

DEVELOPMENT & INVESTMENT SUB-COMMITTEE REMIT

Role

- 1.1. 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 Property Investment and Asset Management Strategy and Business Plan.
- 1.2. 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.
- 1.3. This remit sets out the areas in which authority has been delegated to the Development & Investment Sub-Committee. Where there is any question about the extent of the Development & Investment Sub-Committee's responsibilities, the matter is referred to the WSHA Board for decision.

2. Constitution

- 2.1. The Development & Investment 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 consider necessary'
 - have full delegated power to administer appropriate stages of Property Investment and Asset Management Strategy

3. Membership

- 3.1. Members of the Development & Investment 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 & Investment Sub-Committee will appoint a Chair at the first Development & Investment Sub-Committee meeting following the AGM. The Chair of the Development & Investment Sub-Committee will not be the same as the Chair of the Association. The Development & Investment Sub-Committee will consist of a maximum of seven members of the WSHA Board and the quorum will be three excluding co-optees.
- 3.2. Appointment of the Chair of the Development & Investment Sub-Committee must be approved by the Board.

- 3.3. 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.
- 3.4. The Development & Investment 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.
- 3.5. The Property Director, with the support of the Corporate Management Team (CMT), will advise and support the Development & Investment Sub-Committee and will liaise with the Chair over the preparation of the agenda, minutes and papers.

4. Meetings

- 4.1. The Development & Investment 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 and Reporting

- 5.1. The agendas for meetings will be agreed with the Development & Investment Sub-Committee Chair and will be circulated to all members, together with appropriate reports, seven days before a meeting.
- 5.2. 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.
- 5.3. Minutes of the Development & Investment 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.
- 5.4. The Chair of the Development & Investment Sub-Committee will present an annual report to the Board that describes the activities of the Committee over the year and highlights matters of significance.

6. Key Responsibilities

- 6.1. Formulation of the Association's Property Investment and Asset Management Strategy for approval by the Board;
- 6.2. Monitoring performance against the key objectives outlined in the Property Investment and Asset Management Strategy and reporting progress to the Board:

- 6.3.** Monitoring progress against development projects and the property investment programme in relation to budgetary control, funding, including grant applications, performance standards and targets.
- 6.4.** 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 particular demographic requirements and see where the Association can address any identified needs through their investment programme;
 - focus on particular development issues such as Procurement, Contracts and related Compliance issues for the sector;
 - focus on sustainable energy issues that relate to the sector; and
 - monitor performance against delivery of Community Benefits as per current Procurement Regulations.
- 6.5.** Assessing, monitoring and reporting risk arising from the Property Investment and Asset Management Strategy in accordance with the Risk Management Strategy;
- 6.6.** Ensuring the Association meets the duties and requirements set out in law, regulatory standards and related good practice with regard to Development and Investment in its properties and related activities as set out in the Property Investment and Asset Management Strategy
- 6.7.** The purchase and disposal of land and properties
- 6.8.** The appointment of consultants and contractors
- 6.9.** Ensuring all appointments and contract awards are carried out in accordance with the Association's Procurement Policy and Procedures.
- 6.10.** Considering Innovation in delivery of the Property Investment and Asset Management Strategy

7. Code of Conduct

- 7.1.** Members of the Development & Investment 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 & Investment 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.
- 7.2.** Given the key responsibilities of members of the Development & Investment 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

- 8.1.** The Development & Investment 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

- 9.1.** 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 & Investment Sub-Committee must 'own' its own decisions.
- 9.2.** 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 measures may be taken.

10. Review of Remit

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