

THE COMPANIES ACT 1985

**COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL**

MEMORANDUM OF ASSOCIATION

-of-

WIGAN AND LEIGH HOUSING COMPANY LIMITED

1. **NAME**

The name of the company is WIGAN AND LEIGH HOUSING COMPANY LIMITED ("the Organisation").

A company controlled by Wigan Borough Council ("the Council Member")

2. **REGISTERED OFFICE**

The Organisation's registered office is to be located in England.

3. **OBJECTS**

The objects of the Organisation shall be in the areas where Wigan Borough Council own or manage housing stock to:

- (1) provide, manage, maintain, improve, demolish or convert the housing stock owned or managed by Wigan Borough Council from time to time together with any other amenities services or facilities for the benefit of residents of such housing stock either exclusively or together with persons who are not residents of such housing stock;

- (2) provide advice and assistance to all tenants, leaseholders, and licensees, of Wigan Borough Council and applicants for housing and applicants for housing advice;
- (3) carry out any activity which contributes to the regeneration or development in the area of Wigan Borough Council (within the meaning of Section 126 of the Housing Grants Construction and Regeneration Act 1996) including but not limited to:-
 - (a) securing that land and buildings are brought into effective use;
 - (b) contributing to or encouraging economic development;
 - (c) creating an attractive and safe environment;
 - (d) preventing crime or reducing the fear of crime;
 - (e) providing or improving housing or social and recreational facilities for the purpose of encouraging people to live or work in the said area or for the purpose of benefiting people who live there PROVIDED THAT the Organisation shall not provide or improve housing for sale without the express written consent of the Council Member
 - (f) providing employment for local people;
 - (g) providing or improvement training, educational facilities or health services for local people;
 - (h) assisting local people to make use of opportunities for education, training or employment
 - (i) meeting the special needs of local people which arise because of disability or because of their sex or the racial group to which they belong
- (4) provide, construct, improve or manage housing to be kept available for letting as hostels;
- (5) provide, manage, maintain or improve accommodation required from time to time for the benefit of persons who require temporary accommodation;
- (6) provide services of any description for Wigan Borough Council;

- (7) assess applicants for housing assistance;
- (8) assess applications by residents of housing stock owned or managed by Wigan Borough Council to exercise the right to buy under Part V of the Housing Act 1985;
- (9) enabling or assisting any residents of the housing stock owned or managed by either Wigan Borough Council or the Organisation to acquire, or to acquire and enter into occupation of, houses

4. **POWERS**

Subject to Clause 6 the Organisation shall have power to do any thing that a natural or corporate person can lawfully do which is necessary or expedient in furtherance of its objects unless prohibited by this Memorandum

5. Subject to Clause 6 and without limiting the powers described in Clause 4 the Organisation shall have power to:

- (1) carry out works to land, buildings or other property;
- (2) contract with the Council Member in furtherance of its objects;
- (3) subject to the prior written consent of the Council Member and to such consents as may be required by law to borrow money, issue loan stock or raise money in such manner as the Organisation shall think fit and to secure the repayment of any money borrowed raised or owing by such security as the Organisation shall see fit (including by way of floating charge) upon the whole or any part of the Organisation's property or assets (whether present or future) and also by giving similar security to secure and guarantee the performance by the Organisation of any obligation or liability it may undertake or which may become binding on it;
- (4) insure and arrange insurance cover for the Organisation from and against all such risks as the Board may think fit and to pay any premium in respect of such insurance;
- (5) insure and arrange insurance cover for and to indemnify its employees and voluntary workers and the Council Member from and against all such risks incurred

in the proper performance of their duties as it shall consider appropriate and to pay any premium in relation to indemnity insurance in respect of liabilities of its Board Members or any of them which would otherwise attach to them in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in respect of the Organisation PROVIDED THAT such insurance shall not extend to any liability in respect of an act or omission which such Board Member or Board Members knew or ought reasonably to have known was a breach of duty or trust or which was committed by such Board Member or Board Members recklessly without due regard as to whether such act or omission might be a breach of duty or trust;

