



SCHEME OF DELEGATION

CONTENTS

1. Overview	
2. Finance	2 - 3
3. Procurement	4
4. Executing contracts, deeds and use of society seal	5 - 6
5. Contract disputes (non tenancy and non employment)	7
6. Expenditure & payments	8 - 9
7. Asset & development	10 -12
8. Housing Management	13 - 14
9. Employment	15 - 19
10. Regulatory Returns	20 - 21
11. General Consents	22 - 25

1. OVERVIEW

1.1 Introduction

RBH is a Mutual Society which is governed by the Representative Body and the Board. In accordance with RBH's rules the Board of Directors are responsible for the management of the affairs of the Society.

Only the Board may delegate its functions to the Management of the Society, and only those functions which have been approved by the Board shall be delegated. Any matters not reserved to the Board are by default thereby delegated by the Board to the Chief Executive up to £1m.

The Representative Body cannot delegate any of its powers or functions in accordance with RBH's Rules.

1.2 Emergencies

In the event of an emergency, the Chief Executive is authorised to take action which may not comply with the provisions contained with this document. An emergency is a major or catastrophic event/incident which has or is likely to cause substantial damage to RBH and/or its property, and in the opinion of the Chief Executive it would not be possible to achieve the authority of the Board within the timescales required. This must only be used in exceptional circumstances. Should the Chief Executive use this provision in an emergency situation, every effort should be made to contact the Chair of the Board.

The Chief Executive must report the use of the emergency powers to the Board as soon as practicably possible.

1.3 Absence of the Chief Executive

In the absence of the Chief Executive, the Deputy Chief Executive shall assume responsibility for all delegated responsibilities.

1.4 Vacant Positions

Any delegation to a vacant post will become the responsibility of the post holder's immediate line manager unless there are documented cover arrangements in place.

1.5 Further Delegation

Delegated functions may be delegated by that employee to another employee of RBH. The responsibility remains with the person (or persons) whom the function has been delegated to in this document. Functions delegated to two or more employees cannot be further delegated. This applies where the words 'and', 'or' are used and to functions delegated to EMT. The quorum for EMT is two.

1.6 Operational Authority

Operational authority indicates that there is a requirement which:

1. Meets a genuine business need;
2. Is properly specified to meet the business need; and
3. Can be contained within budget

The Chief Executive will take all reasonable steps to ensure the validity and any matters of this nature up to a limit of £100,000, can be approved by the Chief Executive and if significant or deemed appropriate, will be reported to the Board at the next available meeting for information.

1.7 Sensitive Issues

If an employee regards a matter as involving an issue of a sensitive nature, the employee shall not exercise delegated powers in respect of that matter but shall refer the matter to Board for decision.

2. FINANCE AND OTHER POLICY

Ref.	Role	Responsibility
2.1	Budget Approval	
A	Chief Executive	Ensure RBH's Group financial affairs are properly administered and financial records retained and that the Board are advised of the financial implications of all proposals that have been agreed with the Director of Resources.
B	Director of Resources	Ensure an annual budget, which is sufficient to ensure the delivery of the business plan, is developed and put to the Board for approval.
C	EMT	Ensure their Directorates are managed within the agreed budgets.
2.2	Statutory annual report & accounts	
A	Director of Resources	Preparation and audit of the Annual Report and Accounts.
		Presentation to Audit Committee for consideration before being presented to Board for approval at least 14 days in advance of the date at which they are required to be filed with the FCA.
2.3	Banking arrangements	
A	EMT	Approve the changes to the bank mandate.
B	Treasury and Business Planning Accountant	Retaining and maintaining all bank mandates. NB. All bank mandate changes must be approved by the Bank before any changes can be implemented.
2.4	Loans and financial facilities	
A	Chief Executive or Director of Resources	Draw loans within the terms of the approved loan agreement.

