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| TERMS OF REFERENCE | |
| **Committee:** | Operations Committee |
| **Effective Date:** | July 2021 |
| **Date Last Reviewed:** | July 2021 |
| **Scheduled Review Date:** | July 2023 |
| **Supersedes:** | All previous Policies and/or Statements |
| **Author:** | CEO |
| **Approved by:** | Board |

1. **Membership and meetings**

* A minimum of 4 Board members and a maximum of 6.
* Quorum will be 3 members excluding co-optees.
* Appointments will be made by the Board to ensure that there is a cross-section of relevant experience and knowledge.
* The Chair will be selected by the Board giving due regard to appropriate experience and knowledge.
* The Chief Executive, the Director of Resources and Risk and other senior staff will attend as appropriate.
* The Committee shall meet 4 times per year, and the cycle of meetings will be approved by the Board, with due regard to operating cycles.
* Minutes of each meeting will be presented to the next meeting of the Board.

1. **Role**

The Operations Committee is accountable to the Board and its role covers a review of the following operations:

* Housing services
* Maintenance
* General needs & specialist housing management
* ICT
* Fundraising
* Risk management
* Health & safety
* Strategic risks as delegated

1. **Terms of Reference**

The responsibilities of the Operations Committee in relation to each aspect of its role are defined below:

***Housing Services:***

* To recommend and/or approve, where authority has been delegated, policies relating to housing services.
* To monitor the performance of the Housing, Sales and Specialist Housing Teams against agreed key indicators.

***Maintenance*:**

* To recommend and/or approve, where authority has been delegated, Maintenance policies.
* To monitor the progress of the asset management plan against agreed key indicators.
* To approve the appointment/use of contractors and consultants on an annual basis.

***General Needs and Specialist Housing Development*:**

* To monitor the progress of the ongoing development programme following approval by the Board.

***ICT*:**

* To review and/or approve, where authority has been delegated, all policies relating to ICT.
* To oversee the ICT Strategy.

***Fundraising:***

* To monitor the progress of the fundraising and specialist housing development consultant.

***Risk management:***

* At least annually to review the register for various strategic risks as delegated by the Board and make recommendations for approval by giving assurance to the appropriateness of the risk, it’s description, controls and scoring.

***Health and safety:***

* To monitor the implementation of the Health and Safety policies, processes, and KPIs approved by the board.
* To obtain assurance that the Association complies with the requirements of all legislation relevant to ensuring the safety of the Association’s residents, staff

***Authority:***

* To approve any policies, procedures and strategies as delegated by the Board.
* To require any information to be provided to it by any part of the Association which is reasonably necessary for the discharge of its responsibilities.