- (6) invest any monies of the Organisation not immediately required for the furtherance of its objects as it determines and as permitted by law in a financial institution previously approved by the Council Member
- (7) subject to the prior written consent of the Council Member and such consents as may be required by law and compliance with all formal guidance issued by the Organisation's regulators (if any) to purchase or otherwise acquire or to encourage or promote and in any way support or aid the establishment and development of any subsidiary, or any other body established for the purposes of carrying on any trade or business either for the purpose of raising funds for the Organisation or for the furtherance of the objects of the Organisation;
- (8) subject to the prior written consent of the Council Member, make donations, grants or loans or provide services or assistance to such persons and organisations and on such terms as the Organisation shall think fit to further the objects of the Organisation

PROVIDED THAT in case the Organisation shall take or hold any property which may be subject to any trusts, the Organisation shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.

6. The Organisation shall not, without the prior written consent of the Council Member, have the power to:-

- (1) receive a sum which, if it were a local authority, would be a capital receipt;
- (2) receive consideration to which, if it were a local authority, Section 61 of the 1989 Act would apply;

- (3) receive a sum by way of grant from a European Union institution to which, if it were a local authority, Section 63(4) of the 1989 Act would apply;
- (4) enter into a credit transaction (as defined by Article 12(2) of the Order);
- (5) with respect to a credit transaction agree to a variation of terms which, if it were a local authority, would be a variation within the meaning of Section 51(1) of the 1989 Act;
- (6) incur additional liabilities within the meaning of Article 16 of the Order; or
- (7) reduce its liabilities within the meaning of Article 16 of the Order.

or to enter into any other financial transaction which may have an adverse effect on the Council Member's financial position

7. **APPLICATION OF INCOME AND PROPERTY**

The income and property of the Organisation shall be applied solely towards the promotion of its objects as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly, save as provided below by way of dividend, bonus or otherwise howsoever by way of profit, to the Council Member and no Board Member shall be appointed to any office of the Organisation paid by salary or fees or receive any remuneration or other benefit or money or money's worth from the Organisation PROVIDED THAT nothing herein shall prevent any payment in good faith by the Organisation:-

- (1) Of reasonable and proper remuneration (including pensions, contributory pension payments, payment of premiums to pension policies and terminal grants and gratuities) to any officer or employee of the Organisation (not being a Board Member) in return for any services rendered to the Organisation;
- (2) Of fees, remuneration or other benefit in money or money's worth to a company of which a Board Member may be a member holding not more than 2% of the share capital of the company;
- (3) To any Board Member or member of any committee of the Board of reasonable out-of pocket expenses and such other sums as may be determined by the Council

Member PROVIDED THAT no sum shall be paid to a Board Member who is an elected member of the Council Member in excess of that permitted by law

- (4) Of reasonable and proper remuneration to the Council Member or employees thereof (not being Board Members) in return for any services rendered to the Organisation;
- (5) Of reasonable and proper rent for premises demised or let by the Council Member;
- (6) Of reasonable and proper interest on money lent by the Council Member
- (7) Back to the Council Member of a repayment of any portion of the Council Member's Housing Revenue Account monies held by the Organisation on behalf of the Council Member

PROVIDED FURTHER THAT nothing shall prevent the Organisation from managing a property in accordance with its objects (including the full range of activities it may undertake) notwithstanding the fact that the tenant, lessee or licensee (or prospective tenant, lessee or licensee) of such property may be a Board Member SUBJECT TO the proviso that any Board Member who is a beneficiary of the Organisation shall not be entitled to speak in any debate or cast his/her vote in respect of any matter relating to the property of which he is lessee, tenant or licensee or occupier and shall absent himself/herself from such proceedings but such Board Member shall be entitled to speak and vote in respect of matters which relate not only to such property but also to all or a substantial number of other properties managed by the Organisation

8. **EQUAL OPPORTUNITIES**

The Organisation shall at all times take into consideration the principles of equality of opportunity irrespective of age, gender, race, nationality, ethnic origin, religion, sexual orientation or disability

9. **LIMITED LIABILITY**

The liability of the Council Member is limited.