2.5	Cheques	
A	The following are signatories to the bank mandate and are authorised to sign cheques on behalf of RBH	<ul style="list-style-type: none"> • G Swarbrick • I Metcalfe • S Grantham • N Hallard • C Tostevin • J Sinclair • N Khan <p>One Signatory can sign cheques up to the value of £10,000. If the amount is over £10,000, two signatories must sign.</p>
2.6	BACS	
A	Treasury and Business Planning Accountant or Head of Finance or Senior Management Accountant	Authorised to approve all payment runs which have been approved by the authorised person(s) prior to transmission
2.7	Investments	
A	The following are signatories for the bank mandate for the purposes of the investment accounts	<ul style="list-style-type: none"> • I Metcalfe • J Sinclair • G Swarbrick • N Hallard • S Grantham <p>Investments will be made in accordance with the Treasury Policy and will be managed by the Treasury Team. One Bank Mandate Signatory is authorised to place investment in the accordance with the Treasury Policy having due regard to the risk.</p>
2.8	Deposit Protection Schemes	
A	EMT	To approve use of new Deposit Protection Schemes (subject to Financial Checks)

3. PROCUREMENT

Ref.	Role	Responsibility
3.1	Procurement roles and responsibilities	
A	Relevant Member of EMT	Procurement within their areas of the Society and for ensuring that procurement policy and procedures are adhered to, requirements are identified early, planned with the procurement team, are sufficiently resourced and subsequent contracts managed effectively.
3.2	Authority to enter into a contract	
A	Following an appropriate procurement process, the following may commit RBH to entering into a contract up to the following levels, subject to having appropriate approved budget. No one else may commit RBH.	
	Head of Service	Up to £250,000
	Head of Asset Performance Improvement Head of Development and Regeneration Head of Repairs	Up to £500,000
	Other Member of EMT	Up to £1,000,000
	Chief Executive	Up to £2,000,000
	Board	Over £2,000,000
3.3	Procurement Processes	
A	The appropriate procurement processes will be determined according to the contract value and must adhere to the Purchasing Policy. RBH is a member of External Procurement Frameworks. Before using a framework for any value, the advice of the Procurement Team should be sought.	

4. EXECUTING CONTRACTS, DEEDS AND USE OF SOCIETY SEAL

Ref.	Role	Responsibility
4.1	Contracts	
A	Contracts should only be awarded following the completion of the correct procurement process (see Section 3) and where funds exist within the relevant budgets, or in the case of disposals following the relevant process (see section 7). Contracts are ordinarily executed by signature (under hand). The following individuals have authority to execute contracts on behalf of RBH to the following levels:	
	Chief Executive	Up to £2m or unlimited where evidence is provided that the transaction has been approved by the Board
	EMT Member	Up to £1m
	Head of Service	Up to £50,000
4.2	Deeds	
A	Deeds are executed by the fixing of, and attestation to, a Society seal. Deeds may only be executed when there is evidence the Board has approved the transaction, the transaction has been approved in accordance with the contract award limits (see section 3) or the transaction is covered by General Consents (see section 11).	
4.3	General Consent	
A	The Board has given General Consent, in certain circumstances for documents to be executed as deeds without further approval, provided the relevant policy or procedure has been followed. A list of General Consents can be found within section 11.	

4.4	Use of Society Seal	
A	The use of Society seal to execute documents by RBH will be done in accordance with the Co-operative and Community Benefit Societies Act 2014, section 53.	
	Execution Method	Administrative arrangement
	Affixing seal to a deed or contract under seal	Seal to be affixed by one Executive Director signing and the Secretary countersigning or one Executive Director signing and second Executive Director countersigning
	Affixing seal to a deed or contract under seal PRTB and RTA Transfers, Land Transfers to the value of £100,000	Rule 10.8.1 amended as follows: Seal to be affixed by one Executive Director signing or the Secretary signing or one authorised person signing Authorised persons are as follows: Head of Finance and Procurement (I Metcalfe) Head of Legal and Compliance (S Wigley)
	A document signed by 2 authorised signatories and expressed (in whatever form of words) to be executed by a registered society	One Executive Director and another Executive Director or one Executive Director and Secretary
4.5	Employment Contracts	
A	Senior HR Advisor	Signing of Employment Contracts

