

Role Description for:

Governing Body Members of West Granton Housing Co-operative

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 West Granton Housing Co-operative (WGHC). It should be read in conjunction with the accompanying person specification and WGHC’s Rules and Standing Orders.
- 1.2 WGHC is a Registered Social Landlord. 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.
- 1.3 WGHC encourages people who are interested in the Co-operative’s work to consider seeking election as a GBM and is committed to ensuring broad representation from the communities that it serves. 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 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, co-opted or casual vacancy, 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 WGHC’s work
 - Promote and uphold WGHC’s values
 - Set and monitor standards for service delivery and performance
 - Control WGHC’s affairs and ensure compliance
- 2.2 Responsibility for the operational implementation of WGHC’s strategies and policies is delegated to the CEO.

3. Key Expectations

- 3.1 WGHC has agreed a Code of Conduct for Governing Body Members which every member is required to sign on an annual basis.
- 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 WGHC. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of WGHC and its customers, 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 WGHC's values, strategic aims and performance standards
- To monitor WGHC's performance
- To ensure that WGHC operates within and is compliant with the relevant legal and regulatory frameworks
- To ensure that risks are realistically assessed and appropriately monitored and managed
- To ensure that WGHC is adequately resourced to achieve its objectives and meet its obligations
- To act, along with the other members of the governing body, as the employer of WGHC's staff

5. Duties

- Act at all times in the best interests of WGHC
- Accept collective responsibility for decisions, policies and strategies
- Attend and be well prepared for meetings of the governing body and sub-committees
- Contribute effectively to discussions and decision making
- Take part in training and other learning opportunities
- Take part in an annual review of the effectiveness of WGHC's governance and of your individual contribution to WGHC's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent WGHC positively and effectively at all times, including 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 WGHC'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 11 regular meetings of the Governing Body	22 Hours, per year
Reading and preparation for meetings of the governing body	11 Hours, per year
Attendance at up to XX sub-committee meetings	4 Hours, per year
Reading and preparation for sub-committee meetings	2 Hours, per year
Attendance at annual planning and review events (including individual review meeting)	2 Hours, per year
Attendance at events such as estate tours, tenant / customer conferences, openings and site visits	4 Hours, per year
Attendance at internal briefing and training events	8 Hours, per year
External Training and conference attendance (may include overnight stay or weekend)	14 Hours, per year
Total	68 hours, per year

7. What WGHC Offers GBMs

7.1 All GBMs are volunteers and receive no payment for their contribution. WGHC has policies which prevent you or someone close to you from benefiting personally from your involvement with WGHC, although these policies also seek to ensure that you are not unfairly disadvantaged by your involvement with WGHC. All out of pocket expenses associated with your role as a GBM are fully met and promptly reimbursed.

7.2 In return for your commitment, WGHC 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 WGHC's work
- Formal induction training to assist settling in
- Papers which are clearly written and presented, and circulated in advance of meetings
- 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