

## **DEVELOPMENT & ASSET MANAGEMENT SUB-COMMITTEE REMIT**

### **1 ROLE**

- 1.0.** West of Scotland Housing Association's Board has overall responsibility for ensuring WSHA is adequately resourced and effectively managed to meet its objectives, fulfil its obligations, and deliver its Development Strategy and Asset Management Strategy and Business Plan.
- 1.1.** In accordance with WSHA's Rules and Standing Orders, the Board may delegate authority to a Sub-Committee to ensure it's affairs are managed appropriately.
- 1.2.** This remit sets out the areas in which authority has been delegated to the Development & Asset Management Sub-Committee. Where there is any question about the extent of the Development & Asset Management Sub-Committee's responsibilities, the matter is referred to the WSHA Board for decision.

### **2. CONSTITUTION**

- 2.0.** The Development & Asset Management Sub-Committee will:-
- be constituted formally as a Standing Sub Committee of Management.
  - have sufficient authority and resources, including the right of access to obtain all the information it considers necessary, to consult with any professional advisors it considers necessary.
  - have full delegated power to administer appropriate stages of the Development Strategy and Asset Management Strategy

### **3. MEMBERSHIP**

- 3.0.** Members of the Development & Asset Management Sub-Committee will be appointed by the Board, from its own membership, at its first meeting following the Association's Annual General Meeting (AGM). The Development & Asset Management Sub-Committee will appoint a Chair at the first Development & Asset Management Sub-Committee meeting following the AGM. The Chair of the Development & Asset Management Sub-Committee will not be the same as the Chair of the Association. The

Development & Asset Management Sub-Committee will consist of a maximum of seven members of the WSHA Board and the quorum will be three excluding co-optees.

- 3.1. Appointment of the Chair of the Development & Asset Management Sub-Committee must be approved by the Board.
- 3.2. Membership will remain constant throughout the period of office, as far as possible, to ensure stability, consistency in relation to decision making and risk management and to enable members to gain experience in dealing with Development & Investment matters.
- 3.3. The Development & Asset Management Sub-Committee may recommend co-option of specialist advisors to support the work of the sub-committee to the Board. The co-option of members must be approved by the Board.
- 3.4. The Director of Development and Asset Management, with the support of the Corporate Management Team (CMT), will advise and support the Development & Asset Management Sub-Committee and will liaise with the Chair over the preparation of the agenda, minutes and papers.

#### 4. **MEETINGS**

- 4.0. The Development & Asset Management Sub-Committee will meet as required to perform its responsibilities and in any event shall meet a minimum of four times each year.

#### 5. **AGENDA, MINUTES & REPORTING**

- 5.0. The agendas for meetings will be agreed with the Development & Asset Management Sub-Committee Chair and will be circulated to all members, together with appropriate reports, seven days before a meeting.
- 5.1. If a Sub Committee member would like to add a new agenda item to a future meeting agenda, they should notify the Chair of the Sub Committee who will arrange for it to be added to the Agenda Planner.
- 5.2. Minutes of the Development & Asset Management Sub-Committee will be presented to the next Board for noting. Any matter that is referred to the Board for approval or decision will be subject of a separate paper that will be circulated and prepared with the Board papers.
- 5.3. The Chair of the Development & Asset Management Sub-Committee will present an annual report to the Board that demonstrates it has met its Terms of Reference and , describes the activities of the Committee over the year and highlights matters of significance.

## **6. KEY RESPONSIBILITIES**

- 6.0.** Approval of the Association's Development Strategy and Asset Management Strategy for recommendation to the Board;
- 6.1.** Monitoring performance against the key objectives outlined in the Association's Development Strategy and Asset Management Strategy and reporting progress to the Board on an annual basis.
- 6.2.** Ensuring the Association meets the duties and requirements set out in law, regulatory standards and related good practice with regard to development of new build properties and asset management activities.
- 6.3.** Ensuring all appointments and contract awards are carried out in accordance with the Association's Procurement Policy and Procedures.
- 6.4.** Considering innovation in delivery of the Development Strategy and Asset Management Strategy

### Key Development Responsibilities

- 6.5.** Monitoring progress against development projects and the overall development programme in relation to risk management, budget control, funding, including maximisation of Affordable Housing Supply Programme Grant contribution, tenant satisfaction, KPI performance, quality standards, contract management and alignment with relevant WSHA strategies and policies.
- 6.6.** Approve the removal or additions of projects to the development programme outlined within the approved Development Strategy on the basis that this does not increase overall unit numbers or the levels of funding approved by Board for the Development Strategy.
- 6.7.** Ensure site acquisitions are undertaken in a thorough manner that ensure a clean and marketable title with any residual risk understood and acceptable to WSHA.
- 6.8.** Reviewing scheme details to:
  - examine and review all forms of tenure as part of creating mixed tenure and sustainable communities;
  - review housing demand in regards to particular demographic requirements and see where the Association can address any identified needs through the development programme;

- focus on particular development issues such as Procurement, Contracts and related Compliance issues for the sector;
- meeting sustainability and carbon reduction measures that relate to the sector and
- monitor performance against delivery of Community Benefits as per current Procurement Regulations.

**6.9.** Assessing, monitoring and reporting risk arising from property development activities in accordance with WSHA’s Risk Management Strategy;

**6.10.** Approval of the Design Brief

Key Asset Management Responsibilities

**6.11.** Monitor the implementation of WSHA’s compliance programme to ensure all statutory and regulatory compliance is met and there is no risk to tenant safety

**6.12.** Oversee the delivery of the component replacement programme against budget allocations.

**6.13.** Monitor progress of major repairs / projects in relation to risk management, budget control, funding, including maximisation of available grant contribution, quality standards, contract management and alignment with relevant WSHA strategies and policies.

**6.14.** Oversee the delivery of the Consolidation Strategy

**7. CODE OF CONDUCT**

**7.0.** Members of the Development & Asset Management Sub-Committee will comply with the Code of Conduct signed annually following the AGM. During the course of its work members will access commercially sensitive information which must remain confidential. Any breach of confidentiality will result in action being taken to remove the committee member from the Board, and therefore, the Development & Asset Management Sub-Committee under rule 44.5 of the Association’s Rules. Members who have been removed from Committee cannot stand for re-election for a period of five years.

**7.1.** Given the key responsibilities of members of the Development & Asset Management Sub-Committee, members of the Sub-Committee will ideally collectively possess a blend of relevant experience, skills and expertise relevant to the sub committee’s remit. In particular, members with a background in/experience of Development processes, Construction, Design, Finance and/or policy management may be suited to this appointment. An outline person specification is attached to this remit which may influence selection onto the Sub-Committee.

**8. RISK**

- 8.0.** The Development & Asset Management Sub-Committee will make the WSHA Board aware of any perceived risk to the Association along with recommendations on addressing the risk.

**9. SUB-COMMITTEE MEMBER COMMITMENT AND OBLIGATIONS**

- 9.0.** Every effort will be made to support the Sub-Committee with appropriate administrative and technical support, and, where appropriate, legal advice to assist with decision-making. However, the Development & Asset Management Sub-Committee must 'own' its own decisions.
- 9.1.** Any potential problem with availability or conflict of interest of a sub-committee member in relation to Maintenance of the Association's stock, Development, Investment, acquisition or sale of land or property must be identified at the earliest opportunity so that appropriate conflict of issue management measures may be taken.

**10. REVIEW OF REMIT**

- 10.0.** This remit shall be reviewed and amended at least every three years and presented to the WSHA Board for approval.
- 10.1.** The remit of the Development & Asset Management Sub-Committee cannot be amended without the approval of the WSHA Board.