specifically authorised to take such decisions by a resolution of the Board in quorum. Or in the event of an emergency the Chair working with the CEO may authorise an immediate course of action, in doing so the background and detail will be reported to other Board members at the earliest opportunity.

Secretary

- The Secretary can authorise the use of the Association's seal in accordance with the appropriate Code of Governance.
- The Secretary is responsible for providing Agenda's, Minutes and other circulation papers for Board

and Sub Committee's, these can where agreed, be delegated to the Chief Executive Officer. At present (2024/25) the CEO has been formally appointed into the role of Secretary. In the event that the CEO ceases to fulfil the role of Secretary this policy will be subject to automatic review.

General Scheme of Delegation

- The General Scheme of Delegation sets out how the Board wishes to exercise its control of the Association, and in doing so, the matters it wishes to delegate to its officers via the Chief Executive. The General Scheme refers to the other control elements, as set out above, all of which must be approved by the Board except the detailed procedures which may be developed and approved by the Association's Management Team from time to time on the proviso that these are consistent with policies agreed by the Board.
- The Board of Ore Valley Housing Association delegates the following authority to officers of the Association via the Association's Chief Executive, subject to the approved reporting procedures.

Chief Executive

- To manage the affairs of the Association in accordance with its values and objectives, general policy and specific decisions of the Board of Management.
- To help the Board determine the Association's policies and strategy.
- To draw the Board's attention to matters that it should consider and decide.
- To ensure the Board is given the information necessary to perform its duties and that the Board receives advice on matters concerning compliance with its Rules, the Law and the need to remain solvent.
- To ensure proper systems of control are established and maintained.
- To help the Chair ensure the business of the Board is conducted properly.
- To delegate to staff, where agreed with the Secretary, the duties involved in servicing Boards and Sub Committee's.
- To lead and manage staff of the Association and ensure their performance is satisfactory.
- To ensure the Association's General Scheme of Delegation is carried out.

Property

- To invite and accept tenders in accordance with the provisions set out in the Financial Regulations and Procurement Policy and associated procedures.
- To conduct negotiations and purchase or sell any land or property within the Association's declared policies and approved programmes.
- To purchase at auction any land or buildings which the Association has resolved to acquire, and in accordance with its land banking policy.
- To make an application for Planning Permission where this is not the responsibility of appointed consultants to progress any proposals approved by the Association's Board of Management.
- To manage the Association's property in accordance with its Asset management policy and annual budget.
- To initiate legal action when appropriate in relation to failure of performance on the part of contractors.

Management and Human Resources

- To undertake the day-to-day management of the Association within the control elements set out in this Scheme of Delegation.
- To implement organisational change within the approved Budget and the related approved plans.
- Within the approved staff complement and policies, carry out a full human resource management function.

Housing Services

- To manage the provision of the Association's housing services within approved policies.
- Where required to deal with referrals from local housing authorities in accordance with the appropriate legislation, protocols and agreements.

- To enter into tenancy agreements with individual tenants.
- To manage the day-to-day operation of the tenancy contract.
- To approve any appropriate legal action (up to and including eviction) of tenants who are in breach of the tenancy contract in accordance with the Association's policy and procedure.
- To manage the stock of and provide services to other landlords within approved policies.

Finance

- To purchase goods and services related to the Association's activities, subject to the provisions of the Financial Regulations.
- To enter into purchase or lease agreements for company vehicles, photocopiers, etc.
- To authorise payment of accounts within the Association's approved Budget.
- To write-off outstanding debts in accordance with the conditions set out in the Association's Financial Regulations.
- To act within the powers detailed in the Association's Treasury Management policy

Legal Implications

- The scheme of delegations takes account of legal obligations, statutory obligations and all associated requirements

Accountability to Tenants

- Identification of residents' views and aspirations to inform the service of OVHA
- Responsibility for the continuous improvement of the service against Best Value review targets
- Communication to tenants about OVHA and consultations
- Developing strategic partnerships to enable OVHA meet its targets and improve its service
- Ensure value for money in OVHA service delivery and operations

General

- To appoint consultants and contractors in accordance with the Association's Code of Governance and Financial Regulations.

Notes:

- Both capital and revenue expenditure should as far as possible be identified in advance within the annual Budget. For the avoidance of doubt budgeted expenditure above £50,000 and unbudgeted expenditure above £20,000 will require Board approval, prior to commitment. Proposed expenditure should be confirmed in accordance with the Association's procurement arrangements.
- The Board may from time to time provide delegated authority for the CEO to authorise expenditure more than their expenditure limit.
- Financial Amounts to be reviewed as required. Amounts quoted are exclusive of VAT.
- In the event of a postholder being absent or otherwise unavailable, the member of staff standing in to fulfil that role, will assume the level of authority allocated to the individual for whom they are deputising.
- Amounts within the limits specified may be approved by the CEO or in his absence the deputy CEO either of whom may delegate financial limits to other officers, in accordance with the OVHA Procurement Policy and Associated procedures.
- For the avoidance of doubt any expenditure in excess of the limit specified in this policy will require the authorisation of the Board.

Table 1 - Financial Authorisation Limits

JOB TITLE	Max Authority £'s - Void	Max Authority £'s - Repairs	Max Authority £'s - Tenancy Support	Max Authority £'s - Other (e.g. expenses)
CEO	50,000	50,000	50,000	50,000
Asset Manager	25,000	25,000	-	25,000
Maintenance & Repairs Officer	5,000	5,000		500
Housing Manager/Deputy CEO	50,000	50,000	50,000	50,000
Senior Housing Officer	5,000	5,000	5,000	5000
Housing Officer	1,500	1,000	500	-
Housing Officer	1,500	1,000	500	-
Housing Officer	1,500	1,000	500	-
Housing Assistant	1,500	1,000	500	500
Trainee Housing Officer	1,500	1,000	500	500
Tenancy Support and Wellbeing Officer	-	-	1,500	500
Tenant & Community Engagement Officer	-	-	500	500
Corporate Support Manager	10,000	10,000	10,000	10,000
Corporate Support Advisor	-	1,000		500
Customer Service Assistant	500	1,000	-	-
Enterprise & Sustainability Officer		1,000	-	- 1,000
Enterprise & Sustainability Assistant	-	1,000	-	500
Finance Director	25,000	25,000-	25,000	25,000
Finance Assistant	-	-	-	500
Finance Assistant	-	-	-	500

Notes :

- Both capital and revenue expenditure should as far as possible be identified in advance within the annual Budget. For the avoidance of doubt expenditure above £50,000 will require Board approval, prior to commitment. Proposed expenditure should be confirmed in accordance with the Association's procurement arrangements.
- The limits identified above are limits for staff - the Board may from time to time provide delegated authority for the CEO to authorise expenditure in excess of their expenditure limit.
- The CEO may from time to time provide delegated authority to other staff members to exceed the limit noted above.
- Financial Amounts to be reviewed as required. Amounts quoted are exclusive of VAT.
- In the event of a postholder being absent or otherwise unavailable, the member of staff standing in to fulfil that role, will assume the level of authority allocated to the individual for whom they are deputising.

- Amounts between £5,000 and £50,000 may only be approved by the CEO or in his absence the deputy CEO in accordance with the OVHA Procurement Policy and Associated procedures.
- For the avoidance of doubt any expenditure in excess of £50,000 will require the authorisation of the Board.

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