



EASTHALL PARK

COMMITTEE RESPONSIBILITIES SUCCESSION PLANNING

Date of Current Review	August 2019
Date of Next Review	August 2022
Reviewed By	Management Committee

CORPORATE FIT	
Regulatory Standards	✓
Equalities & Human Rights	✓
Legislation	✓
Strategic Plan	✓

On request, the Co-operative can provide translations of all our documents, policies and procedures in various languages and other formats such as computer disc, tape, large print, Braille etc. and these can be obtained by contacting the Co-operative's offices.



Management Committee

Succession Planning

Committee Skills

Role Description for Governing Body Members of EasthallPark Housing Co-operative (EHPC)

1. Introduction

The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a Governing Body Member (GBM) of Easthall Park Housing Co-operative (EHPC). It should be read in conjunction with the accompanying person specification and EHPC's Rules and Standing Orders.
- 1.2 EHPC 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 and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).
- 1.3 EHPC encourages people who are interested in the Co-operative's work and are tenants 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 or co-opted, 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 EHPC's work
- Promote and uphold EHPC's values
- Set and monitor standards for service delivery and performance
- Control EHPC's affairs and ensure compliance

2.2 Responsibility for the operational implementation of EHPC's strategies and policies is delegated to the Chief Officer (Director).

3. Key Expectations

- 3.1 EHPC 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 EHPC. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of EHPC 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 EHPC's values, strategic aims and performance standards
- To monitor EHPC's performance
- To ensure that EHPC 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 EHPC 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 EHPC's staff

5. Duties

- Act at all times in the best interests of EHPC
- 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 EHPC's governance and of your individual contribution to EHPC's governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent EHPC positively and effectively at all times, including in Easthall and Kildermorie 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 EHPC'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 10 regular meetings of the Governing Body	20
Reading and preparation for meetings of the governing body	20
Attendance at up to 5 sub-committee meetings	10
Reading and preparation for sub-committee meetings	10
Attendance at annual planning and review events (including individual review meeting)	7
Attendance at events such as estate tours, tenant / customer conferences, openings and site visits	7
Attendance at internal briefing and training events	8
External Training and conference attendance (may include overnight stay or weekend)	24
Total	106

7. What EHPC Offers GBMs

- 7.1 All GBMs are volunteers and receive no payment for their contribution. EHPC has policies which prevent you or someone close to you from benefiting personally from your involvement with EHPC, although these policies also seek to ensure that you are not unfairly disadvantaged by your involvement with EHPC. 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, EHPC 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 EHPC'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. Review

- 8.1 This role description was approved by the Governing Body on 28th August 2019. 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 end August 2022.

Role Description for Chair of Easthall Park Housing Co-operative (EHPC)

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Chair of EHPC [and to the Chairs of EHPC's sub-committees]. The responsibilities described here are additional to those set out in the Governing Body Members' (GBM) role description. It should be considered alongside EHPC's Rules and Standing Orders.
- 1.2 This role description will be used to support the annual review of the Governing Body's effectiveness. It will be used to appoint the Chair after each AGM. GBMs who wish to be considered for this office will be invited to say how, if elected, they will carry out the duties that are set out here before the election takes place.
- 1.3 In the event that the Chair is unable to fulfil their responsibilities, the Vice Chair will carry out the duties of the Chair.
- 1.4 As set out in the Standing Orders, the Chair may not also serve as the Chair of a sub-committee and each sub-committee must elect a different Chair.

- 1.5 An overview of the Role of the Chair is outlined in Rule 55.5 of EHPC's Rules.
- 1.6 The Chair will be elected by the Governing Body each year at the first Governing Body meeting following the AGM. Whilst the Chair of EHPC can be re-elected, in accordance with Rule 55.10 of EHPC's Rules, they cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five year maximum term.

