

PARKHEAD HOUSING ASSOCIATION LTD.

SIGNING IMPROTANT DOCUMENTS

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PARKHEAD HOUSING ASSOCIATION LTD.

Signing Important Documents Policy

1. Committee approval will be obtained to the signing of all important documents namely:

- Non-standard deeds of condition
- Leases
- Management agreements
- Hire Purchase agreement
- Non-RTP standard securities
- Section 66 consents
- Minutes of agreements
- Loan agreements

2. The following signatories, as detailed below, are approved to sign the documents indicated. These do not require individual Committee approval.

<u>Document</u>	<u>Signatory</u>
Building Contract over £50,000 where Committee approval to both tender list and company.	Directorate
Building contracts under £50, 000 where Committee approval to spend, tender list and lowest tender accepted.	Technical Manager / Directorate / Business Development Manager
Consultants Appointments where Committee approval given to appointment.	Directorate / Technical Manager/ Business Development Manager
Small contracts by exchange of letters where budget approval in place from Committee, lowest of 3 quotes and within budget:	Relevant manager for budget head.
RTP standard securities:	Directorate
Sharing owner occupancy agreements/re sales:	Directorate / Housing Manager / Witnesses - any staff member
Housing Association Grant Claims	Directorate / Business Development Manager

Development HAG offers	Directorate / Business Development Manager
Tenancy Agreements	Directorate / Housing Manager / Housing Officers / Housing Assistants / Lettings Coordinator Witnesses - Any Staff
Salaries	Directorate

3. Committee will review 3 yearly authorised signatories for documents which have delegated responsibility.

Review 2018