

ABERTAY HOUSING ASSOCIATION LIMITED

The Development Sub- Committee Constitution and Terms of Reference

1. The Development Sub-Committee

- 1.1 The Development Sub-Committee is an advisory standing sub-committee of the Committee of Management with limited executive powers.
- 1.2 The Development Sub-Committee is endowed with the authority to obtain all the information that it considers necessary and to consult directly with the internal and external auditors.
- 1.3 The Chairperson of the Development Sub-Committee may report directly to the Chairperson of the Committee of Management.

2. Membership

- 2.1 The Development SubCommittee shall comprise at least 4 members but not more than 6 of the Committee of Management.
- 2.2 Appointments to the Development Sub-Committee shall be made annually at the first meeting of the Committee of Management following the Annual General Meeting.
- 2.3 The Committee of Management may appoint other members of the Development Sub-Committee from time to time as temporary members.
- 2.4 The members of the Development Sub-Committee shall appoint one of their number to the position of Chairperson, with the proviso that the Chairperson of the Development Sub-Committee shall not be a temporary member.
- 2.5 The Chief Executive and the Asset Manager/Development Manager shall normally attend all meetings of the Development Sub-Committee, which shall be serviced by the Asset Manager/Development Manager.

3. Meetings

- 3.1 The Development Sub-Committee shall meet as frequently as its members deem necessary throughout the year, but must meet not less than three times in any calendar year.
- 3.2 The quorum for the Development Sub-Committee is four Members. If no quorum is present within fifteen minutes of the time fixed for the meeting or if during a meeting a quorum ceases to be present, then the meeting shall stand adjourned and re-convened for a future date and time to be agreed. This will be co-ordinated by the Asset Manager/Development Manager.
- 3.3 The Asset Manager/Development Manager shall if required have direct access to the Chair of the Development Sub-Committee.

4. Agendas and Minutes

- 4.1 The agenda for each meeting shall be agreed by the Chairperson of the Development Sub-Committee and the Asset Manager/Development Manager and shall be circulated to all members of the Development Sub-Committee together with all supporting papers, at least seven days prior to the date of the meeting.
- 4.2 Minutes of the proceedings of the Development Sub-Committee shall be approved by the Chairperson and a copy submitted to the Committee of Management as a matter of record.

5. Voting

- 5.1 Each member of the Development Sub-Committee, including temporary members, shall have one vote on any resolution.
- 5.2 In the event that votes on any resolution are tied, the Chairperson may exercise a casting vote.

6. Areas of Responsibility

The Development Sub-Committee has responsibility for taking an overview and reporting on:-

- (a) Future Development Opportunities
- (b) Current Development Projects

On certain of these matters the Development Sub-Committee has delegated authority to make decisions in its own right. On others, it may only make recommendations to the Committee of Management to whom the authority to make such decisions is reserved.

6.1 Future Development Opportunities

The Development Sub-Committee is required:

- To ensure and confirm to the Committee of Management that the Association has carried out thorough research and analysis relating to future development opportunities.

6.2 Current Development Projects

On all matters pertaining to current development projects the Development Sub-Committee may only make recommendations to the Committee of Management. Such matters include, but may not necessarily be restricted to the following:

- To recommend the re-appointment or otherwise of the Contractors.
- To consider whether the Association is obtaining value for money from the Contractors.
- To recommend any budgetary changes relating to ongoing projects.

7. Reporting to the Committee of Management

7.1 The Development Sub-Committee must prepare an annual report for the governing body. This document must specifically include a report on the Development Sub-Committee's review of:-

- (a) All current development projects.
- (b) Any potential development opportunities.

7.2 Frequency of Review

The Development Sub-Committee Constitution and Terms of Reference will be reviewed every 4 years or as required.