2. Key Responsibilities

- 2.1 The Chair must act, and be seen to act, at all times on behalf of the Governing Body. The Chair's key responsibilities are:
- To lead the Governing Body constructively, provide direction and manage meetings effectively
 - To develop and maintain a constructive and positive working relationship with the Chair and Director and senior staff
 - To uphold EHPC's Code of Conduct and promote good governance
 - To ensure that EHPC's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required

3. Leadership and Direction

- 3.1 The Chair is expected to:
- Represent EHPC positively and effectively
 - Set the style and tone of Governing Body meetings to ensure effective and participative decision making
 - Promote and uphold the Code of Conduct for EHPC's Governing Body
 - Ensure that the necessary arrangements are in place to enable EHPC to honour its obligations, achieve its objectives and meet agreed targets
 - Demonstrate and support the principles of good governance at all times
 - Ensure that the Governing Body has access to the range of skills, knowledge and experience necessary for the achievement of EHPC's aims and objectives and for the fulfilment of the Governing Body's responsibilities
 - Ensure that the Governing Body has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought
 - Provide support to new and experienced Governing Body Members by promoting access to relevant induction, training and development opportunities

4. Working with the Director

4.1 The Chair should:

- Establish a constructive relationship with the Director and ensure that their respective roles of leading and managing are recognised and promoted effectively. Sub-committee Chairs should establish similar relationships with the relevant senior staff member.
- Ensure that the conduct of EHPC's business continues effectively between meetings of the Governing Body and act under delegated or emergency authority when necessary
- In the event of a vacancy, ensure that effective arrangements are implemented for the recruitment and appointment of a Director, in accordance with EHPC's agreed recruitment practices
- Carry out, with at least one other Governing Body member, the Director's annual appraisal and report to the Governing Body
- Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the Director
- In the event that it is necessary, be responsible for dealing with a grievance or disciplinary action in respect of the Director, in accordance with EHPC's agreed procedures

5. Promoting Good Governance

5.1 The Chair is required to:

- Promote and demonstrate the highest standards of ethical conduct and integrity
- Initiate any investigation under the terms of EHPC's Code of Conduct
- Chair all general meetings of EHPC in accordance with the Rules
- Chair all Governing Body meetings of EHPC, in accordance with the Rules and Standing Orders
- Ensure that all Governing Body members have access to appropriate information and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Manage meetings effectively to ensure that there is sufficient time for the consideration of all relevant issues; for performance to be monitored effectively and for risk to be assessed realistically
- Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively

6. Conduct of Housing Co-operative's Business

6.1 The Chair is expected to:

- Ensure that EHPC's business is efficiently and accountably conducted between Governing Body meetings
- Sign cheques and documents requiring the Governing Body or the Chair's authorisation, in accordance with EHPC's standing orders
- Take decisions on behalf of the organisation in the event of emergencies that occur outside the regular meeting cycle and report these back to the Governing Body for ratification
- Ensure that the skills, knowledge and support available to the Governing Body are kept under periodic review

7. Monitoring and Review

7.1 This role description was approved by the Committee on 28th August 2019. It will be reviewed not later than end August 2022.

Role Description for Vice Chair of Easthall Park Housing Co-operative (EHPC)

1. Introduction

1.1 This role description sets out the particular duties and responsibilities that attach to the Vice Chair of EHPC. The responsibilities described here are additional to those set out in the Governing Body Members' (GBM) role description. It should also be considered alongside:

- the Role Description for the Chair of EHPC;
- EHPC's Rules; and
- EHPC's Standing Orders.

1.2 In the event that the Chair of EHPC is unable to fulfil their responsibilities, the Vice Chair will carry out these duties.

1.3 The position of Vice Chair will be elected by the Governing Body, every year at the first meeting following the AGM.

1.4 In accordance with Rule 55.10 of EHPC's Rules, the Chair cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five year maximum term.

1.5 When the Chair stands down, the Vice Chair in post will have the same opportunity as the Full members of the Governing Body to stand for election to become Chair. Please note there is no guarantee that a vice-chair will automatically be elected as the Chair.

