

# Manningham Housing Association

## Terms of Reference - Board

| BOARD                                     |   |                             |                                |            |             |              |               |             |              |   |  |
|---|---|-----------------------------|--------------------------------|------------|-------------|--------------|---------------|-------------|--------------|---|--|
| Quoracy                                   | At a meeting the quorum is a 3 Board Members  |                             |                                |            |             |              |               |             |              |   |  |
| Appointments                              | Maximum of 12 Members<br>Currently 9 Committee Members  |                             |                                |            |             |              |               |             |              |   |  |
| Committee Members                         | <table border="0"> <tr> <td>Barrington Billings (Chair)</td> <td>Haroon Rashid (Chair of Audit)</td> </tr> <tr> <td>Cath Bacon</td> <td>Abdul Ravat</td> </tr> <tr> <td>Tansy Hepton</td> <td>Vicky Szulist</td> </tr> <tr> <td>Abdul Hamid</td> <td>Jabeen Tahir</td> </tr> <tr> <td colspan="2">Julia Histon (Chair of HR &amp; Remuneration)</td> </tr> </table> | Barrington Billings (Chair) | Haroon Rashid (Chair of Audit) | Cath Bacon | Abdul Ravat | Tansy Hepton | Vicky Szulist | Abdul Hamid | Jabeen Tahir | Julia Histon (Chair of HR & Remuneration) |  |
| Barrington Billings (Chair)               | Haroon Rashid (Chair of Audit)  |                             |                                |            |             |              |               |             |              |   |  |
| Cath Bacon                                | Abdul Ravat   |                             |                                |            |             |              |               |             |              |   |  |
| Tansy Hepton                              | Vicky Szulist   |                             |                                |            |             |              |               |             |              |   |  |
| Abdul Hamid                               | Jabeen Tahir  |                             |                                |            |             |              |               |             |              |   |  |
| Julia Histon (Chair of HR & Remuneration) |   |                             |                                |            |             |              |               |             |              |   |  |

|                    | Strategic  | Financial  | Development   | Personnel   | General Management   | Customer  |
|--------------------|--|--|---|---|--|---|
| Terms of Reference | <ul style="list-style-type: none"> <li>Setting the Strategic direction of MHA and ensuring that this is encapsulated through the consideration, approval and monitoring of the Corporate Plan</li> <li>Approval of all Major strategies and Policies</li> <li>Ensuring compliance with all Regulatory Standards: Health &amp; Safety standards and all applicable laws. These must be reviewed on a regular basis</li> <li>Ensuring that Risk Appetite of MHA is defined and that all risks are effectively reviewed and managed</li> <li>Ensuring all statutory returns are submitted in a timely manner and that thorough self-assessments against applicable Standards are done annually</li> </ul> | <ul style="list-style-type: none"> <li>Ensuring compliance with the HCA's financial viability standard</li> <li>Approving the budget; cash flow forecast and the long term financial forecast(including the Business Plan)</li> <li>Receiving and considering regular reports on MHA's financial indicators</li> <li>Approval and monitoring of MHA's Treasury Policy</li> <li>Ensuring that all Lenders covenants are met and that MHA has sufficient cash at the times</li> <li>Ensuring MHA's assets are protected including the maintenance of adequate insurance cover</li> <li>To approve the Assets and Liabilities Register on an Annual basis</li> <li>Reviewing and approving MHA's VFM statements</li> <li>Approving the disposal of any assets with a written down value of over £1,500</li> <li>Agreeing authorised signatories for HCA certifications and lenders</li> <li>Approving each year's accounts prior to publication and approve each year's Budget and Business Plan</li> </ul> | <ul style="list-style-type: none"> <li>Monitoring performance against MHA's development targets and approval of the development programme</li> <li>Monitor the work of Firebird Homes</li> <li>Monitor any contractual work undertaken for the HCA</li> </ul> | <ul style="list-style-type: none"> <li>Setting salaries for the Senior Team post following review by HR &amp; Remuneration Committee</li> <li>Approving any additional posts that cannot be contained within the staffing budget</li> <li>Acting in accordance with the MHA's disciplinary and grievance procedures where required</li> <li>Considering and overseeing appropriate staff pension arrangements</li> <li>Ensuring that MHA follow good practise in terms of staff relations; training and development; and appraisals and performance management</li> <li>Appointing and if necessary dismissal of Chief Executive</li> </ul> | <ul style="list-style-type: none"> <li>Creating and delegating to Committees or other Board Members bodies</li> <li>Agreeing amendments to Standing Orders, delegated authority and authorised signatories for all bank accounts</li> <li>Appointing and removal of Board Members in accordance with MHA rules</li> <li>Public relations and marketing policy</li> <li>Appointment of solicitors, bankers and auditors</li> <li>Seek advice and guidance from external specialists when required</li> <li>Self-assessment against the chosen Code of Governance</li> </ul> | <ul style="list-style-type: none"> <li>Ensure compliance against the Regulatory Standards</li> <li>Ensure MHA are compliant in all H &amp; S matters</li> <li>Monitor the performance of the Association in regards to all Housing Services.</li> <li>Seek and act on feedback from customers</li> <li>Approve a comprehensive Asset Management Plan and ensure the adequate finance is available to meet its aims</li> </ul> |