



Recruitment Information for New Committee Members

**Approved by WGHC's Committee of Management
on 11th September 2019**

BACKGROUND INFORMATION

WGHC is a fully mutual co-operative housing association and a Registered Social Landlord (RSL) registered with The Scottish Housing Regulator. The registration number is HAC225. West Granton Housing Co-operative Limited is registered as a Society under the Co-operative and Community Benefit Societies Act 2014. As such we must make an annual return to the Financial Conduct Authority. Our registration number is 2357 RS.

The registered office is 26 Granton Mill Crescent, Edinburgh EH4 4UT.

WGHC is a fully mutual co-operative housing association. This means that all tenants of WGHC must first become members of the Co-operative.

WGHC's board of directors is called the Committee of Management. Only tenants may be elected to the Committee. The Committee may co-opt non-tenants temporarily.

The Committee of Management monitors the operations of WGHC and takes strategic decisions such as new initiatives, major commitments and projects. It sets rents and budgets. It receives management accounts and other reports, approves policies and monitors performance and finances.

WGHC is a not for profit organisation. Any surpluses are used for the objectives of the co-operative. No surpluses are distributed to members. Members cannot buy their homes.

WGHC is an independent RSL. We are not a member of a group nor a subsidiary of another company. WGHC owns 372 houses and flats, built between 1994 and 2009. There are 125 flats and 247 houses. The 372 units cost £27 million. We received just over £19 million in grants. The balance was met by £7.1 million in loans and £0.8 million from cash reserves.

As at July 2019 WGHC has 13 members of the Committee of Management; one of whom is a co-opted tenant.

WGHC directly employs staff to carry out the day to day operations including finance and administration, housing management and maintenance management. As at July 2019 WGHC has 11 staff, 8 full time and 3 part time.

Specialist consultants and contractors are used as necessary for building and maintenance contracts and day to day repairs.

WGHC is a member of:

- Scottish Federation of Housing Associations (SFHA) which is a body which campaigns and lobbies for housing associations and co-operatives. It is also a source of training and advice on good practice.
- EVH (Employers in Voluntary Housing). This organisation provides support and advice to over 100 not for profit organisations (mostly RSLs) in relation to their role as employers. This includes setting a common system of salaries, grades and terms and conditions.
- Scotland's Housing Network. This is a consortium of local authority and housing association landlords working together to drive up performance, meet the demands of best value and deliver quality services by means of benchmarking, peer review, good practice exchange and information sharing.
- ARCHIE (Alliance of 8 registered co-operatives and housing associations in Edinburgh) to share skills, experience and resources with the aim of

delivering an enhanced service to their customers and the wider community.

WGHC is affiliated to the West Granton Community Trust which owns and operates the Prentice Centre, a community centre in West Granton.

Salary and Employment

Committee members are collectively responsible for setting the strategic direction of the organisation and ensuring its long-term success. They must ensure, working alongside Senior Management, that the organisation achieves its aims and objectives efficiently, effectively and in accordance with legal and regulatory requirements.

This is a voluntary role and as such will be offered on an unpaid basis.

All reasonable expenses will be paid.

Job Description

- **Time Commitment**

You should be able to allocate sufficient time to perform your responsibilities effectively. It is anticipated that this will require 10 evening meetings per year (disregarding the induction programme) and attendance at the Annual General Meeting (usually held in September each year).

Committee members will be expected to attend & contribute to a minimum of 6 evening meetings per year, plus participation in additional sub committees as required. The Committee members also meet for a day each year to consider strategy.

- **Responsibilities**

Committee members are expected to participate fully in ensuring that Committee exercises effective leadership of, and control over, the organisation as well as monitoring its executive management. In particular you will be expected, as a Committee member, to bring to the Committee independence and objectivity of judgement on matters relating to:

- strategy – constructively challenging and contributing to the development of the strategy of the organisation
- performance – scrutinising the performance of management in meeting objectives, and monitoring the reporting of performance
- risk – being satisfied that financial information is accurate and that financial controls and systems of risk management are robust and defensible
- people – taking a role in the appointment and removal (where necessary) of senior management, and in succession planning.

A copy of our Membership Rules, Governance Policy, Financial Regulations, Health and Safety Policy along with other key documents and policies will be provided to all Committee members upon joining. Committee members will be expected to assist in such compliance and personally to act in accordance with any requirements, guidance or recommendations of that Code, or any other applicable code of practice.

Committee will be required to accept responsibility publicly and, where necessary, in writing when required to do so.

Sub Committees

The Committee has an established sub Committee: the Staffing Sub Committee. In addition, the main Committee may delegate to sub

Committees, authority within certain limits to deal with specific matters such as finance transactions and corporate transactions.

As a Committee member you may be appointed by the Committee to be a member of at least one of the committees.

Key Responsibilities

- Act as a member of the Committee of Management
- To work within the strategic framework set by the WGHC Committee of Management
- To agree a business plan and budget for the Co-op and monitor progress throughout the year.
- Carry out statutory duties which include approving the Annual report & Accounts, the Co-op's Annual Assurance Statement, the Annual Report on the Charter, the ARC Statistical Submission, the Five Year Financial Projections, the Loan Portfolio, the Annual Return on the Energy Efficiency Standard for Social Housing.
- Ensure that effective systems are in place for the management and control of the Co-op's performance.
- Ensure that tenants needs and the safeguarding of their interests are a priority for the business.
- Hold the CEO and any other Senior Management Staff to account
- Comply with the legal obligations and values and objectives of the Co-op

Personal Specification

As a fully mutual housing co-operative we welcome applications from a wide and diverse range of tenants and individuals to complement the existing range of expertise on the Committee.