5. CONTRACT DISPUTES (NON TENANCY AND NON EMPLOYMENT)

Ref.	Role	Responsibility
5.1	Contract Disputes	
A	EMT	Approve the early termination of contracts (outside of contract terms) and can agree to settle contract disputes, including entering litigation, up to a value of £100,000
B	Chief Executive	Must report to the Board on all matters which are significant in policy or monetary terms and all claims settled for compensation arising out of the exercise of the organisations authorised functions.
C	Chief Executive	Approve the issuing of proceedings (including winding up proceedings) to recover expenses due to the organisation under any statutory provision.
D	Legal and Governance Manager	Accept service of any proceedings.

6. EXPENDITURE AND PAYMENTS

Ref.	Role	Responsibility	
6.1	Ordering goods, services and work		
A	Where a contact or framework agreement is in place and there is sufficient budget the following approval levels apply for expenditure:		
		Non Asset and Development	Asset and Development (excluding land and property acquisition)
	Board	Over £1m	Over £1m

	Chief Executive	Up to £1m (or unlimited where there is evidence of Board approval)	Up to £1m (or unlimited where there is evidence of Board approval)
	EMT	£500,000	£500,000
	Head of IT and Business Intelligence	£150,000	£150,000
	Head of Service	Up to £15,000	Up to £150,000
	Manager (Budget Holder)	£10,000	£10,000
6.2	Expenses		
A	Expenses can be claimed and will be paid in accordance with the Expenses Policy and can be approved up to the following limit:		
	Chief Executive	Unlimited	
	EMT	Unlimited	
	Head of Service	Up to £1,000	
6.3	RBH (Design and Build) Ltd		
A	Director of Growth	Approve all certified payments for construction projects specifically relating to Design & Build. Non-construction costs will need approval from any member of EMT.	
B	Head of Finance	Authorise the raising of an invoice for recharges from RBH to Design and Build.	
6.4	Safeguard Solutions Ltd (SSL)		
A	Head of Finance	Authorise the raising of an invoice for recharges from RBH to SSL	
6.5	Payments		
A	Head of Finance	Authorise payments when such payment is time sensitive and where there is a contractual or statutory requirement to make the payment. This includes payments of Value Added Tax (VAT),	

		Interest payments to Funders, Rochdale Borough Council (RBC) VAT Share and RBC Right to Buy shares.
6.6	Income Refunds	
A	Refunds of payments including rent refunds, debtor overpayments and Bank Reconciliation can be made on the following basis. Persons authorising payments should have due regard to Anti Fraud and Anti Money Laundering policies.	
	Board	Over £10,000
	Chief Executive	Up to £5,000
	Relevant member of EMT	Up to £5,000
	Relevant Head of Service	Up to £2,000
	Manager	Up to £100
6.7	Homeless Payments	
A	Head of Development and Regeneration	Authorise Homeless Payments (and any other associated payments) will be paid in accordance with the Demolition and Decant Policy, provided they are within the provided budget.

7. ASSET AND DEVELOPMENT

Ref.	Role	Responsibility
7.1	Acquisitions of land & property	
A	Director of Growth	Approve the negotiation with a land/property owner (or their agent) for a potential acquisition within agreed parameters.
		Authorise a subject to contract offer for the acquisition of property or land provided that the requisite approval have been sought.
B	Approval levels for acquisitions of land and property are as follows:	

