

Maryhill Housing Delegation schedule

The table below shows the decisions or approvals that have been retained at Board level and those below Board level that have been delegated down to different levels within the Association. The next levels up can always approve in the absence of the designated tier. Before any decisions are made the Scottish Housing Regulator's Notifiable Event Guidance should be checked and relevant notifications submitted.

Business area	SHR/other regulators/lenders	Board	Committee/Panel	CEO/Secretary	Directors	Head of Service	Other Managers
Governance	<p>SHR notifiable event:</p> <ul style="list-style-type: none"> Removal of governing body members Changes to rules (follow process as per SHR specific rule change guidance) <p>Lenders (RBS). Prior notification of:</p> <ul style="list-style-type: none"> Rule changes Standing orders changes <p>FCA:</p> <ul style="list-style-type: none"> Consent required for rule changes <p>OSCR:</p> <ul style="list-style-type: none"> Require notification of rule changes 	<ul style="list-style-type: none"> Approval of Corporate Business Plan Approval of Standing Orders Appointment of office bearers Approval of Committee remits Approval of applications for membership Appoint co-optees to the Board Filling casual Board vacancies Removal of Board members in specific circumstances set out in the Rules Submission of notifiable events concerning the CEO Regulatory returns as per Governance Calendar <p>AGM/SGM:</p> <ul style="list-style-type: none"> Appointment of external auditors Approval of rules (lenders) Election of Board members Removal of Board members for issues of conduct 		<p>As Secretary:</p> <ul style="list-style-type: none"> Calling AGM or SGM meetings Ensuring the keeping of minutes, books and records Ensuring compliance with the Rules Regulatory returns as per Governance Calendar 	<ul style="list-style-type: none"> Submission of notifiable events not concerning the CEO Regulatory returns as per Governance Calendar 	<p>All:</p> <ul style="list-style-type: none"> Regulatory returns as per Governance Calendar. 	<p>Performance and Governance Manager:</p> <ul style="list-style-type: none"> Manage memberships Manage register of Board members Manage Board performance reviews Submission of regulatory returns Submission of notifiable events not concerning the CEO Regulatory returns as per Governance Calendar.
Operational Management				<ul style="list-style-type: none"> All operational management 	<ul style="list-style-type: none"> Decision to close services in adverse weather or other emergency situations Operational management as per job descriptions 	<p>All:</p> <ul style="list-style-type: none"> Operational management as per job descriptions 	<p>All:</p> <ul style="list-style-type: none"> Operational management as per job descriptions
Finance and risk	<p>SHR notifiable event:</p> <ul style="list-style-type: none"> Granting new securities 	<ul style="list-style-type: none"> Approval of authorised signatories Approval of annual budget, 5 year financial projections & 30 year financial projections Approval of financial statements Annual review of Treasury arrangements Approval of new loan terms Approving granting of securities Approval of internal audit programme Writing off irrecoverable debt Writing back unrefundable credits Approval to commit unbudgeted expenditure which cannot be met by virement over £100k Approval of the use of an overdraft facility over £500k Approval of settling claims from 		<ul style="list-style-type: none"> Approval of unbudgeted expenditure which cannot be met by virement up to £100k Approval of virements between budget headings Settling claims from third parties up to £10k 	<ul style="list-style-type: none"> Approval to commit unbudgeted expenditure which cannot be met by virement up to £25k Approval of the use of an overdraft facility up to £500k Ensuring effective insurance arrangements in place 	<p>Head of Finance:</p> <ul style="list-style-type: none"> Decision to write off (dispose of) assets, such as equipment. 	