10. **MEMBERS GUARANTEE**

The Council Member undertakes to contribute to the assets of the Organisation, in the event of the same being wound up while they are a member of the Organisation, or within one year after they cease to be a member of the Organisation, for payment of the debts and liabilities of the Organisation contracted before they cease to be a member of the Organisation and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.

11. **WINDING UP**

If, upon the winding up or dissolution of the Organisation, there remains, after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be paid or transferred to the Housing Revenue Account (as defined in the 1989 Act) of the Council Member

12. **DEFINITIONS**

- (a) "Order" shall mean the Local Authorities (Companies) Order 1995 as amended or re-enacted from time to time;
- (b) "the 1989 Act" shall mean the Local Government and Housing Act 1989 as amended or re-enacted from time to time
- (c) terms defined in the Articles of Association of the Organisation shall have the same meaning in this Memorandum of Association

I the person whose name and address are subscribed, am desirous of being formed into a company in pursuance of this Memorandum of Association.

NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBER

WIGAN BOROUGH COUNCIL

TOWN HALL

LIBRARY STREET

WIGAN

WN1 1YN

THE COMMON SEAL of WIGAN BOROUGH)
COUNCIL was hereunto affixed in the)
presence of:)

Susan Dianne Lowe
Director of Legal Services
and Solicitor to the Council

DATED 8th March 2002

WITNESS to the above:-

NAME	John Mitchell
Address	Town Hall, Library Street, Wigan, WN1 1YN

THE COMPANIES ACT 1985

**COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION
OF
WIGAN AND LEIGH HOUSING COMPANY LIMITED**

DEFINITIONS AND INTERPRETATION

1. In the Articles unless the context otherwise requires:

"the Act"	Means the Companies Act 1985 (as amended by the Companies Act 1989) and any statutory modification or re-enactment thereof for the time being in force.
"the Articles"	Means these Articles of Association as originally adopted or as altered from time to time.
"Board"	Means the Board of Directors of the Organisation from time to time.
"Board Members"	Means the directors for the time being of the Organisation.
"Chair"	Means the Chair of the Organisation appointed pursuant to Article 32(1) or in his absence any vice or deputy chair appointed pursuant to Article 32(3).

"clear days"	In relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.
"Council Board Member"	Means a Board Member appointed by the Council Member pursuant to Article 15.
"Council Member"	Means Wigan Borough Council or any successor body thereto who shall be the sole member of the Organisation.
"executed"	Means in relation to any contract, agreement or other document consent thereto and includes any mode of execution.
"First Tier Employee"	Means an employee of the Organisation who reports directly to the Board
"Independent Board Member"	Means a Board Member appointed pursuant to Article 17.
"Local Authority Person"	Means any person: <ul style="list-style-type: none"> (i) who is an elected member of the Council Member; or (ii) who is an officer of the Council Member who regularly advises the Council Member its Committees Sub-Committees executive or panels or who exercises any housing function
"Office"	Means the registered office of the Organisation.

"the Organisation"	Means Wigan and Leigh Housing Company Limited
"the seal"	Means the common seal of the Organisation.
"Second Tier Employee"	Means an employee of the Organisation who reports directly to a First Tier Employee
"Secretary"	Means the secretary of the Organisation or any other person appointed to perform the duties of the secretary of the Organisation, including a joint, assistant or deputy secretary.
"Tenant"	Means an individual or the spouse of an individual who holds a secure tenancy or lease of a residential property from and who occupies or whose spouse occupies a property belonging to the Council Member.
"Tenant Board Member"	Means a Board Member appointed pursuant to Article 16.
"Tenants Federation"	Means such body as the Board shall from time to time resolve to be representative of the tenants of Wigan Borough Council whose dwellings are managed by the Organisation.
"the United Kingdom"	Means Great Britain and Northern Ireland

2. (1) Unless the context otherwise requires, words or expressions contained in these regulations bear the same meaning as in the Act but excluding any statutory modification thereof not in force when these regulations become binding on the Organisation.
- (2) In these Articles words importing individuals shall, unless the context otherwise requires, include corporations and words importing the singular number shall include the plural, and vice versa and words importing the masculine gender shall include the feminine gender.