		Property	Land
	Board	Over £500,000	Over £500,000
	Growth Committee	Up to £500,000	Up to £500,000
	EMT	Up to £250,000	Up to £100,000
	Director of Growth	Up to £100,000	n/a
	Head of Development and Regeneration	Up to £100,000 (limited to the buy back of a property)	n/a
7.2	Asset disposals		
A	The disposal of assets must maximise the return to RBH, subject only to explicit overriding Business Plan conditions and priorities set out in the Disposals Policy.		
7.3	Land & Property		
A	The following limits apply to the disposal of land and property, excluding assets which the Group is obligated to sell (eg. Right to Buy, Right to Acquire) which are covered by General Consents.		
	Board	Over £500,000	
	Growth Committee	Up to £500,000	
	EMT	Up to 100,000	
B	Any disposal to a partner organisation at less than best value must be approved by the Board.		
C	Certain disposals may require the permission of RBH's lenders and/or notification to the Regulator, advice should be sought from the Governance and Treasury Teams.		
7.4	Development		
A	Director of Growth	Approve the call off of individual schemes under the Master Development agreement.	

B	Board	Approve the entry into a Development Agreement (or equivalent form of agreement) with a Development Partner, following recommendation by the Growth Committee.
		Approve RBH's Development and Regeneration programme via the Business Planning approval process following review and recommendation by the Growth Committee.
C	Director of Growth	Approve submission of a planning application to the relevant local authority.
7.5	Build Contracts	
A	Director of Resources	Approve the financial appraisal of a proposed development and/or regeneration scheme.
B	The following approval levels apply to the approval to enter into a build contract to deliver a development and/or regeneration scheme. These limits apply when the proposed scheme meets the financial hurdles and internal subsidy parameter set out in the approved Development Appraisal Model assumptions.	
	Board	Over £5m
	Growth Committee	Up to £5m (reported to Board)
	EMT	Up to £3m (reported to Growth Committee)
	Director of Growth	Up to £500,000
If a scheme does not meet the financial hurdles or internal subsidy parameter, the approval to enter into a build contract may be given by the Board, following a recommendation from the Growth Committee.		
7.6	Decommissioning and demolition	
A	Director of Growth	Approve the designation of a property as unavailable to let (but properties will still accrue rent loss).
B	Chief Executive	Approve the removal of a property from the rent roll.
C	Board	Approve, following consideration of the recommendation from the Growth Committee, the issue of Initial and/or Final Demolition Notices to existing homes.
D	The following approval limits apply for the cost of demolition of RBH's property;	
	Board	Over £5m

	Growth Committee	Up to £5m (reported to Board)
	EMT	Up to £3m (reported to Growth Committee)
	Director of Growth	Up to £500,000
E	The costs associated with any demolition must be approved in accordance with requirements in respect of expenditure in section 6.	
F	As with disposals, certain demolitions may require the permission of RBH's lenders and/or notification to the Regulator, advice should be sought from the Governance and Treasury Teams.	
7.7	Asset registers	
A	Head of Finance	Maintain an Asset Register in a format agreed by the Director of Resources. The Asset Register will contain details of all freehold and leasehold properties.
B	Head of Legal and Compliance	Maintain an Asset & Liability Register.
7.8	Equity Assistance Scheme	
	The following approval levels are as follows (based on a maximum 75% RBH equity share):	
A	EMT	Approve the acquisition of a property under the Equity Assistance Scheme and the subsequent resale to the eligible Leaseholder at the specified Equity Share.
B	Director of Growth	Approve the conditional offer of Equity Assistance to an eligible leaseholder in line with the scheme criteria set out in the Equity Assistance Policy.