		third parties over £10k					
Committing expenditure (procurement) within budget		<ul style="list-style-type: none"> Refer to procurement policy/toolkit 		<ul style="list-style-type: none"> Refer to procurement policy/toolkit 	<ul style="list-style-type: none"> Refer to procurement policy/toolkit 	<ul style="list-style-type: none"> Refer to procurement policy/toolkit 	<ul style="list-style-type: none"> Refer to procurement policy/toolkit
Approving invoices		<ul style="list-style-type: none"> Refer to Invoice Approval schedule at Appendix B 		<ul style="list-style-type: none"> Refer to Invoice Approval schedule at Appendix B 	<ul style="list-style-type: none"> Refer to Invoice Approval schedule at Appendix B 	<ul style="list-style-type: none"> Refer to Invoice Approval schedule at Appendix B 	<ul style="list-style-type: none"> Refer to Invoice Approval schedule at Appendix B
Bank account payment transactions				<ul style="list-style-type: none"> Salary approvals 	<ul style="list-style-type: none"> All other payments: 2 authorised signatories (CEO, Directors, Head of Finance) 	<ul style="list-style-type: none"> All other payments: 2 authorised signatories (CEO, Directors, Head of Finance) 	
Press/media	SHR notifiable event: <ul style="list-style-type: none"> Serious or significant adverse media reports 	<ul style="list-style-type: none"> Notification of negative press 			<ul style="list-style-type: none"> Management of potentially negative press coverage 		All: <ul style="list-style-type: none"> Management of positive press coverage
Human Resources	SHR notifiable event <ul style="list-style-type: none"> Resignation or dismissal of the CEO Senior team restructure Settlement agreements issued 	<ul style="list-style-type: none"> Recruitment of Executive Team (with CEO) Approving overall permanent staffing structure including proposed changes for consultation Grievance and disciplinary action against the CEO Changes to pension provisions EVH: <ul style="list-style-type: none"> Employment Ts and Cs Individual salary reviews Appeals against disciplinary and grievance decisions to joint negotiating committee 	Staffing Panel: <ul style="list-style-type: none"> Grievance and disciplinary issues at EVH stage 3. 		<ul style="list-style-type: none"> Approval of temporary increases/decreases in staffing resources including extension of temporary contracts Approval of non-Neighbourhood Team and retirement housing officers overtime and absence cover Signing of settlement agreements 		All: <ul style="list-style-type: none"> Grievance and Disciplinary issues at EVH stages 1 and 2. Signing off expense claims of staff who report to them in line management structure Neighbourhood Team Leaders: <ul style="list-style-type: none"> Approval of Neighbourhood Team overtime Supervising housing officers: <ul style="list-style-type: none"> Approval of retirement housing officer cover on agreed public holidays.
Housing management and factoring		<ul style="list-style-type: none"> Approval of rents, charges and factoring charges Allocation of a tenancy to someone related to a member of staff or Board member (chair in emergency situations) 			<ul style="list-style-type: none"> Approval of an evictions (two Directors/CEO) Approval of the decision not to recover chargeable factoring costs Approval to purchase property (within budget) 	Head of Housing: <ul style="list-style-type: none"> Management transfers/special lets Raising legal action against a tenancy Issuing court instructions Demotion of tenancy from SST to SSST. Factoring Manager: <ul style="list-style-type: none"> Raising legal action against an owner 	Housing Managers: <ul style="list-style-type: none"> Refusal of a section 5 referral Decision to suspend a housing application Decision to issue tenant refunds
New Build Development		<ul style="list-style-type: none"> Approval to proceed with new development (at each stage as per Development Policy) 			<ul style="list-style-type: none"> Negotiation and approval of offers of Housing Association Grant 	Head of Development: <ul style="list-style-type: none"> Delivering stages of development as approved by the Board Agreeing development scheme variations 	
Community Regeneration					<ul style="list-style-type: none"> Approval of external grant applications 		

Disposals and granting leases	SHR notifiable event: <ul style="list-style-type: none"> • Sale of tenanted social housing • Sale of any asset over £120k • Changes to the Leasing Properties Policy • Leases for renewable energy generation or telecoms masts • Leases of residential property for market or mid-market rent • Other disposals as per regulatory Notifiable Events Guidance 	<ul style="list-style-type: none"> • As per Leasing Properties Policy • As per Disposals Policy 			<ul style="list-style-type: none"> • Approval of terms and signing of leases unless Board required due to regulatory requirement 		
Policies		<ul style="list-style-type: none"> • As per Policy schedule 	<ul style="list-style-type: none"> • As per Policy schedule 	<ul style="list-style-type: none"> • As per Policy schedule 	<ul style="list-style-type: none"> • As per Policy schedule 		

Invoice Authorisation Schedule

All invoices received by the Association must be **checked** and **approved** before payment. These two stages must be done by two separate people and the approver must always be above the checker in the line management structure.

Invoice Checking - The invoice should be checked by the person who placed the order or requested the service. For larger contracts where procurement is separate from contract management, responsibility for checking and approving invoices will be set out in the contracts register. If the responsible person (or people) is/are absent then the checking must be done by their line manager.

The person checking the invoice must ensure that the goods/services/works have been provided as per the contract, to the required standard and quality and allocated to correct budget.

Invoice Approving - Once checked, the invoice must then be approved by the checkers line manager or next tier up depending on the approval levels set out below. The approver should double check as a control measure that they are confident that the purchase is **appropriate and within budget**.

Approval Limits (including VAT)

Staff Grade	Office Supplies & Equipment (non capital)	Housing Management Costs	Property Costs - Revenue	Staff Costs (Temp staff, training, recruitment)	Capital Expenditure (Property Investment & Development) within approved contract works	Capital Expenditure (Not Housing Properties)
• Grade 6-7	£1,000	£1,000	£1,000	£1,000	nil	nil
• Grade 8	£5,000	£5,000	£5,000	£5,000	Up to £50,000	Up to £50,000
• Grade 9	£10,000	£10,000	£25,000	£10,000	Up to £100,000	Up to £100,000
• Directors	£50,000	£50,000	£50,000	£50,000	Up to £1,000,000	Up to £250,000
• Chief Executive	£250,000	£250,000	£250,000 (insurance renewal up to £400,000)	£250,000	Up to £2,500,000	Up to £500,000
• MHA Board	>£250,000	>£250,000	>£250,000 (except insurance renewal)	>£250,000	>£2,500,000	> £500,000