ADMISSION OF MEMBERS

3. No person other than the Council Member shall be admitted to membership of the Organisation.
4. The Council Member shall nominate a person to act as its representative in the manner provided in Section 375 of the Act. Such representative shall have the right on behalf of the Council Member to attend meetings of the Organisation and vote thereat, and generally exercise all rights of membership on behalf of the Council Member. The Council Member may from time to time revoke the nomination of such representative, and nominate another representative in his place. All such nominations and revocations shall be in writing.
5. The rights of the Council Member shall be personal and shall not be transferable.

GENERAL MEETINGS (SHAREHOLDERS) AND RESOLUTIONS

6. All general meetings other than annual general meetings shall be called extraordinary general meetings.
7. The Board Members may call general meetings and, on the requisition of the Council Member pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient Board Members to call a general meeting, any Board Member or the Council Member may call a general meeting.
8.
 - (1) An Annual General Meeting and an Extraordinary General Meeting not called on the requisition of the Council Member pursuant to Article 7 shall be called by at least twenty-one clear days' notice or by shorter notice if it is so agreed by the Council Member.
 - (2) The notice shall specify the time and place of the Meeting and, in the case of an Annual General Meeting, shall specify the Meeting as such.
 - (3) The notice shall be given to the Council Member and to the Board Members and auditors.
9. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

10. No business shall be transacted at any general meeting unless a quorum is present. The presence of a duly authorised representative of the Council Member shall be a quorum.
11. If the Council Member makes a decision which is required to be taken in a general meeting or by means of a written resolution, that decision shall be valid and effectual as if agreed by the Company in general meeting. Any decision taken by the Council Member pursuant to this Article 11 shall be recorded in writing and delivered by the Council Member to the Company for entry in the Company's minute book.
12. An entry stating that a resolution has been carried or lost in the minutes of any meeting shall be conclusive evidence of the fact.

NUMBER OF BOARD MEMBERS

13. (1) The number of Board Members shall be twelve
- (2) Four Board Members shall be Council Board Members.
- (3) Four Board Members shall be Tenant Board Members.
- (4) Four Board Members shall be Independent Board Members.
- (5) No more than five Board Members shall be Tenants.
- (6) No more than five Board Members shall be Local Authority Persons.
- (7) In the event that the number of Board Members shall be less than the numbers specified in this Article 13 the remaining Board Members shall use reasonable endeavours to appoint further Board Members and may act notwithstanding this Article.
- (8) The First Board Members shall be those persons named in the statement delivered pursuant to Section 10(2) of the Act who shall be deemed to have been appointed under the Articles. Future Board Members shall be appointed as provided in the Articles.

APPOINTMENT AND REMOVAL OF BOARD MEMBERS BY THE COUNCIL MEMBER

14. (1) Notwithstanding any other provisions in these Articles the Council Member shall have power at any time by notice in writing to the Secretary to appoint and remove any Board Member.

APPOINTMENT OF COUNCIL BOARD MEMBERS BY THE COUNCIL MEMBER

15. (1) Subject to Article 13 and 14 the Council Member shall from time to time appoint four persons as Council Board Members and shall have the power to remove from office any such Board Member.
- (2) Appointment or removal pursuant to Article 15(1) shall be effected by an instrument in writing signed on behalf of the Council Member and shall take effect upon lodgement at the registered office of the Organisation or such date later than such lodgement as may be specified in the instrument.

RETIREMENT AND ELECTION OF TENANT BOARD MEMBERS

16. (1) At the first annual general meeting following the end of the first accounting year of the Organisation all the Tenant Board Members shall retire from office. At every subsequent annual general meeting Tenant Board Members shall retire from office in the following rotation:
- (a) at the second subsequent annual general meeting, two Tenant Board Members, shall retire; and
- (b) at the fourth subsequent annual general meeting, a further two Tenant Board Members shall retire
- and so forth such that the Tenant Board Members shall subsequently retire in a rotation which mirrors that in sub-paragraphs (a) and (b)
- (2) The Tenant Board Members to retire at any such subsequent annual general meeting shall be those who have been longest in office since they last became Tenant Board Members, but as between persons who became Board Members on the same day those to retire shall be chosen by lot PROVIDED THAT where a Tenant Board Member is appointed as a consequence of the death or retirement (other than by operation of this sub-paragraph) of another Tenant Board Member

("the Predecessor"), the period of time for which the Tenant Board Member shall have held office shall, for the purposes only of this Article 16(2) be deemed to include the period since the last election or appointment of the Predecessor.

