

Transformation Committee Remit

Review Date	Key Updates Made	Reviewed By
<i>September 2024</i>		
30 March 2021	Remit agreed by Board	Board

1 ROLE AND MEMBERSHIP

- 1.1 Albyn Housing Society's Board has overall responsibility for the conduct of the societies business, and the transformation programme will form a significant part of shaping this in the coming years. In accordance with the Board's remit and the Society's Rules and Standing Orders, authority for the effective discharge of the Board's responsibilities in respect of business transformation has been delegated to the business transformation sub-committee.
- 1.2 This remit sets out those areas of authority that have been delegated to the Committee and identifies those areas where authority is reserved to the Board. In the event of any doubt about the extent of the Committee's authority, the matter should be referred to the Board.
- 1.3 The Committee will appoint a Chair and Vice-Chair at the first meeting following the Society's AGM. The Chair may not be either the Chair of the Society or Chair of another AHS committee.
- 1.4 The Committee will meet four times per year.
- 1.5 The Committee will have at least five members, one of whom will be the Chair of the Society. In appointing members to the Committee, the Board shall have regard to the results of the Society's annual skills audit to ensure that members have the necessary experience to fulfil their role.
- 1.6 The Committee will have at least one staff representative from the recognised Trade Union of Albyn Housing Society. The staff representatives will not have voting rights.
- 1.7 The Committee may appoint one additional advisor who has specific knowledge and experience that are relevant to the work of the Committee: the advisor may not be appointed as an office bearer and will not have voting rights.
- 1.8 The quorum for the Committee will be three.
- 1.9 The Committee will ensure that its members have adequate training to enable them to fulfil their responsibilities effectively.
- 1.10 The minutes of Committee meetings will be presented to the next Board meeting for noting. Any matter that is referred to the Board for approval or decision will be the subject of a separate paper that will be prepared and circulated with the Board papers.
- 1.11 The Committee will be advised and supported by the Chief Executive who will act as principal advisor and will liaise with the Chair over the preparation of the agenda, minutes and papers.

2 STAFFING

- 2.1 The Chief Executive is responsible for providing advice to the Committee, for ensuring that the Society's business transformation activities are conducted to the agreed standard.
- 2.2 The Committee will advise the Board on the effective discharge of the Society's progress against the business transformation plan.

2.3 *Committee Business*

The business of the Committee will include the strategic oversight of:

The overall business transformation programme, and its components. This includes

- project phoenix which will move from the performance committee and be housed in the change sub-committee.
- Oversight of the budget and ensure the business transformation programme continues to provide value for money against the business objectives.
- The Committee will identify and make recommendations to ensure the business transformation programme is delivered successfully.
- To review any changes to the business transformation programme, including requests for additional resources, prior to making recommendations to the board.
- To provide an annual report to the board on the progress and impact of the business transformation programme.

3 MONITORING AND REVIEW

- 3.1 This remit by the Board on 30 March 2020 and cannot be amended without its approval. It will be reviewed no later than March 2023.