We are looking for people who:

- Are willing to work as part of a team, with respect and tolerance for others
- are willing to commit the time necessary to prepare for and attend board and committee meetings, AGMs, training sessions and away days.
- can act in the best interests of WGHC and its tenants and not in the interests of any individual or constituency.
- have the ability to communicate effectively with a wide range of people.
- have the ability to interpret varied information from different sources;
- have the ability to develop effective working relationships with fellow Committee members and Senior Staff.
- have any experience of sitting on a Committee

We would particularly welcome interest from anyone who is commercially and financially astute, with experience of the overview of budgets OR any experience or knowledge in the following areas:

- Housing;
- Asset Management;
- Sustainability;
- Politics or Local Government;
- Health & Social Care;
- Infrastructure & Placemaking;
- Change Management;
- Organisational Development;
- Mentoring/Leadership

Eligibility to become a Committee Member

In accordance with Rule 39 of the West Granton Housing Co-operative registered rules:

A person will **not** be eligible to be a Committee Member and cannot be appointed or elected as such if:-

- he/she has been adjudged bankrupt, has granted a trust deed for or entered into an arrangement with creditors or his/her estate has been sequestrated and has not been discharged; or
- he/she has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974; or
- he/she is a party to any legal proceedings in any Court of Law by or against the Association;
- he/she is or will be unable to attend the Committee Meetings for a period of 12 months;
- he/she has been removed from the Committee of another registered social landlord within the previous five years; or
- he/she has resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of his/her receipt of notice of a special committee meeting convened to consider a resolution for his/her removal from the Committee in terms of Rule 40.5;
- he/she has been removed from the Committee in terms of Rules 40.4 or 40.5 within the previous five years; or

- he/she has been removed or suspended from a position of management under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990; or
- a disqualification order or disqualification undertaking has been made against that person under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company); or

Co-optees

- The Committee can co-opt to the Committee anyone the Committee consider is suitable to become a Committee Member.
- Co-optees do not need to be Members, **but they can only serve as co-optees on the Committee until the next annual general meeting** or until removed by the Committee.
- A person co-opted to the Committee can also serve on any sub-committees.
- A person appointed as a co-optee shall undertake the role of Committee Member and accordingly will be subject to the duties and responsibilities of a Committee Member.
- Co-optees can take part in discussions at the Committee or any sub-committees and vote at Committee and sub-committee meetings on all matters **except those which directly affect the Rules, the membership of the Association or the election of the Association's Office Bearers.**
- Co-optees may not stand for election, nor be elected as one of the Office Bearers of the Committee.
- Committee Members co-opted in this way must not make up more than one-third of the total number of the Committee or sub-committee members at any one time. The presence of co-optees at Committee Meetings will not be counted when establishing whether the minimum number of Committee Members are present to allow the meeting to take

place as required by Rule 44 and the presence of co-optees will not count towards the quorum for sub-committee meetings.

No Committee Member may take office until they have agreed to and signed WGHC's code of conduct for Committee Members

Training

WGHC will provide an induction programme including meeting WGHC staff, visiting various developments and the opportunity to attend relevant seminars, conferences and training.

The re-Election and Nomination Process

At the end of every annual general meeting, at least one-third of the Committee Members must retire. Anybody appointed as a co-optee under shall not count towards the one third provision. The retiring Committee Members should be selected in accordance with Rule 35.2.

Rule 35.2

The retiring Committee Members should be those who have served the longest on the Committee since the date of their last election. If two or more Committee Members have served equally long and cannot agree who should retire, they must draw lots.

Rule 35.3

Committee Members must also retire if they have been co-opted onto the Committee under Rule 38.1 or have filled casual vacancies under Rule 37.

Rule 35.4

If a Committee Member retires from the Committee in terms of Rule 35 before or on the date of the next annual general meeting, that Committee Member can stand for re-election without being nominated.

Rule 36.1

If, at the annual general meeting the number of Members standing for election is less than or equal to the number of vacant places, the Chairperson will declare them elected without a vote. If there are more Members standing for election than there are vacant places, those present at the general meeting will elect Members onto the Committee, in accordance with Rule 25.2. Each Member present or who has appointed a representative will have one vote for each place to be filled on the Committee. A Member must not give more than one vote to any one candidate.

Rule 36.2

Nominations for election to the Committee must be in writing and in the form specified by the Association and must give the full name, address and occupation of the Member being nominated. A Member cannot nominate himself/herself for election to the Committee. Nominations must be signed by and include a signed statement from the Member being nominated to show that they are eligible to join the Committee in accordance with Rules 33.4 and 39, and that they are willing to be elected. Nomination forms can be obtained from the Association and must be completed fully and returned by hand or by post to the Association's registered office at least 7 days before the general meeting.

Rule 37

If an elected Committee Member leaves the Committee between the annual general meetings, this creates a casual vacancy and the Committee can appoint a Member to take their place on the Committee until the next annual general meeting.

Co-optees do not need to be Members, **but they can only serve as co-optees on the Committee until the next annual general meeting. Tenants co-opted onto the Committee must be nominated at the next AGM, if they wish to be continue serving on the Committee as a full member. Co-optees cannot stand for election. Rule 36.2 explains that** "A Member cannot nominate himself/herself for election to the Committee. Nominations must be signed by and include a signed statement from the Member being nominated to show that they

are eligible to join the Committee in accordance with Rules 33.4 and 39, and that they are willing to be elected. Nomination forms can be obtained from the Association and must be completed fully and returned by hand or by post to the Association's registered office at least 7 days before the general meeting."