8. HOUSING MANAGEMENT

Ref.	Role	Responsibility
8.1	Right to Buy and Right to Acquire	
A	Chief Executive	Approve the sale of a property to a tenant who does not have the preserved right to buy or the right to acquire solely because the organisation has not acquired the freehold interest, provided that the interest is marketable.
		Accept offers to buy back a property sold through the preserved Right to Buy or Right to Acquire within the pre-emption period.
		Waive repayment of the discount in cases of severe hardship.
B	Director of Customer and Communities	Comply with statutory duties and obligations under Right to Buy and exercise discretion in acceptance of statutory declarations as sufficient evidence of matters contained within it.
8.2	Tenure Changes	
A	Head of Landlord Services	Approve any changes to tenure type
B	Director of Customer and Communities	Approve any changes to tenure type which affect more than an individual property and must in turn advise EMT.
8.3	Legal Proceedings	
A	Chief Executive	Approve the taking, conducting, defending, prosecuting, intervening in, instituting appeals or appearing in any legal proceedings whatsoever before any Court, the Lands Tribunal, an Employment Tribunal, a Coroner's Court, or any other statutory Tribunal or Inquiry or an Arbitrator, including the instruction of a counsel and the giving of undertakings on behalf of the organisation, where the interests of the organisation are involved.
		Settle any proceedings including contemplated proceedings brought by or against the Society.
		Represent employees of the organisation in proceedings arising out of their employment with the Society.

B	Legal and Governance Manger	Approve the service of notices under any statutory provision entitling the Society to require information as to the ownership of land.
8.4	Seeking Possession	
A	Manager	Approve the service of Notice of Seeking Possession for rent arrears and/or other breaches of tenancy, and any subsequent legal proceedings.
		Approve application for evictions.
B	Legal and Governance Manger	Apply for Warrant of Possession of Land.
8.5	Write-off of debts	
A	Chief Executive or Deputy Chief Executive	Power to write off individual housing debt (including rent, court costs, mortgage accounts and service charges) which are irrecoverable up to a limit of £10,000
B	Power to write off obsolete store items up to the following limits:	
	Head of Service or relevant EMT Director	Up to £2,500
	EMT	£2,500 to £10,000
	Chief Executive	£10,000 to £15,000
	Board	Over £15,000

9. EMPLOYMENT

Ref.	Role	Responsibility
9.1	Employee terms and conditions	
A	People and Remuneration Committee	Approve the salary, benefits and terms of employment of the Executive Management Team following advice from the Chief Executive.
		Agree the principles on which terms and conditions and pay for all employees is set.
9.2	Establishment	
A	Relevant EMT Member	Approve the establishment of new permanent roles (excluding temporary or agency workers) up to Executive Management Team.
9.3	Appointment	
A	EMT	Approve appointment of Heads of Service
B	Recruiting Manager	Approve appointments
C	Relevant Head of Service	Approve the extension of a probationary period of salaried employees who have not satisfactorily completed their probationary period.
9.4	Temporary and Agency Workers	
A	Relevant Senior Management Team	Approve extensions to temporary appointments
		Approve the appointment of an Agency Worker
B	Relevant Member of EMT	Approve extensions of temporary or agency contracts over six months
C	Relevant Member of EMT	Approve appointments from a temporary contract appointment to a permanent role
	A, B and C can only apply provided that it can be met within subsisting budget and HR implications.	

9.5	Salaries	
A	Chief Executive	Authorise to implement pay award and terms and conditions changes
		Ensure payment of salaries, pension contributions and other benefits to employees.
B	Relevant Member of EMT	Approve a starting salary outside of the grade band
		Authorise additional payments for employees below EMT level in accordance with the relevant policy.
9.6	One-off salary changes	
A	Relevant Member of EMT	Approve a one-off salary increase within the employee's existing grade band
9.7	Honorariums	
A	Relevant Head of Service	Approve honorarium payment for an employee who is assuming extra duties or responsibilities in addition to their role following consultation with the HR Manager. Honorariums are subject to review every 12 months.
9.8	Employee Travel & Subsistence	
A	The following authority limits apply for the authorisation of employee expenses, call-out payments and overtime;	
	Chief Executive	Unlimited within budget
	EMT	Up to £2,000
	Heads of Service	Up to £1,000
	Senior Manager	Up to £250
9.9	Ex Gratia and Compensation payments	
A	Chief Executive	Authorise ex gratia payments in exceptional circumstances.
B	Heads of Service	Approve payments of up to £300 may be made for minor losses or damage to employees own vehicles whilst being used on RBH business. This does not include loss of no claims bonus.