1.6 The role of Vice Chair must be carried out by a Governing Body member.

2. Role of Vice Chair

- 2.1 The role of the Vice Chair is to deputise, support and (where required) stand in for the Chair of EHPC. Therefore, this role description must be read in conjunction with the Role Description for the Chair of EHPC.
- 2.2 When known in advance, the Vice Chair should ensure that they are available for any Governing Body meeting that the Chair is unable to attend – e.g. where the Chair has booked a holiday. Close liaison with the Chair is a key requirement of the role.
- 2.3 The individual holding the post of Vice Chair will gain training and insight as to whether they would like to consider performing the role of Chair in the future.

3. Monitoring and Review

- 3.1 This role description was approved by the Committee on 28th August 2019. It will be reviewed not later than end August 2022.

Role Description for Secretary of Easthall Park Housing Co-operative (EHPC)

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Secretary of EHPC. The responsibilities described here are additional to those set out in the Governing Body Members' (GBM) role description. It should also be considered alongside EHPC's Rules and Standing Orders.
- 1.2 The role of the Secretary will be carried out by a Governing Body Member of EHPC who will be elected by the Governing Body, every year at the first meeting following the AGM.
- 1.3 Where appropriate, the Secretary's duties can be delegated to an appropriate employee of EHPC, with the Secretary assuming responsibility for ensuring that they are carried out in an effective manner. All of the practical duties detailed at 2.1 – with the exception of attendance at meetings - will be delegated to the Director.

2. Duties of the Secretary

- 2.1 EHPC's Rules specify the Role of the Secretary in detail. All references to the Secretary within EHPC's Rules are provided as Annex 1
- 2.2 The duties of the secretary include:
 - Calling and going to all Annual General Meetings, Special General Meetings and Governing Body meetings
 - Keeping the minutes for all Annual General Meetings, Special General Meetings and Governing Body meetings
 - Sending out letters, notices calling meetings and relevant documents to Members before a meeting
 - Preparing and sending all the necessary reports to the Financial Conduct Authority and the Scottish Housing Regulator

- Ensuring compliance with EHPC's Rules
- Keeping the Register of Members and other Registers required by EHPC's Rules
- Supervision of the EHPC's seal

3. Monitoring and Review

3.1 This role description was approved by the Committee on 28th August 2019. It will be reviewed not later than end August 2022.

References to Secretary within Easthall Park Housing Co-operative's Rules

Rules Relating to Correspondence with Members

Rule 7.6

Two or more persons may apply for joint membership. You must send an application form and One Pound (which will be returned to you if the application is not approved) to the Secretary at the registered office. The Committee will consider your application as soon as reasonably practicable after its receipt by the Association.

Rule 10.1.1

You resign your membership by giving the Secretary one month's notice in writing at the registered office provided that you give up your Tenancy Agreement at the same time.

Rule 10.1.7

The Association receives a complaint about your behaviour and two-thirds of the Members voting at a special general meeting agree to end your membership. The following conditions apply to this procedure:

Rule 10.1.7.2

the Secretary must notify the Member of the complaint in writing not less than one calendar month before the meeting takes place;

Rules Relating to Annual and Special General Meetings

Rule 17.1

All general meetings other than annual general meetings are known as special general meetings. The Secretary will call a special general meeting if:

17.1.1 the Committee requests one; or

17.1.2 At least four Members request one in writing. If there are more than 40 Members, at least one tenth of all the Members must ask for the meeting.

Rule 17.2

Whoever asks for the meeting must give the Secretary details of the business to be discussed at the meeting.

Rule 17.3

If a special general meeting is requested, the Secretary must within 10 days of having received the request give all Members notice calling the meeting. The meeting must take place within 28 days of the Secretary receiving the Members' request. The Secretary should decide on a time, date and place for the meeting in consultation with the Committee or the Chairperson, but if such consultation is not practicable the Secretary can on his/her own decide the time, date and place for the meeting.

Rule 17.4

If the Secretary fails to call the meeting within ten days, the Committee or the Members who requested the meeting can arrange the meeting themselves.

