



BOARD OF MANAGEMENT REMIT (2024)

1.0 INTRODUCTION

In establishing and reviewing this Remit reference has been made to the Scottish Government's SPFM and On-Board guidance documentation.

Reference has also been made to the various recommended "Role Description" documents covering Governing Body Members and the Chairperson produced by EVH and SFHA.

2.0 MEMBERSHIP

The Board of Management shall consist of a maximum of 15 members elected annually at the Annual General Meeting

3.0 ELECTION OF OFFICE BEARERS

Office Bearers, namely the Chairperson, Vice Chairperson and Treasurer shall be elected at the first meeting of the Board following the Annual General Meeting. (The duties of Company Secretary will be undertaken by the Association's Chief Executive).

4.0 ROLE OF THE CHAIRPERSON

The role of the Chairperson in the preparation of agendas, minutes and reviewing Board reports is as follows:

4.1 Agenda

The Chairperson will liaise with the member of staff assigned to service the Board over the preparation of the Agenda by reviewing and approving the draft agenda. Only once approved can the agenda be issued.

4.2 Board Papers

Once the Board papers have been prepared (and distributed) the Chairperson will make contact with the member of staff assigned to service the Board to review the reports and documents etc prior to the meeting to ensure that any matters requiring clarification/ explanation can be discussed in advance of the meeting.

4.3 Minutes

The Chairperson will receive a draft Minute of the Board meeting from the member of staff assigned to service the Board for review and approval. Only minutes approved by the Chairperson should be circulated for formal approval by Board at their next meeting.

(A fuller summary of the role of the Chairperson can be found in the approved Role Description for Chairperson)

5.0 ATTENDANCE AT, AND PROTOCOL FOR, BOARD MEETINGS

Governing Body members can either attend the meeting in the office or access the meeting remotely and in order that all meetings can be conducted effectively the following protocol is applied;

- ✓ The Chairperson or Vice Chairperson must attend the meeting in person to ensure that any meeting can continue should there be a technical issue;
- ✓ At least one member of the SMT must physically attend the meeting to ensure that all equipment can be switched off and the office can be locked and secured following the meeting;
- ✓ Board Members should indicate in advance whether they intend to access the meeting remotely (or in person) so that we can ensure that meeting can be managed effectively;
- ✓ Invitations to attend “remotely” will be sent to all Board Members in advance of the meeting to allow any change in plans to be accommodated;
- ✓ All Board members who are attending meetings remotely must apply the same procedures for entering or leaving meetings as are required for those attending in person;
- ✓ The Minutes of the meeting will specify how each member attended the meeting – in person or remotely.
- ✓ The Chief Executive may advise, with the agreement of the Chairperson, that the meeting will be held wholly online.

6.0 QUORUM

A quorum for a Board of Management meeting will be 4 Members of the Board of Management. If a quorum of Members is not present within 15 minutes of the scheduled start of the meeting (either in person or remotely) the meeting will be postponed until a later date.

7.0 MEETINGS

The Board of Management will meet monthly with a recess in December each year. Board of Management meetings will last a maximum of 2.5 hours. Any business remaining at the conclusion of the meeting shall be held over until another meeting unless the majority of the Board agree to suspend the standing orders and continue with the meeting.

8.0 PRINCIPAL DUTIES

8.1 General

In addition to the powers included in the Association’s Rules, the Board of Management is responsible for:

- ✓ Ensuring that the Association complies with the law; the requirements of the Scottish Housing Regulator, Financial Conduct Authority and OSCR, funding conditions and performance standards
- ✓ Ensuring that the Association conducts its activities to the highest standards and in a manner that is open and accountable to the Association's customers
- ✓ Ensuring that the Board of Management has the appropriate range of skills and knowledge to enable it to fulfil all of its functions
- ✓ Ensuring that appropriate policies are in place and regularly monitored and reviewed in order that the Association's strategic objectives are achieved.
- ✓ Determining the Association's strategy (including business and financial objectives), ensuring that it is regularly reviewed and set out in the Corporate Management Plan
- ✓ Monitoring and approving the submission of statutory returns, ensuring deadlines are met
- ✓ Ensuring that decisions are taken in the best interests of the Association, paying particular regard to ensuring best value, taking into account the views of members and tenants
- ✓ Ensuring that the Association recognises its duty to tenants, applicants and other service users
- ✓ Recommending the appointment of the external auditor to the Annual General Meeting (AGM)
- ✓ Delegating authority to sub-committees and working groups as appropriate and monitoring and reviewing their performance to ensure the effective running of the Association's business
- ✓ Ensuring good practice in respect of equality and human rights matters throughout the Association's activities
- ✓ Approving applications for membership
- ✓ Approving co-opted members to the Board of Management up to the date of the next AGM
- ✓ Approving the appointment of the Association's solicitors
- ✓ Reviewing the Association's Rules and recommending proposed changes to the membership
- ✓ Homologating the use of the Association's Seal and Disposals in accordance with policy
- ✓ Conducting the final appeal stage of the Association's Complaints Procedure, where required
- ✓ Protecting the Association's assets
- ✓ Monitoring tenant participation to ensure that our legal obligations are being met

8.2 Staffing

The Board of Management is responsible for:

- ✓ Employing staff to carry out the day-to-day work of the Association.
- ✓ Setting and reviewing Conditions of Service, Contracts of Employment and pension fund arrangements.
- ✓ Approving staffing levels and structures including salary levels for new and re graded posts.
- ✓ Reviewing the staff structure or commissioning an options appraisal following the resignation/departure of the Chief Executive (who shall in turn play no part in the process or subsequent recruitment of a replacement or otherwise).

8.3 Corporate Management

The Board of Management is responsible for:

- ✓ Approving any Service Agreements with other organisations in accordance with the Association’s Charitable Rules and monitoring progress to ensure quality and standards are maintained.
- ✓ Approving the arrangements for the Association’s Annual General Meeting and any special general meetings, ensuring that all Notices and papers are properly served.
- ✓ Approving, monitoring and reviewing the Association’s policies ensuring compliance with regulatory and legal requirements and best practice.

8.4 Development

The Board of Management is responsible for:

- ✓ considering new development proposals and for ensuring proper consideration of housing, maintenance and financial aspects in the preparation of detailed designs and funding.
- ✓ approving the design of new projects;
- ✓ approving development agreements with the Associations approved development partner in relation to the provision of new housing and ensure that the terms and conditions therein are fulfilled.

9.0 SERVICING AND REPORTING

The Board of Management will be serviced by the Association’s Chief Executive who will be responsible for ensuring that reports are prepared and issued in time for the appropriate meeting i.e., at least 5 days prior to the date of the meeting.

10.0 ASSOCIATED DOCUMENTS

This remit should be considered in conjunction with the Association’s Standing Orders and Delegated Authority where certain aspects of the above are described in more detail.

11.0 REVIEW

The remit of the Board of Management will be reviewed at least annually.

Anne Smith
Chief Executive

4th September 2024

Policy Review Consultation Process

Previously approved by the Board of Management	September 2023
APPROVED BY THE BOARD OF MANAGEMENT ON	26th September 2024
Date of Next Review	September 2025