

SCHEDULE OF GOVERNANCE FUNCTIONS – ROUTE TO APPROVAL

Function	Scope	Develop	Approve	Monitor
Strategy and Planning				
Vision and Values	Representative Body	Members Board (Rec) EMT	Representative Body	Representative Body
Corporate Strategy	Representative Body	Members Board (Rec) EMT	Representative Body	Monitor – Board & EMT Assurance – Representative Body
Business Plan, Budgets and Forecasts	Board	EMT (Rec) Representative Body (Business plan only)	Board	Board & EMT
Significant expansion of operations into new activities or geographic areas	Representative Body & Board (roles and responsibilities to be agreed)	Board (Rec) EMT	Representative Body	Monitor – EMT Assurance - Board
Closure of a significant part of operations	Board	Representative Body EMT	Board	Monitor – EMT Assurance - Board
Outsourcing of a service	Board	Representative Body EMT	Board	Monitor – EMT Assurance - Board

(Rec) – Recommending Body

Function	Scope	Develop	Approve	Monitor
Changes to corporate structure (mergers, acquisitions and group structures)	Board	Representative Body EMT	Board Representative Body	Monitor – EMT Assurance – Board
Strategy	Each Strategy shall be determined in accordance with the approved Policy Framework.			
Corporate Governance				
Establish and maintain Governance Excellence Framework	Board & Representative Body	Board Representative Body EMT	Board & Representative Body	People & Governance Committee & RB Sub group

Other Matters as set out in Rules

Function	Board	Committee	EMT	Representative Body
Corporate Governance				
Appoint and if necessary remove the Chair of the Board (and involvement in Chairs Appraisal Panel)				✓
Approval of resolutions to be put forward by the Board at the AGM, including the Annual Report and Accounts	✓			
Ensure adequate succession planning for Chief Executive and Executive Team	✓			
Legal and Regulatory				
Group compliance with statutory and other legal requirements	✓			

Function	Board	Committee	EMT	Representative Body
Group compliance with requirements of the housing Regulator	✓			
Responsibility for Group compliance with Health and Safety legislation	✓			
Promotion of Equality and Diversity policies	✓		✓	
Approval of any policy or decision that may create a material financial risk or issue of principal	✓			
Financial and Business Performance				
Ensure RBH is financially viable	✓			
Approve Statutory Accounts	✓			
Monitor Operational performance	✓ High level		✓ Detail	
Human Resources				
Appoint and if necessary remove the Chief Executive	✓ (NEDs)			✓ (Subject to approval of RB)
Approval of Executive Management Teams (excluding Chief Executive and Director responsible for finance) salary, benefits and terms & conditions	✓ (NEDs)	✓ (People and Remuneration Committee recommendation to the Board)		

Function	Board	Committee	EMT	Representative Body
Approval of Executive Directors Salary, benefits and terms and conditions	✓ (NEDs)	✓ (People and Remuneration Committee Recommendation to the Board)		✓ (approval of recommendation by NEDs)
Appraise the Chief Executive	✓ (Chair)	✓ (People and Remuneration Committee has oversight of appraisal)		
Approve Executive Management Team structure	✓			
Ensure adequate succession planning for senior management appointments			✓	
Make recommendations for significant changes to employee terms, conditions and benefit structures			✓	
Approve significant changes to employee terms, conditions and benefit structures		✓ People and Remuneration Committee		
Structure, appointments and other HR issues below the Executive Management Team			✓	
Approve the policy for authorising expense claims from the Chief Executive and Chair	✓			

Function	Board	Committee	EMT	Representative Body
Consideration of representation against decision by the Secretary in relation to Board Member expenses claims	✓			
Audit				
Ensure integrity of financial statements and recommend to the Board for approval		✓ Audit Committee		
Appointment, reappointment or removal of external auditors (NB Decision to appoint or remove an external auditor must be made by Members at a Members Meeting)		✓ (to advise) Audit Committee		✓ (to recommend to Members)
Approve remuneration and terms of engagement of external audit		✓ Audit Committee		
Review and monitor external audit independence		✓ Audit Committee		
Review the results of external audit (inc Management Letter and response from Management)		✓ Audit Committee		
Monitor the implementation of action points arising from audits (internal and external)		✓ Audit Committee		
To deal with Whistle Blowing concerns		✓ Audit Committee		
Annual statement to the Board on the effectiveness of governance and internal control arrangements		✓ Audit Committee		

Function	Board	Committee	EMT	Representative Body
Oversee framework for the identification, management and reporting of risk		✓ Audit Committee		
Stakeholder Relationships				
Ensure there are wide ranging mechanisms in place for customer and employee engagement			✓	
Publication of Annual Report to Tenants	✓			✓ (Annual Report to Members)
Establish and monitor a mechanism for communicating, receiving and responding to feedback from stakeholders			✓	
Establish strong relationships with other members of the governing body	✓		✓	✓
Operational matters				
Day to day management of the overall organisation			✓	