

# Executive Team Remit

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## 1. Authority of the Executive Team

- 1.1 The Executive Team shall have primary authority for the management of the Group's operations and strategic plan implementation, subject to policies approved by the Board of Trustees (the "Board") and within financial limits set by the Board from time to time. The authority of the Executive Team shall not extend to matters which have been expressly reserved to the Board, however the Executive Team will make recommendations to the Board.
- 1.2 The Executive Team has the delegated authority to make decisions in relation to the management of day-to-day operational matters and specific delegations as set out in the Standing Orders and other Policies approved by the Board.

## 2. Membership

- 2.1 The Executive Team is comprised of all the Executive Directors of Berwickshire Housing Association. The Chief Executive Officer shall lead the meetings. In the absence of the Chief Executive Officer, another Executive Director will lead the meeting.
- 2.2 Others may be invited by the Chief Executive Officer to attend all or part of any meeting.

## 3. Proceedings of the Executive Team Meetings

- 3.1 The Executive Team meeting will be held monthly and will be serviced by the Executive Assistant.
- 3.2 Actions of meetings will be recorded and circulated to all Executive Team members and be available to all members of the Board on request.

## 4. Remit

- 4.1 The delegations to the Executive Team are:

<b>Business Area</b>	<b>Delegation to Executive Team</b>	<b>Delegation to Exec Member</b>
Strategy and Management	Recommending aims, objectives, and strategy for the Group in the development of its business, having regard to the interests of its customers, colleagues and other stakeholders, for approval by the Board	
	Executing and monitoring the implementation of the objectives and strategy as approved by the	

<b>Business Area</b>	<b>Delegation to Executive Team</b>	<b>Delegation to Exec Member</b>
	Board, reporting significant variances to the BHA Board.	
	Reviewing the organisational structure of the business and make recommendations to the Board in respect to material changes.	
Budget, Financial Matters and Performance	Presenting proposals for the Group's budgets and business plans and changes to these for approval by the Board.	
	Monitoring the performance of the budget and making operational changes within the parameters of the existing budget.	
	Monitor the financial performance of BHA Enterprise and report significant variances to BHA Board.	
	Setting and monitoring operational objectives and KPI's, identifying any key issues for the Board's attention (Customer, Asset, Compliance, People, H&S).	
	Approve the write off of bad debts for rent arrears (current and former), rechargeable repairs, legal expenses for noting by the Board.	EDCE
	Approve compensation payments to customers.	EDCE
	Approve decant arrangements and costs.	EDCE
Contracts / Tenders and Procurement	Services - Approve tenders and contracts up to and including £200k.	
	Works - Approve tenders and contracts up to and including £2m.	
	Make recommendations to the Board above the limits delegated to the Executive.	
	Negotiating grant(s) to fund individual developments or acquisitions.	
	Negotiating terms for the acquisition of sites or property and making recommendations to Board.	
	Approving claims against contractors / consultants	Chief Executive
	Have oversight of list of current contractors / consultants	
	Approve general expenditure in line with the financial authority limits set out in the agreed budget and Financial Regulations	
	Approve entering into new or renewing management agreements or leases for supported or temporary housing.	Chief Executive or as delegated to EDCE
	Approve entering into new or renewing agency agreements for the receipt or provision of housing or property services e.g., management	Chief Executive

<b>Business Area</b>	<b>Delegation to Executive Team</b>	<b>Delegation to Exec Member</b>
	services, where these have financial or policy implications.	
Governance, Risk and Control	Submission of Regulatory returns.	EDBS / EDCE
	Preparation and issue of notice, agenda papers and minutes for meetings of the Board, Committees, and subsidiary Boards (in consultation with the Chair).	
	Preparation and issue of notice, agenda, papers and minutes for AGM.	EDBS
	Maintenance of all Registers required by Regulators.	EDBS
	Approving statements to the press or other public statements.	Chief Executive
	Establishing and monitoring the control and co-ordination of internal controls and risk management and anti-fraud arrangements throughout the business.	
	Establishing and monitoring compliance with relevant legislation and regulations.	
	Monitoring the implementation of internal actions/recommendations.	
People	Ensure there are effective people policies and strategies in place.	
	Establishing and maintaining adequate management development and succession that meets the needs of the group, customers, and other stakeholders.	
	Make recommendations to the Board on appropriate remuneration structures.	
	Approve the appointment of all staff (temporary and permanent) (except appointments to the Executive Team).	
	Approve new posts below Executive Team.	
	Make recommendations to the Board on the annual pay review/increase.	
	Approve grievance and disciplinary issues relating to senior staff.	Chief Executive (with Chair)
	Approve attendance at events to mark awards, achievements, or other significant milestones relevant to our business up to £500.	
Policy	Approve policies as delegated by the Board.	
Other	Any other matter delegated to the Executive Team by the Board of Trustees.	
	Approve the seeking of donations from our contractors/suppliers for fundraising purposes.	