- (3) Prior to every annual general meeting, direct or indirect elections shall be held among the Tenants for the number of Tenant Board Members to be appointed thereat. Only Tenants shall be eligible to be appointed as Tenant Board Members but otherwise the mode and manner of such elections shall be as the Board may from time to time agreed and approved by the Council Member acting reasonably and subject at all times to compliance with Article 13.
- (4) The company secretary shall announce the results of the elections referred to in Article 16(3) at each relevant annual general meeting and the Tenants so elected shall be duly appointed as Tenant Board Members.
- (5) Subject to Articles 16(1)-(4) the Board may appoint any eligible person nominated by the Tenant's Federation who is willing to act as a Tenant Board Member to fill a vacancy until the next Annual General Meeting

RETIREMENT AND APPOINTMENT OF INDEPENDENT BOARD MEMBERS

17. (1) Tenants or Local Authority Persons shall not be eligible to be appointed as Independent Board Members
- (2) At the first annual general meeting of the Organisation following the end of the first accounting year of the Organisation all of the Independent Board Members shall retire from office. At every subsequent annual general meeting the Independent Board Members shall retire from office in the following rotation:
 - (a) at the first subsequent annual general meeting, two Independent Board Members shall retire;
 - (b) at the third subsequent annual general meeting, a further two Independent Board Members shall retire; and

and so forth such that the Independent Board Members shall subsequently retire in a rotation which mirrors that in sub-paragraphs (a) and (b)

- (3) The Independent Board Members to retire at any such subsequent annual general meeting shall be those who have been longest in office since they last became Independent Board Members but as between persons who became Board Members on the same day those to retire shall be chosen by lot PROVIDED THAT where an Independent Board Member is appointed as a consequence of the death or retirement (other than by operation of this sub-paragraph) of another Independent Board Member (“the Predecessor”), the period of time for which the Independent Board Member shall have held office shall, for the purposes only of this Article 17(3) be deemed to include the period since the last election or appointment of the Predecessor.
- (4) If, at the meeting at which a Board Member retires in accordance with Article 16(1), there are no other candidates to fill the post the retiring Board Member shall, if willing to act, be deemed to have been re-appointed unless a resolution not to reappoint the Board Member is passed by the meeting.
- (5) No person other than an Independent Board Member retiring by rotation shall be appointed as an Independent Board Member at any general meeting unless he is recommended by the Board.
- (6) Subject to Articles 17(1) – (5) the Council Member may by Ordinary Resolution in General Meeting appoint any eligible person who is willing to act as an Independent Board Member.
- (7) Subject to Articles 14, 17 and 19 the Board may appoint any eligible person who is willing to act as an Independent Board Member to fill a vacancy until the next Annual General Meeting.
- (8) Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to the Council Member of any person (including a Board Member retiring by rotation at the meeting) who is recommended by the Board for appointment or reappointment as an Independent Board Member at the meeting. The notice shall give the particulars of that person which would, if he were so appointed or re-appointed, be required to be included in the Organisation's register of Board Members

CASUAL VACANCIES

18. (1) Subject to Articles 13, 14, 17 and 19 the Organisation may by Ordinary Resolution in general meeting appoint any person who is willing to act as a Board Member to fill a vacancy
- (2) Subject to Article 13, 14 and 16 the Board may appoint a person who is willing to act to be a Board Member to fill a vacancy. The Board may only fill vacancies occurring among Council Board Members where the Council Member shall have failed within three months of a written request by the Organisation to make the appropriate appointments pursuant to Article 15(1). The Board may only fill vacancies occurring among Tenant Board Members where the Tenants' Federation shall have failed within three months of a written request by the Organisation to make a nomination to fill such vacancy. A Board Member appointed under this Article 18 shall hold office only until the next following annual general meeting. If not re-appointed at such annual general meeting he shall vacate office at the conclusion thereof.

