



Langstane Housing Association

Scheme of delegation

1. Purpose

This scheme of delegation defines the authority limits and decision-making responsibilities between the board of management of Langstane Housing Association, its committees, and the leadership team. This scheme will ensure good governance, accountability, and efficient operational management in line with the Scottish Housing Regulator's regulatory framework and of that of other relevant regulatory bodies. Langstane Housing Association and its wholly owned subsidiary companies are informally referred to as the Langstane Group. All subsidiary companies will adhere to the principles of this scheme of delegation as appropriate.

2. Governance principles

- The board of management (BoM) of Langstane Housing Association retains ultimate accountability for all activities
- Authority may be delegated but not abdicated – the board remains responsible for oversight and assurance
- Committees support the board of management by providing detailed scrutiny and assurance in specific areas. Committees are also responsible for agreeing policies for their areas of expertise, and for ensuring fairness, transparency, engagement, and accountability
- The leadership team (LT) has reasonable autonomy for day-to-day management within approved budgets, strategies, and policies
- Delegations are subject to adherence to legislative and regulatory requirements, and Langstane's rules, standing orders, financial regulations, and values
- Where necessary, appropriate specialist professional advice will be sought to guide and inform decision-making.

3. Governance structure

Board of management (BoM)	Strategic leadership and accountability	Sets strategy, approves major policies, budgets and oversight of compliance
Audit and governance committee (AGC)	Assurance and control	Risk, audit, internal controls, governance and data protection
People and performance committee (PPC)	People and operational performance	Workforce, culture, health and safety, tenant experience
Leadership team (LT)	Operational delivery	Implements strategy, manages day-to-day operations, budgets, and services

4. Matters reserved to the board of management

Strategy, governance and compliance

- Approval of the business / corporate plan, corporate strategies and policies, annual budget, and financial statements (including associated management letters / letters of representation)
- Approval of the constitution, standing orders, financial regulations, scheme of delegation, treasury management policies, and long and short term funding strategies
- Appointment and removal of the chief executive, and board / committee members
- Approval of new subsidiaries, partnerships, mergers, or major constitutional changes
- Approval of the annual assurance statement to the Scottish Housing Regulator (SHR)
- Approval of regulatory returns and responses to serious adverse events
- Approval of all committee remits and office bearer role profiles
- Determining risk appetite and overseeing strategic risk.

Finance and asset management

- Approval of:
 - Capital projects or contracts over £250,000 – to ensure business continuity, this is delegated to the chair and / or vice chair for decision-making (subject to reporting)
 - Land and property developments / acquisitions / disposals (except disposal by lease)
 - Non property / land related asset disposals over £20,000
 - Approval of virement between budget headings over £300,001
 - Loan facilities, refinancing, and / or bond issues
 - Development projects.

Performance and oversight

- Retain oversight of all notifiable events reported to the Scottish Housing Regulator unless delegated elsewhere
- Approval of the annual performance report and tenant outcomes under the Scottish social housing charter (delegated to the people and performance committee)
- Monitoring organisational performance and compliance through reports (including strategic risks), from committees and the leadership team.

5. Delegations to committees

A. Audit and governance committee (AGC)

Delegated authority to:

- Approval of the internal audit plan, and review reports and management responses, holding leadership team accountable for progress on agreed actions
- Review risk management framework, strategic risk register, and mitigation plans, recommend and monitor recommended mitigation action
- Recommend approval of annual accounts and external audit report to the board of management
- Recommend the appointment of the external auditor at the annual general meeting (AGM)
- Recommend to the board of management the approval of annual assurance statement by overseeing / maintaining compliance with regulatory standards of governance and financial management and that of any other regulatory / professional body including legal compliance
- Approve and oversee strategies and policies for whistleblowing, fraud, data protection, and governance compliance
- Review governance self-assessment results and board evaluation outcomes
- Have oversight on notifiable events that relate to good governance
- Review relevant registers
- Ensure the timely submission of all regulatory and legal returns
- Approval of all memberships and where relevant, their removal from register (delegated to the leadership team when within policy).

Report quarterly to board of management, highlighting assurance level, key findings, and any material concerns.

