

# **ABERTAY HOUSING ASSOCIATION LIMITED**

## **Asset Management and Development Committee Constitution and Terms of Reference**

### **1. The Asset Management and Development Committee**

- 1.1 The Asset Management and Development Committee (AM&DC) is an advisory standing sub-committee of the Management Committee with limited executive powers.
- 1.2 The AM&DC is endowed with the authority to obtain all the information that it considers necessary and to consult directly with the Audit, Finance and Risk Management Committee.
- 1.3 The Chairperson of the AM&DC may report directly to the Chairperson of the Management Committee.

### **2. Membership**

- 2.1 The AM&DC shall comprise at least 3 members but not more than 6 of the Management Committee.
- 2.2 Appointments to the AM&DC shall be made annually at the first meeting of the Management Committee following the Annual General Meeting.
- 2.3 The Management Committee may appoint other members of the AM&DC from time to time as temporary members.
- 2.4 The members of the AM&DC shall appoint one of their number to each of the positions of Chairperson and Vice Chairperson, with the proviso that the Chairperson or Vice Chairperson of the AM&DC shall not be the Chairperson or Vice Chairperson of the Management Committee or a temporary member.
- 2.5 The Chief Executive, the Asset Manager and the Maintenance Manager shall normally attend all meetings of the AM&DC, which shall be serviced by the Chief Executive.
- 2.6 Other functional Directors / Managers, consultants and members of the Management Committee shall attend meetings in full or for particular agenda items at the request of the AM&DC. Any person in attendance shall leave the meeting at the request of the AM&DC Chairperson.

### **3. Meetings**

- 3.1 The AM&DC shall meet as frequently as its members deem necessary throughout the year, but must meet not less than four times in any calendar year.
- 3.2 The quorum for the AM&DC is three Members. If no quorum is present at 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 Chief Executive.

3.3 If the Chairperson is absent from a meeting of the AM&DC, the Vice Chairperson will Chair the meeting. If both the Chairperson and the Vice Chairperson are absent, other members will select one of their number to chair the meeting, who shall be entitled to use the casting vote.

3.4 The Chief Executive shall if required have direct access to the Chair of the AM&DC.

#### **4. Agendas and Minutes**

4.1 The agenda for each meeting shall be agreed by the Chairperson of the AM&DC, Chief Executive and the Corporate Services Director and shall be circulated to all members of the AM&DC together with all supporting papers, at least seven days prior to the date of the meeting.

4.2 Minutes of the proceedings of the AM&DC shall be approved by the Chairperson and a copy submitted to the Management Committee as a matter of record.

#### **5. Voting**

5.1 Each member of the AM&DC, 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**

6.1 The AM&DC has responsibility for taking an overview and reporting on:-

- (a) Asset Management – Planned and Cyclical Maintenance
- (b) Asset Management – Maintenance Contracts, Responsive Repairs and Void Works
- (c) Current Development Projects
- (d) Future Development Opportunities
- (e) Procurement – Asset Management and Maintenance

6.2 On certain of these matters the AM&DC has delegated authority to make decisions in its own right. On others, it may only make recommendations to the Management Committee to whom the authority to make such decisions is reserved – reference must be made to the Scheme of Delegated Authorities.

##### **6.3 Asset Management – Planned and Cyclical Maintenance**

6.3.1 To review, approve and monitor the Asset Management Strategy.

6.3.2 To review, approve and monitor the five year planned maintenance programme.

6.3.3. To review, approve and monitor the annual planned and cyclical maintenance programme.

6.3.4 To review and approve policies as delegated by the Management Committee.

##### **6.4 Asset Management – Maintenance Contracts, Responsive Repairs and Void Works**

6.4.1 To monitor performance in respect of maintenance contracts.

6.4.2 To monitor performance in respect of responsive repairs.

6.4.3 To monitor performance in respect of void works.

6.4.4 To review and approve policies as delegated by the Management Committee.

#### 6.5 Current Development Projects

On all matters pertaining to current development projects the AM&DC may only make recommendations to the Management Committee. Such matters include, but may not necessarily be restricted to the following:

6.5.1 To recommend the appointment of the main contractor.

6.5.2 To consider whether the Association is obtaining value for money from the contractors.

6.5.3 To recommend any budgetary changes relating to ongoing projects.

#### 6.6 Future Development Opportunities

The approval of any development opportunity of any nature is specifically reserved to the Management Committee. Prior to making any recommendation to the Management Committee the AM&DC is required:

6.6.1 To ensure that a development viability assessment, development financial appraisal and a development risk management exercise has been carried out.

#### 6.7 Procurement – Asset Management and Maintenance

In accordance with the Scheme of Delegated Authorities, to note, approve or make a recommendation to the Management Committee.

### **7. Reporting to the Management Committee**

The AM&DC must prepare an annual report for the Management Committee. This document must specifically include a report on the AM&DC's review of:

7.1 Asset Management – Planned and Cyclical Maintenance

7.2 Asset Management – Maintenance Contracts, Responsive Repairs and Void Works

7.3 Current Development Projects

7.4 Future Development Opportunities

7.5 Procurement – Asset Management and Maintenance

### **8. Frequency of Review**

The AM&DC Constitution and Terms of Reference will be reviewed every 3 years or as required.