DISQUALIFICATION AND REMOVAL OF BOARD MEMBERS

19. A person shall be ineligible for appointment to the Board and if already appointed shall immediately cease to be a Board Member if the relevant individual:-
- (1) ceases to be a Board Member by virtue of any provision of the Act or becomes prohibited by law from being a company director; or
- (2) is or becomes a person disqualified from elected membership of a local authority; or
- (3) becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- (4) is, or may be, suffering from mental disorder and either:-
- (a) is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or, in Scotland, an application for admission under the Mental Health (Scotland) Act 1960; or
- (b) an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his/her detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs; or

- (5) resigns his office by notice to the Organisation; or
- (6) is removed from office by a resolution (or written notice signed by) at least three quarters of all the other Board Members from time to time; or
- (7) shall for more than six consecutive months have been absent without permission of the Board from meetings of the Board held during that period and the Board resolves that his office be vacated; or
- (8) in any period of 12 months, he shall have been absent (without the permission of the Board Members) from at least 60% of the meetings of Board Members held during that period and the Board Members resolve that his office be vacated; or
- (9) in the case of a Tenant Board Member he ceases to be a Tenant of the Council Member PROVIDED THAT this Article 19(9) shall not apply in respect of a Tenant Board Member temporarily ceasing to be a Tenant as a result of works carried out to that Tenant Board Member's home; or
- (10) is subject to an Order of the Court in favour of the Council the operation of which is not suspended in respect of arrears of Council Tax or rent due to the Council or the breach of the obligations contained in any tenancy or other agreement with the Council
- (11) is a Council Board Member and is or becomes a Tenant leading to a breach of the limit in Article 13(5); or
- (12) is a Tenant Board Member and is or becomes a Local Authority Person leading to a breach of the limit in Article 13(6); or
- (13) is an Independent Board Member and is or becomes a Tenant or a Local Authority Person; or
- (14) is or becomes an employee of the Organisation; or
- (15) is removed by resolution of the Council Member pursuant to Article 14.

POWERS OF THE BOARD

20. Subject to the provisions of the Act, directions of the Council Member in general meeting and the Memorandum and the Articles, the business of the Organisation shall be managed by the Board who may exercise all the powers of the Organisation. No alteration of the Memorandum or Articles or directions of the Council Member shall invalidate any prior act of the Board which would have been valid if that alteration had not been made. The powers given by this Article shall not be limited by any special power given to the Board by the Articles and a meeting of the Board at which a quorum is present may exercise all powers exercisable by the Board.
21. The Board may, by power of attorney or otherwise, appoint any person to be the agent of the Organisation for such purposes and on such conditions as they determine, including authority for the agent to delegate all or any of his powers.

BORROWING POWERS

22. Subject to Clause 5 of the Memorandum the Board may exercise all the powers of the Organisation to borrow money without limit as to amount and upon such terms and in such manner as they think fit, and to grant any mortgage, charge or other security over its undertaking and property, or any part thereof, and to issue any debenture, whether outright or as security for any debt, liability or obligation of the Organisation or of any third party.

DELEGATION OF BOARD MEMBERS' POWERS

23. The Board may delegate any of their powers to any committee consisting of two or more Board Members together with such other persons as the Board sees fit. They may also delegate to the Chair/or any vice or deputy Chair of the Organisation or any such committee or to any executive officer such of their powers as they consider desirable to be exercised by him/her. Any such delegation may be made subject to any conditions the Board may impose, and collaterally with their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by the Articles regulating the proceedings of the Board so far as they are capable of applying.