B. People and performance committee (PPC)

Delegated authority to:

- Approve of the annual performance report and tenant outcomes under the Scottish social housing charter
- Monitor workforce performance, culture, and engagement
- Oversee restructures affecting four or more employees >5% of annual budget (on behalf of board)

- Review and recommend salary and other terms and condition changes up to an including leadership team members <5% of annual budget, and thereafter for >5%, recommend for board approval
- Approve human resource, tenant facing, and health and safety strategies and policies within board-approved frameworks (including equality, diversity and inclusion, and codes of conduct)
- Oversee compliance with health and safety regulations and serious incident management
- Review operational performance, tenant satisfaction, tenancy sustainment, and service key performance indicators (KPIs)
- Review significant organisational restructures where no increase in total employee costs exceed 5% of the approved salary budget
- Authorise cumulative write-offs over £20,000 and individual write-offs over £1,000, within policy
- Have oversight on notifiable events that relate to health and safety, employees, significant performance failures.

Report quarterly to board of management on performance trends, workforce insights, and health and safety assurance.

6. Delegations to the leadership team (LT)

A. Chief executive

The chief executive (CE) works closely with the board of management to ensure Langstane Housing Association, and its subsidiary companies, performs at a high level and has excellent knowledge about matters affecting Langstane and its customers.

On a day to day basis the chief executive is responsible for the operational leadership and management of the organisation within the strategies, policies, frameworks, and budgets approved by the board of management and its delegated committees.

Delegated authority to:

- Implement board-approved business / corporate plans, strategies and policies
- Manage and have ultimate decision-making responsibility for day-to-day operations, employees, and resources
- Approve operational policies consistent with board of management frameworks
- Approve deviation from operational policies (subject to appropriate reporting)
- Approve shared ownership buy-backs that meet the terms of the policy (subject to board reporting)
- Ensure all relevant notifications to the Scottish Housing Regulator are made in a timely manner, providing updates as appropriate
- Sign contracts and authorise expenditure up to and including £250,000 per transaction within approved budgets
- Sign contracts and authorise expenditure over £250,000 with prior board approval within approved budgets
- Approve cumulative write-offs up to and including £20,000, and individual write-offs up to £1,000 (subject to AGC reporting)
- Approve non property / land related asset disposals up to and including £20,000
- Approve disposal of assets by lease where the lease is over five years in length
- Approve virement between budget headings up to and including £300,000 (subject to board reporting)
- Accept and sign grant claims, funding applications, and development agreements within budget
- Ensure the Scottish Social Housing Charter (SSHC) is met at all times
- Approve employee appointments and salary offers within the approved pay framework

- Manage operational risks and escalate material changes to the AGC
- Authorise emergency expenditure out with delegated approval limits, where necessary to immediately protect people or property (with retrospective board reporting)
- Authorise expenditure by all other employees up to and including manager level, up to and including £40,000
- Issue public statements on behalf of the Langstane Group. Where this relates to a particularly contentious issue, this will be discussed with the chairperson / vice chairperson in advance.

B. Directors

Within the overall delegation to the CE, directors are authorised as follows:

Operational expenditure	Up to and including £100,000	Within approved budget
Procurement / contract awards	Up to and including £100,000	In line with procurement policy and within approved budget
Disposal by lease	Up to and including five year leases	Must protect the interests of Langstane and in keeping with regulatory / statutory guidance
Write-offs	Up to and including £1,000	Must be reported to AGC
Employee appointments	Up to manager level	Within structure and pay policy
Routine policy updates	Routine operational policy updates and those required to meet legislative requirements	Must align with strategies and policies approved by board

The director of housing has authority to authorise section 75 leases of Langstane's social housing homes to qualifying 'our people', subject to onward PPC reporting.

Directors are required to ensure routine notifiable events are made for areas of responsibility.

Best value will be delivered and Langstane's best interests, and that of its tenants, will be at the heart of decision-making.

7. Financial delegation summary

All delegated financial values are dependent on sufficient overall budget being available.

Decision type	Board	PPC	CE	Director
Capital projects / contracts	> £250,000	n/a	≤ £250,000	≤ £100,000
Land / property disposals (by sale) / acquisitions	All land / property disposals (by sale) / acquisitions	n/a	n/a	n/a
Disposal of asset by lease	n/a	n/a	All leases over 5 years	All leases up to and including 5 years
Write-off (rent, debts, etc.)	> £50,000	≤ £50,000	≤ £20,000	≤ £1,000
Procurement / contract awards	> £500,000	n/a	≤ £250,000	≤ £100,000
Budget virements between budget headings	> £300,000	n/a	≤ £300,000	In discussion with relevant director

