



Role Descriptor for Governing Body Members

April 2021

Role description for governing body members of Langstane Housing Association Limited

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 Langstane Housing Association (Langstane). It should be read in conjunction with the accompanying person specification and Langstane’s Rules and Standing Orders.
- 1.2 Langstane is a Registered Social Landlord (RSL) 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 Langstane encourages people who are interested in the Association’s work to consider seeking election as a governing body member and is committed to ensuring broad representation from the communities that it serves. Governing body members 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 governing body which describes the skills, qualities and experience that we consider we need to lead and direct Langstane 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, new or experienced. It is subject to periodic review.

2. Primary responsibilities

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

3. Key expectations

- 3.1 Langstane 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 governing body member must accept and share collective responsibility for the decisions properly taken by the governing body. Each governing body member is expected to contribute actively and constructively to the work of Langstane. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of Langstane and its customers, and not on behalf of any interest group, constituency or other organisation. Governing body members cannot act in a personal capacity to benefit themselves or someone they know.

4. Main tasks

- To contribute to formulating and regularly reviewing Langstane's values, strategic aims, business objectives and performance standards
- To monitor Langstane's performance
- To be informed about and ensure Langstane's plans take account of the views of tenants and other customers
- To ensure that Langstane operates within and be assured the Langstane is compliant with the relevant legal and regulatory frameworks
- To ensure that risks are realistically assessed and appropriately monitored and managed
- To ensure that Langstane is adequately resourced to achieve its objectives and meet its obligations
- To oversee and ensure Langstane'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 Langstane staff
- To ensure Langstane is open and accountable to tenants, regulators, funders and partners.

5. Duties

- Act at all times in the best interests of Langstane
- 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
- 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 Langstane’s governance and of your individual contribution to Langstane’s governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent Langstane 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 Langstane’s policy on managing conflicts of interest.

6. Commitment

6.1 An estimate of the annual time commitment that is expected from governing body members is:

Activity	Time
Attendance at up to 8 regular meetings of the Governing Body	2 hours per meeting
Reading and preparation for meetings of the governing body	1 – 3 hours per meeting
Attendance at up to 4-8 sub-committee meetings	1 – 1.5 hours per meeting
Reading and preparation for sub-committee meetings	1 hour per meeting
Attendance at annual planning and review events (including individual review meeting)	As agreed
Attendance at events such as estate tours, tenant / customer conferences, openings and site visits	As agreed
Attendance at internal briefing and training events	30 mins – 2 hours per session

External Training and conference attendance (may include overnight stay or weekend)	As agreed
Total	40+ hours per annum

7. What Langstane offers governing body members

7.1 All governing body members are volunteers and receive no payment for their contribution. Langstane has adopted an Entitlements, Payments and Benefits Policy which prevents you or someone close to you from benefiting personally from your involvement with Langstane. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with Langstane. All out of pocket expenses associated with your role as a governing body member will be fully met and promptly reimbursed.

7.2 In return for your commitment, Langstane 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 on-going support
- Clear guidance, information and advice on your responsibilities and on Langstane'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.

8. Monitoring and review

8.1 This role description was approved by the governing body on 26 April 2021. 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 no later than April 2024.