ALTERNATE BOARD MEMBERS

24. No Board Member shall be entitled to appoint any person as an alternate Board Member

BOARD MEMBERS' EXPENSES

25. The Board Members may be paid all travelling, hotel, and other expenses reasonably and properly incurred by them in accordance with their attendance at meetings of the Board or committees of the Board or general meetings or otherwise in connection with the discharge of their duties and such other sums as may be determined by the Council Member and PROVIDED THAT no sum shall be paid to a Board Member who is an elected member of the Council Member in excess of that permitted by law

BOARD MEMBERS' APPOINTMENTS AND INTERESTS

26. A Board Member or Member of any committee of the Board shall when acting in that capacity comply in all respects with Parts 1 and 2 of Schedule 1 of the Local Authorities (Model Code of Conduct) (England) Order 2001 or any modification or re-enactment thereof so far as the same is capable of applying to them as if the Organisation were an authority for the purposes of the Order and the Board Member or member of the committee as the case may be were a member of that authority
27. Each Board Member or member of any committee of the Board shall ensure that the Secretary has an up-to-date list of those interests (including gifts and hospitality) set out in Part 3 of Schedule 1 to the Local Authorities (Model Code of Conduct) (England) Order 2001 or any modification or re-enactment thereof as if the Board Member or member of the committee as the case may be were a member of the Council Member and such other significant or material interest as the Board may specify from time to time

PROCEEDINGS OF BOARD MEETINGS

28. (1) Subject to any regulations established from time to time by the Organisation in general meeting and compliance with Section 10(1) of the Local Authorities (Companies Order) 1995 the Board may regulate their proceedings as they think fit and the quorum for the transaction of the business of the Board at the time when the meeting proceeds to business shall be four and shall include representatives of at least two of the three categories of Board Members defined in Article 1 and referred to in Articles 13(2), 13(3) and 13(4) PROVIDED THAT the quorum requirement shall not exceed such number of Board Members as remain in office .

- (2) $33\frac{1}{3}$ percent of the total number of Board Members (or such whole number of Board Members nearest $33\frac{1}{3}$ percent) may call a meeting of the Board. It shall not be necessary to give notice of a Board Meeting to a Board Member who is absent from the United Kingdom
 - (3) If a quorum is not present within half an hour from the time appointed for a Board Meeting the Board Meeting shall, if requested by a majority of those Board Members present, be adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the Board Members present may determine
 - (4) If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting then notwithstanding Article 32(1) the Board Members present shall constitute a quorum
29. Questions arising at a Board Meeting shall be decided by a majority of votes and each Board Member present in person shall be entitled to one vote. In the case of an equality of votes, the Chair shall have a second or casting vote.
30. (1) Notwithstanding the provisions of Articles 26 any Board Member having an interest in any arrangement between the Organisation and another person or body shall disclose that interest to the meeting before the matter is discussed by the Board or committee of the Board. Unless the interest is of the type specified in Articles 30(2) or 30(3) the Board Member concerned shall not remain present during the discussion of that item unless requested to do so by the remaining members of the Board or committee of the Board. Unless permitted by Articles 30(2) or 30(3) the Board Member concerned may not vote on the matter in question, but no decision of the Board or any committee of the Board shall be invalidated by the subsequent discovery of an interest which should have been declared.
- (2) Provided the interest has been properly disclosed pursuant to Article 30(1) a Board Member may remain present during the discussion and may vote on the matter under discussion where the interest arises because:
- (a) the Board Member is a Tenant so long as the matter in question affects all or a substantial group of Tenants; or

(b) the Board Member is a director or other officer of a company or body which is a parent, subsidiary or associate of the Organisation; or

(c) the Board Member is an official or elected member of any statutory body.

(3) A Board Member shall not be treated as having an interest:

(a) of which the Board Member has no knowledge and of which it is unreasonable to expect him to have knowledge;

(b) in the establishment of a policy in respect of Board Member expenses payable pursuant to Article 30.

31. If a question arises at a meeting of the Board or of a committee of the Board as to the right of a Board Member to vote, the question may, before the conclusion of the meeting, be referred to the chair of the meeting and his/her ruling in relation to any Board Member other than him/herself shall be final and conclusive, and any such question relating to the right of the Chair to vote shall be referred to the Vice-Chair in the same way

32. (1) At the first Board Meeting following each annual general meeting the Board Members shall appoint one or more of their number to be the chair of the Board to hold office alone or jointly until the next annual general meeting and may at any time remove him/her from that office.

(2) Unless he/she is unwilling to do so, one of the Board Members so appointed shall preside at every meeting of the Board at which he/she is present. But if there is no Board Member holding that office, or if the Board Member or Board Members holding it is or are unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Board Members present may appoint one of their number to be chair of the meeting.