Decision type	Board	PPC	CE	Director
Employees / restructures	> 5% HR budget impact	>5% oversee on behalf of board	≤ 5%	Within teams
Recommend changes to salary and other terms and conditions	>5%	<5% dependent on budget availability, thereafter seek board approval	n/a	n/a
Emergency spend (H&S statutory)	Retrospective approval	n/a	Immediate authority	Immediate authority (in agreement with CE when available)

8. Reporting and escalation framework

Leadership team	Monthly	Chief executive	KPIs, finance, compliance, risk
PPC	Quarterly	Board of management	People, performance, tenant outcomes
AGC	Quarterly	Board of management	Risk, internal audit, governance
Board	Bi-monthly	n/a	Strategic direction, assurance, compliance

9. Review

This scheme of delegation will be reviewed five-yearly by the board of management, or sooner if:

- There are significant organisational or regulatory changes; or
- Delegation limits require adjustment due to inflation, structure changes, or strategic growth.

Appendix A
Scottish Housing Regulator – portal access permissions

Notification - constitutional change	n/a	Create and view	Create and view	Create and view	Create and view	Create only	Create only
Notification - disposals	n/a	Create and view	Create and view	Create and view	Create and view	Create only	Create only
Notifiable events – governance and organisational issues	Create and view - may be delegated to the chief executive except where these relate to the chief executive	Create and view - except where these relate to the chief executive	Create and view - only where these relate to the chief executive and on the instruction of the chair / governing body	No access	No access	No access	No access
Notifiable events – performance and service delivery issues; and financial and funding issues	Create and view	Create and view	Create and view	Create only	Create only	No access	No access
Document library	n/a	Upload and view	Upload and view	Upload and view	Upload and view	Upload only	Upload only
Correspondence	Upload and view	Upload and view	Upload and view	Upload and view	Upload and view	Upload and view	Upload and view
Annual return on the charter	n/a	View and authorise	View only	View only	View only	Upload and view	Upload and view
Stock profile	n/a	View and authorise	View only	View only	View only	Upload and view	Upload and view
Annual assurance statement	n/a	Upload and view	Upload and view	Upload and view	Upload and view	Upload only	Upload only
Loan portfolio statement (LPS return)	n/a	View and authorise	Upload and view	View only	View only	View only	View only
Five-year financial projection (FYFP) return	n/a	View and authorise Upload and view	Upload and view	View only	View only	View only	View only
Audited financial statement (AFS) return	n/a	View and authorise Upload and view	Upload and view	View only	View only	View only	View only
All other notifications	Will be determined						

Administration rights sit with the following:

- Team leader – executive office and communication (TL-EO&C)
- Application and data analyst (A&DA)

Appendix B

Signatories

The following are authorised signatories:

Bank accounts:	The following bank accounts are held by Langstane Housing Association and Langstane Property Limited:
83-15-31 00272001	Royal Bank of Scotland (Langstane Housing Association)
83-15-31 00191028	Royal Bank of Scotland (Langstane Housing Association - rent)
83-15-31 00198073	Royal Bank of Scotland (Langstane Housing Association - LD)
83-15-31 19120288	Royal Bank of Scotland (Langstane Property Limited)
07-10-40 90149596	Santander Business Reserve Account

Bank signatories	<p>It is resolved the signing rules for current bank mandates, including direct debits, for all accounts in the name of Langstane Housing Association Limited, and any duly authorised subsidiary (i.e. Langstane Property Limited, Langstane Developments Limited and Langstane Maintenance Limited), are as follows:</p> <ul style="list-style-type: none"> • Chairperson – Mike Martin • Vice chair – Vacancy • Chief executive – Helen Gauld • Director of finance & corporate services – Mandy Macarthur • Director of housing – Anne Jenkins • Director of property – Bob Jack <p>Any signatory list held by banks will have all other names removed with immediate affect with the exception of:</p> <ul style="list-style-type: none"> • Finance manager – Gillian McCormack • Assistant accountant – Pauline Ewen <p>At no time will the signatures of Gillian McCormack, finance manager, and Pauline Ewen, assistant accountant, be accepted without a counter signature from a member of the leadership team i.e. the chief executive or a director.</p> <p>For all purposes this mandate will cover online as well as traditional banking methods (e.g. the issue of cheques).</p> <p>For the avoidance of doubt, a signature can be either 'wet' signature, or a duly authorised written instruction e.g. an email from a recognised email account, a signature using a recognised software package such as DocuSign.</p>
Company credit card	<p>It is resolved the company credit card account (RBS Onecard), will be issued to the following for work related expenditure only:</p> <ul style="list-style-type: none"> • Chief executive – Helen Gauld • Director of finance & corporate services – Mandy Macarthur • Director of housing – Anne Jenkins • Director of property – Bob Jack <p>Any and all other credit cards issued, will be cancelled with immediate affect (there are none known to be in circulation).</p> <p>All other forms and conditions attached to the use of a company credit card will remain the same.</p>