Rule 18.1

The Secretary will call all general meetings by written notice posted or sent by fax or email to every Member at the address, fax number or email address given in the Register of Members at least 14 days before the date of the meeting. This notice will give details of:

- 18.1.1** the time, date and place of the meeting;
- 18.1.2** whether the meeting is an annual or special general meeting;
- 18.1.3** the business for which the meeting is being called

Rule 18.2

The Committee may ask the Secretary to include with the letter or send separately to Members any relevant papers or accounts. If a Member does not receive notice of a meeting or papers relating to the meeting, this will not stop the meeting going ahead as planned. Each communication sent to a Member by post, addressed to his or her registered address, shall be deemed to have arrived forty eight hours after being posted. Each communication sent to a Member by fax or email shall be deemed to have arrived on the day it is sent.

Rules Relating to Committee Meetings and Special Committee Meetings

Rule 46

Committee Members must be sent written notice of Committee meetings posted, or delivered, by hand or sent by fax or email to the last such address for such communications given to the Secretary at least seven days before the date of the meeting. The accidental failure to give notice to a Committee Member or the failure of the Committee Member to receive such notice shall not invalidate the proceeding of the relevant meeting.

Rule 52.1

The Chairperson or two Committee Members can request a special meeting of the Committee by writing to the Secretary with details of the business to be discussed. The Secretary will send a copy

of the request to all Committee Members within three working days of receiving it. The meeting will take place at a place mutually convenient for the majority of Committee Members, normally the usual place where Committee Meetings are held, between 10 and 14 days after the Secretary receives the request.

Rule 52.3

If the Secretary does not call the special meeting as set out above, the Chairperson or the Committee Members who request the meeting can call the meeting. In this case, they must write to all Committee Members at least seven days before the date of the meeting.

Rules Relating to the Role of the Secretary

Rule 55.1

The Association must have a Secretary, a Chairperson and any other Office Bearers the Committee considers necessary. The Office Bearers, except for the Secretary, must be elected Committee Members and cannot be co-optees. An employee may hold the office of Secretary although not be a Committee Member. The Committee will appoint these Office Bearers. If the Secretary cannot carry out his/her duties, the Committee, or in an emergency the Chairperson, can ask another Office Bearer or employee to carry out the Secretary's duties until the Secretary returns.

Rule 55.2

The Secretary and the other Office Bearers will be controlled, supervised and instructed by the Committee.

Rule 55.3

The Secretary's duties include the following (these duties can be delegated to an appropriate employee with the Secretary assuming responsibility for ensuring that they are carried out in an effective manner):

- 55.3.1** calling and going to all meetings of the Co-operative and all the Committee Meetings;
- 55.3.2** keeping the minutes for all meetings of the Co-operative and Committee;
- 55.3.3** sending out letters, notices calling meetings and relevant documents to Members before a meeting;
- 55.3.4** preparing and sending all the necessary reports to the Financial Conduct Authority and The Scottish Housing Regulator;
- 55.3.5** ensuring compliance with these Rules;

55.3.6 keeping the Register of Members and other registers required under these Rules;
and

55.3.7 supervision of the Co-operative's seal.

Rule 55.4

The Secretary must produce or give up all the Association's books, registers, documents and property whenever requested by a resolution of the Committee, or of a general meeting.

Rule 55.9

The Chairperson can resign his/her office in writing to the Secretary and must resign if s/he leaves the Committee or is prevented from standing, for or being elected to the Committee under Rule 39. The Committee will then elect another Committee Member as Chairperson.

Rule 64

At the last Committee Meeting before the annual general meeting, the Secretary must confirm in writing to the Committee that Rules 58 to 63 have been followed or, if they have not been followed, the reasons for this. The Secretary's confirmation or report must be recorded in the minutes of the Committee Meeting.

Rule 71.1

Every year, within the time allowed by the law, the Secretary shall send to the Financial Conduct Authority the annual return in the form required by the Financial Conduct Authority.

Rule 71.2

The Secretary must also send:

71.2.1 a copy of the auditor's report on the Co-operative's accounts for the period covered by the return; and

71.2.2 a copy of each balance sheet made during that period and of the auditor's report on that balance sheet.

Rule 80

The Secretary shall, on demand, provide a copy of the Rules of the Association free of charge to any Member who has not previously been given a copy and, upon payment of such fee as the Association may require, not exceeding the amount specified by law, to any other person.