(3) The Board may appoint a vice or deputy chair to act in the absence of the Chair on such terms as the Board shall think fit

33. All acts done by a meeting of the Board, or of a committee of the Board or by a person acting as a Board Member shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Board Member or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every

such person had been duly appointed and was qualified and had continued to be a Board Member and had been entitled to vote.

WRITTEN RESOLUTION

34. A resolution in writing signed by:

- (1) three quarters of all the Board Members entitled to receive notice of a meeting of the Board or of a committee of the Board; and
- (2) the Chair of the Organisation or of the relevant committee; and

which satisfies the quorum requirements of Article 28(1) shall be as valid and effectual as if it had been passed at a meeting of the Board or (as the case may be) a committee of the Board duly convened and held and may consist of several documents in the like form each signed by one or more Board Members.

SECRETARY

35. Subject to the provisions of the Act, the Secretary and any deputy or alternate Secretary shall be appointed by the Board for such term, at such remuneration and upon such conditions as they may think fit and any Secretary so appointed may be removed by them.

MINUTES

36. The Board shall cause minutes to be made in books kept for the purpose:-

- (1) of all appointments of officers made by the Board Members; and
- (2) of all proceedings at meetings of the Organisation and of the Board, and of committees of the Board and of the Council Member in its capacity as the sole member of the Organisation, including the names of the Board Members present at each such meeting.

RECORDS ACCOUNTS AND RETURNS

37. The Organisation shall comply with the provisions of Part VII of the Act in respect of:-

- (1) the keeping and auditing of accounting records;
- (2) the provision of accounts and annual reports of the directors; and

- (3) in making an annual return.

THE SEAL

38. (1) If the Organisation has a seal it shall only be used with the specific or general authority of the Board or of a committee of the Board. The Board may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Board Member and by the Secretary or a second Board Member.
- (2) The Organisation may exercise the powers conferred by Section 39 of the Act with regard to having an official seal for use abroad, and such powers shall be vested in the Board Members.

NOTICES

39. Any notice to be given to or by any person pursuant to the Articles shall be in writing except that a notice calling a meeting of the Board or of a committee of the Board need not be in writing.
40. The Organisation may give any notice to the Council Member either personally or by sending it by post in a prepaid envelope addressed to the Council Member at their registered address or by leaving it at that address.
41. The Council Member present by duly authorised representative at any meeting of the Organisation shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.
42. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

INDEMNITY

43. (1) Every Board Member or member of any committee of the Board or other officer of the Organisation shall be indemnified out of the assets of the Organisation against all losses or liabilities which he may sustain or incur in or about the execution of the duties of his office or otherwise in relation thereto, including any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgement is

given in his favour or in which he is acquitted or in connection with any application under Section 727 of the Act in which relief is granted to him and no Board Member or other officer shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Organisation in the execution of the duties of his office or in relation thereto PROVIDED THAT this Article shall only have effect in so far as its provisions are not avoided by Section 310 of the Act.

- (2) The Board shall have power to purchase and maintain for any Board Member or member of any committee of the Board or officer of the Organisation insurance against any such liability as is referred to in Section 310(1) of the Act.

REMUNERATION OF FIRST AND SECOND TIER EMPLOYEES

44. The Board shall obtain the approval of the Council Member to the amount of remuneration to be paid to First Tier Employees and Second Tier Employees.

THE COMMON SEAL of WIGAN BOROUGH)
COUNCIL was hereunto affixed in the presence of:)

Susan Dianne Lowe
**Director of Legal Services
and Solicitor to the Council**
Wigan Council, Town Hall, Library Street WN1 1YN

DATED 8th March 2002

WITNESS to the above:-

NAME John Mitchell
Address Town Hall, Library Street, Wigan, WN1 1YN

The Companies Act 1985

**Company Limited by Guarantee
and Not Having a Share Capital**

WIGAN AND LEIGH HOUSING
COMPANY LIMITED

Incorporated on 15th March 2002

Company Number: 4395696

(As altered by Special Resolution on 19th September 2003)