9.10	Restructures	
A	Relevant member of EMT	Approve restructures, including associated redundancy costs, impacting an individual team.
B	EMT	Approve restructures, including associated redundancy costs, impacting on multiple teams.
C	People and Remuneration Committee	Cross organisational restructures
C	The disestablishment of any team in its entirety which would result in a service being outsourced or no longer delivered must be approved by the Board.	
9.11	External Activities	
A	Relevant Head of Service	Approve part time employment outside of RBH, and/or undertaking external activities during normal working hours and conditions.
9.12	Suspension	
A	Manager	Approve suspension (on pay) following advice from HR.
9.13	Sick Pay	
A	Manager	Approve suspension of sick pay in line with the Achieving Effective Worklife Balance Policy (or equivalent as amended).
B	Relevant Head of Service	Approve extensions of sick pay and compassionate leave in consultation with HR.
9.14	Notice Period	
A	Relevant Head of Service	Approve variations to notice period for all posts up to senior manager position in consultation with HR
B	Board	Approve the approach to severance pay for EMT (including Chief Executive) including variations to notice periods.

9.15	Dismissal	
A	Head of Service	Approve dismissal by reason of capability, conduct or any other substantial reason up to senior manager position.
B	EMT	Approve dismissal by reason of capability, conduct or any other substantial reason for Heads of Service.
9.16	Retirement and redundancy	
A	Chief Executive	Approve dismissal by reason of redundancy (including compulsory redundancy) in all posts other than EMT when fewer than 20 employees are affected within a 90 day period.
B	Relevant Member of EMT	Approve applications for early and/or flexible retirement.
C	Board	Approve applications for early/flexible retirement or dismissal by reason of redundancy for members of EMT.
9.17	HR Settlements	
A	HR Settlements may be approved subject to the following limits:	
	Board	Any member of the Executive Management team and/ or settlement agreements over £30,000
	Chief Executive	Any member Head of Service and/or settlement agreements up to £30,000
	Relevant member of EMT	Grade 6 and above and/or settlement agreements less than £20, 000
	Heads of Service	Where the amount is less than £10,000
9.18	Training	
A	Learning and Development Steering Group	Approve applications for assistance to attend qualification courses.
B	EMT	Consider representations against the refusal of assistance by the Learning and Development Steering Group and may approve assistance.

C	Relevant Head of Service	Approve applications to attend training courses/seminars and may authorise associated expenses associated with training.
D	Chief Executive	Approve waiving repayment of financial assistance towards the cost of training and may approve applications for re-sits for examinations (for the 2 nd attempt only).
9.19	Leave	
A	Head of People, Culture and Communications	Approve requests for time off in relation to Trade Union Activity in accordance with the Facility Agreement.
		Grant maternity, paternity and adoption leave in accordance with Achieving Worklife Balance Policy and any relevant procedures
9.20	Payroll	
A	People and Culture Team	Process all payments and changes within the payroll system which have been authorised by the relevant manager
		Prepare payroll so First Reports of Payroll can be run by our current payroll provider MHR ITrent
B	People or People and Culture Manager	Check and sign off First Reports so that the payroll can be run for RBH. Inform the payroll provider MHR I-Trent when this can take place.
C	Treasury and Business Planning Accountant or Head of Finance or Senior Management Accountant	Checks Final Reports, Signs them off and completes the payroll certificate for each payroll month.
D	People and Culture Team	Inform MHR I-Trent that payroll can be run and record confirmation of this.