Loan agreement	<p>Signatory arrangements for agreeing any new loan will be determined by the board of management when a new or amended loan is being considered.</p> <p>It is resolved that signatory arrangements with existing lenders (Bank of Scotland, Lloyds, and Santander) will be both the director of finance and corporate services Mandy Macarthur, and the chief executive, Helen Gauld.</p> <p>Following discussion with the board of management, the ability to transact the draw down of funds from loan agreements to meet operational requirements, is held by the director of finance and corporate services with the draw down document counter-signed by the chief executive.</p> <p>All other terms and conditions relating to loan agreements remain in place.</p>
Grant applications	<p>Periodically grant applications are made to assist with funding particular pieces of work for Langstane, or to support social initiatives.</p> <p>Certain grants require specific approval e.g. board of management approval and authorised signatories to be agreed in advance (and authorised by e.g. the board). Other grants are less formal / prescriptive.</p> <p>In general terms, employees, with prior approval and guidance from the leadership team, can make grant applications. However, acceptance of a grant, any commitment for Langstane to undertake any specified conditions of a grant (where appropriate and in keeping with the activities and objectives of Langstane), and signing annual statements, are restricted to members of the leadership team. This are:</p> <ul style="list-style-type: none"> • Chief executive – Helen Gauld • Director of finance & corporate services – Mandy Macarthur • Director of housing – Anne Jenkins • Director of property – Bob Jack <p>Notification of grant awards will be made to the board of management by the relevant member of the leadership team.</p>
Contracts	<p>It is resolved, the following are authorised to sign contracts up to and including their authorisation limits and duration of contract i.e. normally no longer than three years, plus two x one year extensions:</p> <ul style="list-style-type: none"> • Chief executive – Helen Gauld • Director of finance & corporate services – Mandy Macarthur • Director of housing – Anne Jenkins • Director of property – Bob Jack <p>Where board approval is required to accept a tender i.e. where the value is above that of the chief executive, the documentation will be signed by the chief executive or another member of the leadership team, after board approval is provided. Thereafter the chief executive is authorised to approve payments to the respective contractor in keeping with the contract values. This may, at times, required payments to be made above the day-to-day authorised levels.</p>
Titles / deeds and property related documents	<p>The chief executive, Helen Gauld, holds delegated authority to sign property related documentation on behalf of the Association. This may relate to an acquisition, disposal, or changes to existing building / land rights or titles, etc. Authorisation includes the provision of rights of way and easements. At all times, decision-making will take the best interests of Langstane Housing Association (and if relevant, it's wholly owned subsidiary companies), into consideration. This also covers the use of assets as security.</p>
Annual report and financial statements	<p>The following are authorised signatories for Langstane Housing Association's annual report and financial statements:</p> <ul style="list-style-type: none"> • Chairperson – Mike Martin • Vice chair – Vacancy • Secretary – Mandy Macarthur <p>The following is an authorised signatory for Langstane Property Limited's annual report and financial statements:</p> <ul style="list-style-type: none"> • Chairperson - Charlie Lynch
Annual assurance statement	<p>The following is an authorised signatory for Langstane Housing Association's annual assurance statement on behalf of all members of the Langstane Group:</p> <ul style="list-style-type: none"> • Chairperson – Mike Martin

Appendix C

Authorisation – methodology used

There are three stages to each payment made. These are:

