

## ROLE DESCRIPTION

# Governing Body Members of Loreburn Housing Association

## 1. Introduction

**“The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.” Regulatory Standards of Governance and Financial Management, Standard 1**

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a governing body member (GBM) of Loreburn Housing Association (LHA). It should be read in conjunction with the accompanying person specification and LHA’s Rules and Standing Orders.
- 1.2 LHA is a Registered Social Landlord and a Scottish Charity. The role description reflects the principles of good governance and takes account of (and is compliant with) the expectations of the Regulatory Standards of Governance and Financial Management for Scottish RSLs and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).
- 1.3 LHA encourages people who are interested in the Association’s work to consider seeking election as a GBM and is committed to ensuring broad representation from the communities we serve. GBMs do not require ‘qualifications’ but, from time to time, we will seek to recruit people with specific skills and experience to add to or expand the existing range of skills and experience available to ensure that the governing body is able to fulfil its purpose. We have developed a profile for the GB which describes the skills, qualities and experience that we consider we need to lead and direct LHA and carry out an annual review of the skills that we have and those that we need to inform our recruitment activities.
- 1.4 This role description applies to all members of the governing body, whether elected or co-opted or appointed, new or experienced. It is subject to periodic review.



## 2. Primary Responsibilities

- 2.1 As a GBM your primary responsibilities are, with the other members of the governing body, to
- Lead and direct LHA's work
  - Promote and uphold LHA's values
  - Set and monitor standards for service delivery and performance
  - Control LHA's affairs and ensure compliance
  - Uphold LHA's Code of Conduct and promote good governance
- 2.2 Responsibility for the operational implementation of LHA's strategies and policies is delegated to the Chief Officer.

## 3. Key Expectations

- 3.1 LHA has agreed a Code of Conduct for Governing Body Members which every member is required to sign on an annual basis and uphold throughout their membership of the governing body.
- 3.2 Each GBM must accept and share collective responsibility for the decisions properly taken by the governing body. Each GBM is expected to contribute actively and constructively to the work of LHA.
- 3.3 Each member must always act only in the best interests of LHA and its tenants, and not on behalf of any interest group, constituency or other organisation. GBMs cannot act in a personal capacity to benefit themselves or someone they know.

## 4. Main Tasks

- To contribute to formulating and regularly reviewing LHA's values, strategic aims, business objectives and performance standards
- To monitor LHA's performance
- To be informed about and ensure LHA's plans take account of the views of tenants and other customers



- To ensure that LHA's operates within and be assured that LHA's is compliant with the relevant legal requirements and regulatory frameworks
- To ensure that risks are realistically assessed and appropriately monitored and managed
- To ensure that LHA's is adequately resourced to achieve its objectives and meet its obligations
- To oversee and ensure LHA's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants
- To act, along with the other members of the governing body, as the employer of LHA's staff
- To ensure that LHA is open and accountable to tenants, regulators, funders and partners

## 5. Duties

- Act at all times in the best interests of LHA to supporting our vision of Creating Great Places to Live and the Corporate Plan objectives which are reviewed annually in line with the ambitions set out within the document. Key objectives are outlined below:
  - Increasing housing stock by 353 new units by 2024
  - Offering new homes which meet the Passivhaus standard
  - Embedding successful in-house repairs service delivery satisfaction for our tenants
  - Investing in achieving affordable running costs for our tenants
  - Developing a range of homes for older people to enable them to live independently for longer

*For further information please refer to our Corporate Plan and the Head of Governance & Assurance can provide you with this year's Corporate Objectives.*

- Adhere to the Code of Conduct at all times and hold colleagues to account for the same
- Accept collective responsibility for decisions, policies and strategies. Any GBM who can not do this or who disagrees with a decision so strongly they cannot respect the decision moving forward should consider resignation.



Failure to resign under such circumstances may be considered to be in breach of the Code of Conduct.

- Attend and be well prepared for meetings of the governing body and sub-committees having read the papers in advance.
- Contribute effectively to discussions and decision making
- Exercise objectivity, care and attention in fulfilling your role
- Take part in ongoing training and other learning opportunities
- Take part in an annual review of the effectiveness of LHA's governance and of your individual contribution to LHA's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent LHA positively and effectively at all times, including in local communities and when attending meetings and other events
- Respect and maintain confidentiality of information
- Treat colleagues with respect and foster effective working relationships within the governing body and between the governing body and staff
- Be aware of and comply with our policy on the restrictions on payments and benefits
- Register any relevant interests as soon as they arise and comply with LHA's policy on managing conflicts of interest

## 6. Commitment

6.1 An estimate of the annual time commitment that is expected from GBMs is:

Activity	Time
Attendance at up to 12 regular meetings of the governing body	<b>24 hours</b> <b>(2 hours/ meeting)</b>
Reading and preparation for meetings of the governing body	<b>48 hours</b> <b>(up to 4 hours per meeting)</b>

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Requirement to participate in a sub-committee which will require attendance at up to 4 sub-committee meetings	<b>8 hours</b> <b>(2 hours/ meeting)</b>
Reading and preparation for sub-committee meetings	<b>16 hours</b> <b>(up to 4 hours per meeting)</b>
Attendance at annual planning and review events (including individual review meeting)	<b>18 hours</b> <b>(9 hours per meeting)</b>
Checking, reading and responding to emails and completing relevant paperwork (average approximately 30 minutes per week).	<b>26 hours</b>
Attendance at internal briefing and training events	<b>8 hours</b>
<b>Value Adding Events (non-compulsory)</b>	
Optional attendance at events such as estate tours, tenant / customer conferences, openings and site visits	<b>10 hours</b>
External Training and conference attendance (may include overnight stay or weekend)	<b>16 hours</b>
<b>Total</b>	<b>148 Hours</b>  <b>(26 additional optional Value Added Hours)</b>  <b>(Approximately 21 working days)</b>

## 7. What LHA Offers GBMs

7.1 All GBMs are volunteers and receive no payment for their contribution. LHA has adopted an Entitlements, Payments and Benefits Policy which prevents



you or someone close to you from inappropriately benefiting personally from your involvement with LHA. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with LHA. All out of pocket expenses associated with your role as a GBM will be fully met and promptly reimbursed.

## 7.2 In return for your commitment, LHA offers:

- A welcome and introduction when you first join the governing body.
- A mentor from the governing body and a named staff contact for the first six months, with ongoing support
- Clear guidance, information, and advice on your responsibilities and on LHA work
- Formal induction training to assist settling in.
- Papers which are clearly written and presented and circulated in advance of meetings usually one week.
- The opportunity to add value to our communities.
- The opportunity to put your experience, skills, and knowledge to constructive use
- The opportunity to develop your own knowledge, experience, and personal skills
- The chance to network with others with shared commitment and ideals

## 8. Review

- 8.1 This role description was approved by the governing body in May 2022. It will form the basis of the annual review of the effectiveness of your contribution to our governance. It will be reviewed by the governing body not later than **three years from adoption.**

