



Remit of the Business Development Committee

1. Purpose

The Business Development Committee has been established by the Board to take responsibility for overseeing the Strategic Asset Management Strategy, Business Development and Partnership opportunities to support achieve Bield's growth strategy.

Responsible for procurement, contract management, and Health and safety for Bield's assets and considering opportunities/business cases to support delivery of Bield's Strategy.

This document sets out how the Business Development Committee will operate and provides details of its responsibilities and delegated authority from the Board. Additional information on how all Committees report their work to Board and are monitored and reviewed are included in the Standing Orders for the Board and Committees.

2. Frequency and Membership

The Committee shall comprise of a Chair who will be appointed by the Board at the first Board meeting following Bield's AGM. The role of the Chair is described in the Chair's Role Description. The Chair may not be either Bield Chair or Chair of another Board committee.

The Committee will have not have less than four members excluding any co-opted members.

Appointments to the Committee shall be made annually by the Board, or when vacancies on the Committee arise.

Any appointments made shall ensure that at least one member of the Committee has Development background. The Committee may co-opt two additional members who have specific knowledge and experience relevant to the business of Bield and/or the work of the Committee.

Only members of the Committee have the right to attend Committee meetings. However, the Committee may, at its discretion, invite any other persons to attend all or part of its meetings as appropriate.

The Committee will be advised and supported by the Chief Executive, Director of Assets and other members of the Executive and/or Operational teams as appropriate. The Director of Assets will ensure that the Committee and its activities are effectively serviced and will liaise with the Chair over the preparation of the agenda, minutes and papers. The Chief Executive is responsible for ensuring that Bield's business activities are conducted to the agreed standards, managed within the approved budget and that all legal and regulatory requirements are met.

In the absence of the Committee Chair, the remaining members present shall elect one of their number to chair the meeting.

The quorum necessary for the transaction of business shall be any three members not including any co-opted members.

3. Secretary

The Company Secretary shall act as the Secretary of the Committee.

4. Notice of Meetings

Meetings of the Committee shall be summoned by the Secretary of the Committee as agreed annually or at the request of the Chair or the Committee members.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, all other Members and any other person required to attend, no fewer than 5 working days prior to the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time.

5. Frequency of Meetings

The Committee shall meet at least four times in each financial year and at such other times as required.

6. Minutes of Meetings

The Secretary shall ensure the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance is minuted.

The Secretary shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and Minute them accordingly.

Minutes of Committee meetings shall be distributed promptly to all members of the Committee and, once agreed, to all members of the Board at the next Board meeting.

7. Annual General Meeting

The Committee Chair should attend the Annual General Meeting to respond to any questions on the Committee's activities.

8. Responsibilities

Area	Responsibilities	Power to Approve?
Business Planning	Develop aspects of strategic direction such as strategic assets management strategy, as delegated by Board	Yes
Procurement	Review and recommend to the Board for approval, the Procurement Policy and Procurement Strategy.	No – recommend to Board
	Recommend the tender outcomes and appointment of contractors for major works, such as Development, Planned Maintenance and Reactive Maintenance, above the CEO authorisation level to Board.	No – recommend to Board
Partnership Agreement	Review partnership agreements and approve where delegated.	Yes if no impact on strategy
Asset Management Policies	Periodically review and approve Asset Management policies.	Yes
Maintenance & Improvement	Approve the Compensation Policy	Yes
Development and investment	Consider proposals for a medium term new build development strategy including projects in particular geographic locations and make recommendations to the Board	No – recommend to Board
	Consider proposals for remodelling or replacing housing developments that no longer meet expected standards, and make recommendations to the Board	No – recommend to Board
	Approve acceptance of tenders for building contracts ensuring that necessary funding approvals are in place.	Yes
	Recommend to the Board for approval any development expenditure that may be required prior to funding approval.	No – recommend to Board
	Approve Bield's Design Guide and key elements of specification for our housing.	Yes
	Receive periodic reports on progress with development projects, to ensure timescale, cost and customer satisfaction targets are being met.	Yes

Area	Responsibilities	Power to Approve?
	Receive summary post project reports for development projects and approve improvement recommendations	Yes
Contract Management	Receive reports on major contractual problems. Consider and approve proposed solutions.	Yes
New Business	Receive and approve proposals for new business to support Bield's new Strategy as delegated by the Board.	Yes
Policies & Strategies	Review and approve new or revised policies and strategies as appropriate for each Committee's delegation. Regularly review the Policy Improvement Plan.	Yes
Health & Safety	Review the Health & Safety Strategy every 3 years and recommend it to the Board for approval.	No – recommend to Board
	Review Health & Safety performance through quarterly reports and consider best practice to improve.	Yes
	Review and approve all related Health & Safety Policies.	Yes
Risk and Performance	Review risk and performance for the business areas of the committee highlighting any exceptions to Board.	Yes
Governance	Sign off documents to support compliance as appropriate for each Committee's delegation.	Yes
Annual Committee Report	Ensure an annual report of each Committee is prepared and recommended for Board approval, including any recommended changes to the Terms of Reference.	No – recommend to Board

9. Review

The effectiveness of the remit will be monitored by the Committee, to ensure that the objectives are being met. The remit will be reviewed every 5 years by the Board or more frequently should circumstances require.

10. Authority

The Committee has no executive powers other than the specific authorities set out in this Remit and such other authority as is from time to time delegated to it by the Board. Otherwise, it will recommend any executive action it considers necessary to the Board. The Committee does not relieve the Members of their responsibilities in respect of Board responsibilities.

References to “Members” shall mean Members of the Board of Bield

References to “the Committee” shall mean the Business Development Committee

References to “Chair” shall mean the chair of the Business Development Committee
References to “Bield Chair” shall mean the chair of Bield Board