Commitment	<p>Langstane Housing Association has clear authorisation levels for each employee. These authorisation levels exist regardless of the method of commitment e.g. by work or purchase order, via credit card, or soldo card.</p> <p>No employee holds authority to exceed their limit for committing Langstane to spend outwith these levels without board / leadership team approval, nor for spending over budget. In addition, where IT systems cannot restrict authorisation levels to the extend required, e.g. where an employee has authorisation to raise a purchase order this then gives them the ability to sign off an invoice to the same value, internal control measures will be introduced and spot checks undertaken, to ensure limits are not breached.</p> <p>For expenditure approved by the board (including by delegated authority) for contract acceptance, the chief executive has the ability to authorise such work programmes on Langstane's chosen IT systems above the authorisation levels.</p>
Authorisation	<p>Prior to authorising payment, the employee undertaking such authorisation will satisfy themselves that due checks have been undertaken to ensure the goods or services have been received, and are of a satisfactory quality. At no time will Langstane pay for goods or services that have not been received other than those of a de minimis value for example, goods ordered online.</p> <p>Transactions are raised through the Association's integrated housing and finance system.</p> <p>An escalation process is in place, in accordance with individual levels, and provides for a second signatory (over and above the escalation process).</p> <p>Where the transaction is finance and corporate services related, and cannot be second signature authorised by an employee outwith the service / department, this will be undertaken by another member of the leadership team. The exception to this will be council tax and utility bills for void homes, whereby these will be processed directly by finance employees after appropriate checks are made to ensure they are valid and Langstane has a liability.</p> <p>At all times, Langstane will adhere to the terms of payment previously agreed with contractors. Where no agreement has been reached, Langstane's default position will be payment within 30 days of receipt of invoice.</p> <p>At no time will orders / payments be split to circumvent agreed authorisation limits / processes.</p> <p>An exception to the above is payment in relation to employee costs and expense claims. These are processed through payroll software and payments go directly to RBS's Bankline and are imported directly to the integrated housing and finance system.</p> <p>Expense claims are checked and authorised by the employee's direct line manager and supported by receipts. In the case of the chief executive, this is authorised by another member of the leadership team, normally the director of finance and corporate services.</p> <p>Credit card payments are supported by receipts.</p>

Payment	<p>Langstane will ensure the following processes are adhered to regarding payments:</p> <ul style="list-style-type: none"> • All payments are made through Langstane’s integrated housing and finance system. • Petty cash is restricted for small, one-off payments generally under £35.00 or where an employee has made / is making a work related payment / purchase and would be left out of pocket or requires funds in advance and it is not feasible to raise a work / purchase order e.g. purchase Christmas hampers. Where payment is made directly by an employee, petty cash may be used to make an instant refund on the production of a suitable and acceptable receipt. • Through the integrated housing and finance system, there will be two payments signatories for each transaction. They will comprise of the following: An ‘A’ signatory, plus a ‘B’ signatory (for BAC and cheque payments) An ‘A’ signatory, plus another ‘A’ signatory (for BAC payments only) At no time will two ‘B’ signatories or the same person act as both an ‘A’ and a ‘B’ signatory to authorise payments to their conclusion. An ‘A’ signatory is: <ul style="list-style-type: none"> • Chief executive • Director of housing • Director of property Individual authority limits apply to the each individual transaction within the authorisation of payments by ‘A’ signatories. A ‘B’ signatory is: <ul style="list-style-type: none"> • Director of finance and corporate services • Finance manager • Assistant account Where an employee is acting in the capacity of a ‘B’ signatory for payment purposes only, they do not have an authority level. Therefore they can act as a second signatory to an ‘A’ signatory with the correct authority level. Payroll payments are an exception. These are imported directly into Langstane’s RBS Bankline for dual authorisation in accordance with procedure (one ‘A’ and one ‘B’ signatory or two ‘A’ signatories).
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Board authorisation	<p>Where the required authorisation exceeds agreed levels, authorisation from Langstane Housing Association’s board of management will be gained. This will be in written format e.g. email, and ensure timely payment can be made. Any authorisation by a designated board member will be reported to the next available board meeting.</p> <p>It is expected the majority of authorisations above agreed limits, will relate to development activities and planned maintenance contracts. To ensure there is informed consent, details will be provided. This may include any previously agreed viability reports and / or a copy of the tender analysis report. This request will be presented to the board by the chief executive, or the director of finance and corporate services.</p> <p>The following board members have delegated authority to authorise payments above the delegated level of the chief executive:</p> <ul style="list-style-type: none"> • Chairperson; and • Vice chairperson. <p>Authorisation limits for the leadership team are agreed by the board of management. Authorisation levels up to and including managers, up to and including £40,000 per transaction, are approved by the leadership team.</p>
Write-offs	<p>Following accounting practices and guidance, Langstane regularly approves both debit and credit write-offs. Accumulative write-offs up to and including £20,000 (with individual write-offs not exceeding £1,000) are delegated to the leadership team. These are reported to the next available people and performance committee. All other write-offs are approved by the people and performance committee.</p> <p>Where sequestration has taken / is taking place, this will be reported to the people and performance committee alongside write-off requests.</p> <p>Write-offs are annually reported to the Scottish Housing Regulator.</p>