10. REGULATIONS

Ref.																								
10.1	Statutory Returns																							
A	The Secretary is responsible for ensuring all records are with the FCA and Companies House are kept up to date and that any changes are reported within the timeframe provided. The Secretary is responsible ensuring the following statutory returns for the RBH Groups are made:																							
	<table border="1"> <thead> <tr> <th data-bbox="248 515 799 571">Organisation</th> <th data-bbox="810 515 1178 571">Accounts</th> <th data-bbox="1178 515 1659 571">Confirmation Statement</th> <th data-bbox="1659 515 2087 571">ARD / Attest Firms Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 571 799 708">RBH</td> <td data-bbox="810 571 1178 708">Annual Return including accounts to FCA by 31st October</td> <td data-bbox="1178 571 1659 708">Not applicable</td> <td data-bbox="1659 571 2087 708">60 business days after 31st March</td> </tr> <tr> <td data-bbox="248 708 799 764">RBH Design and Build</td> <td data-bbox="810 708 1178 764">31st December</td> <td data-bbox="1178 708 1659 764">26th October</td> <td data-bbox="1659 708 2087 764">Not applicable</td> </tr> <tr> <td data-bbox="248 764 799 820">Safeguard Security Solutions</td> <td data-bbox="810 764 1178 820">31st December</td> <td data-bbox="1178 764 1659 820">16th October</td> <td data-bbox="1659 764 2087 820">Not applicable</td> </tr> <tr> <td data-bbox="248 820 799 877">RBH Professional (Dormant)</td> <td data-bbox="810 820 1178 877">31st December</td> <td data-bbox="1178 820 1659 877">12th October</td> <td data-bbox="1659 820 2087 877">Not applicable</td> </tr> </tbody> </table>	Organisation	Accounts	Confirmation Statement	ARD / Attest Firms Details	RBH	Annual Return including accounts to FCA by 31 st October	Not applicable	60 business days after 31 st March	RBH Design and Build	31 st December	26 th October	Not applicable	Safeguard Security Solutions	31 st December	16 th October	Not applicable	RBH Professional (Dormant)	31 st December	12 th October	Not applicable			
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10.2	Regulatory Returns																							
A	The following returns must be made by the stated deadline:																							
	<table border="1"> <tbody> <tr> <td data-bbox="248 1034 768 1090">Statistical Data Return</td> <td data-bbox="779 1034 1429 1090">31st May</td> <td data-bbox="1429 1034 2087 1090">Business Intelligence Manager</td> </tr> <tr> <td data-bbox="248 1090 768 1145">Financial Forecast Return</td> <td data-bbox="779 1090 1429 1145">30th June</td> <td data-bbox="1429 1090 2087 1145">Head of Finance and Procurement</td> </tr> <tr> <td data-bbox="248 1145 768 1201">Quarterly Survey</td> <td data-bbox="779 1145 1429 1201">3 weeks after each quarter end</td> <td data-bbox="1429 1145 2087 1201">Head of Finance and Procurement</td> </tr> <tr> <td data-bbox="248 1201 768 1339">Electronic Annual Accounts (including self-assessment value for money)</td> <td data-bbox="779 1201 1429 1339">6 Months after financial year end</td> <td data-bbox="1429 1201 2087 1339">Head of Finance and Procurement</td> </tr> <tr> <td data-bbox="248 1339 768 1382">Audit Management Letter</td> <td data-bbox="779 1339 1429 1382">6 Months after financial year end</td> <td data-bbox="1429 1339 2087 1382">Head of Finance and Procurement</td> </tr> </tbody> </table>	Statistical Data Return	31 st May	Business Intelligence Manager	Financial Forecast Return	30 th June	Head of Finance and Procurement	Quarterly Survey	3 weeks after each quarter end	Head of Finance and Procurement	Electronic Annual Accounts (including self-assessment value for money)	6 Months after financial year end	Head of Finance and Procurement	Audit Management Letter	6 Months after financial year end	Head of Finance and Procurement								
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Audit Management Letter	6 Months after financial year end	Head of Finance and Procurement																						

	Fraud Report	6 Months after financial year end	Head of Legal and Compliance
	Disposal Proceeds Fund Annual Return	30 th June	Head of Finance and Procurement
	Disposal Notification	3 weeks after each quarter ends or in the event of a disposal meets the criteria for a priority notification, submission must be made 3 weeks after date of relevant disposal	Legal Team

