



Ore Valley Housing Association

STANDING ORDERS

October 2020

Date of Next Review	October 2021
Review Requirement	Annually

ORE VALLEY HOUSING ASSOCIATION LTD

STANDING ORDERS

INTRODUCTION

The rules governing the Association are as laid out in its rules which are based on the SFHA Charitable Model Rules 2020 adopted for registration with The Scottish Housing Regulator and the Financial Conduct Authority, including any approved amendments.

The Association must also comply with all applicable legislation, and with the performance framework set by The Scottish Housing Regulator.

The conduct of individual Board members must be in accordance with the 'code of conduct' published by SFHA and with the Association's published policies and procedures including the Financial Regulations.

Standing Orders do not seek to restate or to summarise these regulations, but to offer further definition when required, to ensure the effective and efficient day-to-day management of the Association within agreed policies and procedures, towards achievement of its stated aims and objectives.

REVIEW

Review of standing orders and re-adoption, as amended, will take place annually at the first full Board meeting after Association's A.G.M. or as soon as practicable thereafter – whether or not any further review has been necessary in the previous year.

SUSPENSION OF STANDING ORDERS

Any standing orders may be set aside at any time during any meeting, on passing of a motion which has been proposed and seconded and has the support of two thirds of those Board members present at the meeting. (Votes counting will include those cast by co-opted members, but not members who have declared an interest on the item(s) for which it is proposed the standing orders be set aside; these members are excluded from voting).

DELEGATION OF DECISION MAKING – SUB COMMITTEES

The Board shall elect membership of such standing or ad hoc sub committees as it deems necessary for efficient and effective management of the Association. The Board may delegate any of its powers to the sub committees, office bearers or staff. Until the Board decides otherwise, the only standing sub committees shall be the Finance, Audit & Risk Management

there will be an ad-hoc Staffing Committee which will meet as required in relation to staffing related matters. The remits of these sub committees are to be approved and annexed to these standing orders.

The Finance Audit & Risk Management Committee shall be advisory only, considering and reviewing in detail, the policy, procedures and performance in relation to budgets and projects, accounts and any areas highlighted by the Association's auditors, discussions may result in the need for policy and project review and approval by the Board.

The Staffing Committee will be responsible meeting as required in relation to staffing matters including disciplinary and grievance related issues.

QUORUM

Board Meetings – Any 4 Board members shall form a quorum.

Sub Committee Meetings – from the Sub Committee membership approved by Committee, any 3 shall form a quorum. Provided that co-opted members do not form a majority of those present.

TIMETABLE OF MEETINGS

The Board shall agree a timetable of meetings for the forthcoming year at the first full Board meeting after each A.G.M. – or as soon as is practicable thereafter. Dates and times shall be agreed by the members of each Sub Committee to suit the majority of the members.

Board Meetings – shall be held at strategic intervals to suit the requirements for effective management of the Association, in accordance with the rules not less than 6 meetings over the year. Members may join meetings either by telephone or by remote link via Google Meet or other similar platform, when they are unable to attend in person.

Sub Committee Meetings – each standing sub committee shall meet not less than 3 times per year, this will not apply to ad-hoc committees which will only meet as required.

ADHERENCE TO STANDING ORDERS

It shall be the responsibility of the person chairing any meeting to ensure that Standing Orders are observed and enforced during that meeting. The Secretary and the Senior Officer will also advise on matters of compliance with the rules and these standing orders.

OFFICE BEARERS

The Board shall, at a special meeting immediately after the A.G.M. or at the first full Board meeting after the A.G.M. elect a chairperson, vice-chair & secretary. The roles and duties of chairperson and secretary shall be as detailed in the Association's rules and role descriptions developed by OVHA.

As soon as possible after the A.G.M. the membership of each sub committee shall also elect from their number a chairperson who shall ensure that the sub committee reports back on issues at the first subsequent convened meeting of the full Committee.

In the absence of the chairperson, Board meetings shall be chaired by the vice chairperson, if present and otherwise by a Board member chosen by and from those present. Co-options and those filling casual vacancies shall not be eligible to carry out this duty. If the chairperson of a sub committee is not present at a sub committee meeting, those present shall choose an acting chairperson for that meeting. Co-options and those filling casual vacancies can chair sub committee meetings.

NOTICE OF MEETINGS AND COMPETENT BUSINESS

In agreeing a calendar of meetings, issued to Board and Sub Committee members, due notice shall be deemed to have been given in accordance with the rules of the Association.

The Secretary or officers delegated by the Board shall nonetheless endeavour to ensure that full agenda and supporting papers are issued for meetings not less than 7 days before the date of the meeting. Failure in this regard shall not prevent consideration of any business, provided that the chairman deems that such business is 'urgent' and it is included on the agenda put before the Board or Sub Committee prior to the commencement of any meeting. If however no prior notice has been given and an item is not included on such a revised agenda, then additional matters of business can only be discussed if a majority or those present deem the business urgent and agree to its discussion under 'any other competent business' at the end of the agenda for the meeting.

DELEGATION TO OFFICE BEARERS AND STAFF

Except as generally provided for under the rules or financial regulations, or as specifically agreed by the Board and recorded in the minutes of a Board meeting, full authority for making and altering policy, practice, procedures, budget provisions and spending commitment, or other binding contracts shall be retained by the Board.

It is recognised however that to maintain progress and prevent delays in the conduct of Association business, that the Senior Officer or any other staff deputising in his/her absence may refer urgent matters for discussion, clarification and approval by the Chairperson, in the absence of the Chairperson urgent matters can be considered and determined by the Vice Chairperson. All interim decisions shall be reported to the next Board meeting

REVIEW OF DECISIONS

Unless within the context of a previously agreed review, or there are 'unforeseen' (e.g. legislation change or new information not available at time of decision) or urgent grounds for immediate review (at discretion of chairman), the Board shall not review decisions on any issue within 6 months of such decisions, and any change within that period shall require to be approved by a 2/3 majority of those in attendance.

DECLARATIONS OF INTEREST

Any member or officer having a personal or pecuniary interest, direct or indirect, in any matter under discussion by the Board or Sub Committee meeting, shall declare that interest as soon as practicable after commencement of the meeting and shall take no part in discussion or any vote on this matter. Any such interest must be recorded on the register maintained for such declarations.

It may be that by nature of their employment that some Board members will face potential for conflict on a wide range of issues. In this case a standard declaration relating to employment will be recorded at the Commencement of each meeting.

Presented to and Approved by the Board of Ore Valley HA - on 20th. October 2020