

# Scheme of Delegations

## Related to the Interim Regulation Committee and the Regulation Office (Housing Agency)

The following are the key functions which form part of the current regulatory function. The functions and the delegated responsibility are numbered and set out below under 6 key headings:

- Governance and Management,
- Regulatory Policy and Framework,
- Collection of Information,
- Dissemination of Information,
- Notifications and Sanctions, and;
- Internal Review

When legislation is enacted, it is envisaged that the Scheme of Delegations will appear as a schedule and individual functions will be referenced back to the relevant sections of the Act.

	<b>FUNCTION</b>	<b>RESPONSIBILITY</b>
	<b>GOVERNANCE AND MANAGEMENT</b>	
1	Establishment of sub-committees of the interim Regulatory Committee	iRC
2	Establishment of the procedures of the interim Regulatory Committee	iRC
3	Adoption of the Scheme of Delegation regarding the functions to be carried out by the iRC and the Executive	iRC
4	Matters related to corporate governance	iRC
	<b>REGULATORY POLICY AND FRAMEWORK</b>	
5	Development of further development of Voluntary Regulatory Framework (additional chapters to the Code)	iRC (Executive provides proposed chapter and subsequently implements)
6	Advise on legislation and statutory framework	iRC (Executive may advise)
7	Annual approach to risk assessment and plan for regulatory engagement	iRC (Executive provides proposed policy and subsequently implements)

	<b>COLLECTION OF INFORMATION</b>	
8	Ability to commission studies or documentation	Executive
9	Setting the standard of information required (e.g. approving what is asked in an annual return)	iRC (Executive provides proposed policy and subsequently implements)
10	Requesting information for assessment by the Regulation Office	Executive
11	Collection of information, financial or other	Executive
12	Ability to request documentation beyond the scope of a return process, where there is a perceived risk	Executive
13	Inspect and audit of an AHB to determine performance of functions	Executive
	<b>DISSEMINATION OF INFORMATION</b>	
14	Providing guidance, advice and training to AHBs	Executive
15	Sharing information on AHBs with other public bodies	Executive
16	Publication of sectoral information on the AHB sector	iRC approve outline plan for publications. Executive undertakes preparation of publication.
17	Publication of individual AHB assessment reports	Executive
	<b>NOTIFICATIONS AND SANCTION</b>	
18	Making a formal recommendation to the DECLG regarding the approved status of an AHB	Executive (iRC having a right of review)
19	Formally notifying the DECLG of a serious matter arising in relation to an AHB	Executive (iRC having a right of review)
20	Making a urgent recommendation to the DECLG in terms of serious non-compliance, regarding the suspension of financial assistance to an AHB	Executive
21	Acting on or investigating a matter arising in an AHB	Executive
22	Establishment of an engagement plan with an AHB	Executive

23	Recommendation to an AHB in relation to the board and senior management	Executive
24	Setting policy for instances and procedures where an AHB is removed from the List of AHBs signed up to the Code	iRC/Nominated sub-committee(Executive provides proposed policy and subsequently implements)
25	Removal from the List of AHBs signed up to the Code (as per the policy set out above)	Executive
	<b>INTERNAL REVIEW</b>	
26	Where an AHB is unhappy with a decision of the Regulation Office, they shall have a right to an internal review. This review shall be carried out by special sub-committee	Sub-committee consisting of Chair, Head of Regulation, a nominee of a Committee member by the Chair (having regard to any potential conflict of interest)

**Adopted by iRC – JANUARY 2015**