11. GENERAL CONSENTS

Delegated power to affix the seal to certain documents is given by general resolution RBH and all subsidiaries. This means that no further Board authority is required to execute the following documents:

Ref.	Description
11.1	Sales of individual properties
A	Schemes of sale where properties have been acquired or built for the purpose of sale including but not limited to Shared Ownership and Shared Equity Leases and Charges, and subsequent disposals of equity tranches on schemes developed for sale on shared ownership or shared equity terms, and all ancillary documentation
B	Sales under the Right to Buy or Right to Acquire of any subsequent statutory scheme including but not limited to Right to Buy and Right to Acquire Transfers and Leases (including RTB mortgages) and all ancillary documentation. Admitting and denying the Right to Buy (in accordance with the methodology set out in Housing Act 1985 and any relevant amendments) and signing the administrative notices for RTB sales.

11.2	Estate Management
A	Transfers, Leases and other disposals for small parcels of land at low value (currently £25,000 (premium or annual rent)) for the purpose of gardens, regularising boundaries, utility substations, shops etc.
B	Licences, rent review, memoranda and other ancillary documents which are required in the management of leasehold interests when the association is either tenant or landlord
C	Deeds of rectification
D	Deeds of covenant
E	Purchase of small parcels of land at low value (currently £5,000 (premium or annual rent)) for the purpose of gardens, regularising boundaries, utility substations, shops etc. subject to the purchase being within a budget agreed by the Board.
11.3	Schemes of acquisition
A	Short leases for temporary social housing and supported housing
B	Mortgage rescue documentation: execution of mortgage rescue transfers and any ancillary documentation provided that the relevant director has approved the purchase and the cumulative value of properties purchased does not exceed the board approved budget.
11.4	Documents in connection with a development scheme which has Board approval:
A	Easements e.g. for laying service pipes and cables in new developments
B	Collateral Warranties
C	Adoption Agreements for Roads, Footpaths, Sewers, Lighting, Amenity Areas

D	Planning Agreements restricting occupancy e.g. Section 106 Agreements (except where financial obligations are incurred)
E	Nomination Agreements for 50% maximum of stock
F	Construction contracts
G	Appointments of consultants
H	Any other documents which are incidental and necessary to the proper implementation of the scheme, including but not limited to bonds, guarantees, party wall agreements and notices, SDLT forms, letters of intent, pre-construction services agreements or deeds, replies to enquiries before contract, novation agreements or deeds, licence to occupy, notices to complete, undertakings and indemnities Any other reasonable agreement required for the delivery of a development scheme in a standard form.
11.5	Documents in connection with a contract which has Board approval:
A	Pre-qualification questionnaires, invitations to tender, tenders, letters of intent,
B	Bonds, guarantees,
C	Contracts and appointments of consultants
D	All other ancillary documentation including but not limited to novation agreements or deeds, standstill letters, undertakings and indemnities
11.6	Grant Agreements
A	Agreements relating to the acceptance of grant funding where the funding does not exceed £1m.
11.7	Framework Agreements

A	<p>Framework agreements (providing an EU compliant framework (or equivalent) for procurement) which do not incur any financial commitment and an Executive Director has given approval.</p> <p><i>Contracts called off from a framework or framework agreements which do have a financial commitment require approval commensurate with the financial commitment.</i></p>
11.8	Miscellaneous
A	<p>Any lease relating to shop premises provided the terms of the lease fall within the General Consent issued by the ODPM in respect of leases of business accommodation under s133 of the Housing Act 1988.</p>
B	<p>Planning agreements where these are required before planning permission can be granted.</p>
C	<p>Agreements which are to be entered into by deed which would, other than for the fact that they are a deed, be within the authority level of a Director to sign, including but not limited to</p> <ul style="list-style-type: none"> • Exclusivity agreements by deed • Confidentiality and data sharing agreements by deed • Management agreements by deed • Service agreements by deed
D	<p>Approval of strategies, policies, procedures and service standards in accordance with provisions of SPSS.</p>