Credit cards	Langstane Housing Association has a company credit card account (RBS onecard) and credit cards are issued to each member of the leadership team. These are strictly for the payment of business related transactions e.g. rail fares, accommodation costs. On occasion, wider online transactions will be processed via a company credit card, for example to source hard to obtain materials e.g. a plumbing part that is mainly obsolete. Transaction values are normally de minimis and supported with a receipt. However, transactions will always be within the authorisation limits of the card holder and person processing / requesting the transaction. At no time will the use of credit cards be used to circumvent normal procurement processes.
Payroll	Payroll payments are prepared by finance colleagues and checked by the finance manager or director of finance and corporate services. Once checked, payments are uploaded to the Association's Bankline and authorised in accordance with procedure.
Travel and other legitimate expenses	A clear policy for what can be claimed is in place. Legitimate travel and other work related expense claims are submitted and checked by the direct line manager / service manager / departmental director. Thereafter these are processed by finance and authorised by an 'A' signatory before being uploaded into the Association's Bankline and authorised in accordance with procedure. Expense claims made by governing body members are paid following agreed policy. Claims are submitted using an agreed form and authorised by the chief executive or director of finance and corporate services. Thereafter claims are processed in accordance with procedure.
Fuel cards	Fuel cards are available for use with pool cars and vehicles used by direct labour operatives. This allows employees to fill up vehicles whilst conducting business. Fuel cards are maintained by property services and those using such cards are authorised to put up to £100 of fuel into company vehicles per transaction.
Soldo cards	Soldo cards (prepayment cards) are issued to key employees on the authorisation of the leadership team. Their purpose is to ensure business activities can be expedited in a timely manner. Issue of soldo cards is restricted and are solely for use whilst undertaking pre-authorised work activities. Authorisation limits are clearly communicated.
Bank signatories	Several clearing and deposit accounts are operated by Langstane Housing Association and its subsidiary companies. It is imperative that movement between such accounts is regulated and monitored, but that business is transacted in a timely manner. Most notable when Langstane Housing Association's short term deposit accounts are accessed to ensure financial commitments are met. At all times, any transaction to move funds between accounts requires two levels of authorisation, one of which is a member of the leadership team (excluding the role of director of finance and corporate services). The other is a senior finance employee e.g. the director of finance and corporate services, the finance manager or assistant accountant.
Loan agreements	Draw down on loan agreements is determined by the loan agreement and approvals given by the board of management prior to the loan being accepted. However, where the facility is of a type that can be drawn down in stages, this will be discussed in detail with the board of management and transacted by the director of finance and corporate services with the draw down document counter-signed by the chief executive. Where either the director of finance and corporate services or the chief executive is unavailable for an extended period, this will be counter signed by an office bearer of the board of management e.g. the chairperson or vice chairperson. This will be reported to the next available board of management meeting. For the avoidance of doubt, an electronic signature is sufficient provided it is accompanied by an email from the relevant board member. Payments of loan interest and / or capital repayments as determined by the loan agreements are authorised by the leadership team.
Grant applications	Periodically grant applications are made to assist fund particular pieces of work or to support local initiatives that may bring wider community benefits. Certain grants will require specific board of management approval and for authorised signatories to be determined by the board. Other grants are less formal in their approach.

	<p>In general terms, employees, with prior approval and guidance from members of the leadership team, can make grant applications. However, acceptance of a grant, any commitment for Langstane to undertake conditions of a grant (where appropriate and in keeping with the activities and objectives of Langstane), and signing annual statements, is restricted to members of the leadership team. Notification of grant awards will be reported to the board at the next available meeting.</p> <p>Occasionally grant refunds must be made, the terms of which will be within the grant award itself. Payment of these will be authorised by a member of the leadership team following their delegated authority levels.</p>
Interest free loan(s)	<p>Occasionally Langstane will have access to interest free or reduced interest loans to deliver local and / or national initiatives e.g. energy efficiency measures.</p> <p>These will be approved, in advance of acceptance, by the board of management and full consideration given to the impact they may have on existing and future loan agreements.</p>
Reporting and monitoring	<p>Monthly financial reports are provided to the board of management with loan information updated quarterly.</p> <p>The chief executive's monthly update report details any decision-making under delegated authority.</p> <p>Write-off reports are presented to the people and performance committee on a regular basis, normally following quarter end.</p> <p>Grant acceptances are reported to the board of management at the next available meeting.</p>