

BOARD MEMBER ROLE DESCRIPTION

MONITORING FORM

Department	Corporate Services
Department Director	Human Resources Director
This policy is applicable to	All Board members
Author	Human Resources Director
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Date of next review	26 February 2020
Internal /external consultees (if required).	n/a

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 Board Member (BM) of Weslo Housing Management Limited (Weslo). It should be read in conjunction with the accompanying person specification and Weslo's Articles of Association.
- 1.2 Weslo Housing Management 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 Weslo encourages people who are interested in our work to consider seeking election as a BM and is committed to ensuring broad representation from the communities that it serves. BMs 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 or co-opted, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

- 2.1 As a BM your primary responsibilities are, with the other members of the Governing Body, to
 - Lead and direct Weslo's work
 - Promote and uphold Weslo's values
 - Set and monitor standards for service delivery and performance
 - Control Weslo's affairs and ensure compliance
- 2.2 Responsibility for the operational implementation of Weslo Housing Managements' strategies and policies is delegated to the Chief Executive.

3. Key Expectations

- 3.1 Weslo has agreed a Code of Conduct for Body Members which every member is required to sign on an annual basis.
- 3.2 Each BM must accept and share collective responsibility for the decisions properly taken by the Governing Body. Each BM is expected to contribute actively and constructively to the work of Weslo. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of Weslo, its tenants, customers, staff, and not on behalf of any interest group, constituency or other organisation. BMs cannot act in a personal capacity to benefit themselves or someone they know.

4. Main Tasks

- To contribute to formulating and regularly reviewing Weslo's values, strategic aims and performance standards
- To monitor Weslo's performance
- To ensure that Weslo 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 Weslo 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 **Weslo's** staff

5. Duties

- Act at all times in the best interests of Weslo
- 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 Weslo's governance and of your individual contribution to Weslo's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector

- Represent Weslo 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 Weslo's policy on managing conflicts of interest

6. Commitment

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

Activity	Time
Attendance at up to 8 meetings per annum of the Governing Body [WHM] – If a member of Weslo Property [WPM] Management Board 6 meetings per annum	2-3 hours per meeting/ 24 hours per annum
Reading and preparation for meetings of the governing body	2-3 hours per meeting/ 24 hours per annum
If a member of the Remuneration and Nominations Committee [RNC] attendance up a minimum of 2 meetings per annum PLUS Reading and preparation for RNC meetings	2 hours per meeting/ 4 hours per annum plus 2 hours per meeting/ 4 hours per annum [prep]
Attendance at annual planning and review events (including individual review meeting)	14 hours per annum
Attendance at events such as estate tours, openings and site visits	1-2 days per annum/ 14 hours per annum
Attendance at internal briefing and training events	2-3 days per annum / 21 hours per annum
External Training and conference attendance (may include overnight stay or weekend)	2-3 days per annum/ 21 hours per annum
Total	126 hours per annum

7. What Weslo Offers Board Members

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

7.2 In return for your commitment, Weslo offers:

- i. A welcome and introduction when you first join the governing body;
- ii. A mentor from the governing body and a named staff contact for the first six months, with ongoing support
- iii. Clear guidance, information and advice on your responsibilities and on Weslo's work
- iv. Formal induction training to assist settling in
- v. Papers which are clearly written and presented, and circulated in advance of meetings
- vi. The opportunity to put your experience, skills and knowledge to constructive use
- vii. The opportunity to develop your own knowledge, experience and personal skills
- viii. The chance to network with others with shared commitment and ideals