



1986-2016: Celebrating 30 years working in the community

Policy on :	Roles, duties and authority of Chairperson, Barrhead Housing Association
--------------------	---

Compliant with Scottish Housing Regulator's Regulatory Framework:	Standard 1 – leadership and direction/ Std 2- open and accountable/ std 4 – good quality info and decision making/ Std 5 – honesty and integrity/ std 6 – GB and staff have skills and knowledge.
Compliant with BHA Rules:	Rules updated 2014; Remit updated 2014 and now due for review
Compliant with Equal Opportunities :	Commitment within policy
Relationship with other policies:	BHA Rules Notifiable Events Governance Framework Code of Conduct Group Structure Agreements
Details of current office bearers:	Chairperson, 3-5 year term, annual appointment Vice Chairperson, 3-5 year term, annual appointment Convener of Audit and Risk, 3-5 year term, annual appointment Convener of Staffing, Health and Safety, 3-5 year term, annual appointment

Date for Approval :	May 2018
Date for review :	May 2021

Responsible Officer :	Chief Executive
------------------------------	------------------------

History
Last approved 2014
Version update 2018

Role, Duties & Authority of Chairperson

Introduction

The Group consists of Barrhead Housing Association (the parent) and Lavern Property Services (the subsidiary). Each organisation will have a separate and independent Chairperson. The role of each Chairperson will be defined by BHA's Rules and for LPS, by the Articles of Association. This remit covers the Chairperson for Barrhead HA.

Section 1 Role and Duties

Chairperson's Responsibilities

- 1.1 The Association is required within its Rules to have a Chairperson elected by the Governing Board of the Association. The Rules state that the Association can have any other Office Bearers the Governing Board considers necessary. The Association's Governing Board has agreed to have a Chairperson, Vice Chairperson, and two conveners for Sub-Groups.
- 1.2 A Chairperson will be appointed on an annual basis at the next scheduled Governing Board meeting held after each Annual General Meeting. To be eligible for the Chairperson's position, a member must have a minimum of two years' experience with BHA. The appointment is for a minimum of 3 years and a maximum of five years. The appointment will normally only be for one maximum term of 5 years.
- 1.3 The Chairperson must be elected from the Governing Board members (excluding co-optees) and must be prepared to act as Chairperson until the end of the next annual general meeting (unless s/he resigns the post).
- 1.4 The Office Bearers will be controlled, supervised and instructed by the Governing Board.
- 1.5 The Chairperson can only be required to resign if a majority of the remaining Governing Board members present at a special meeting agree to this.
- 1.6 Resignation of the Chairperson for non-personal reasons is a notifiable event to the Scottish Housing Regulator.
- 1.7 If the Chairperson is not present at a Governing Board meeting or is not willing to act, the Governing Board members present will elect another Governing Board member to be Chairperson for the Governing Board meeting. If the Chairperson arrives at the

meeting late, s/he will take over as Chairperson of the Governing Board meeting as soon as the current agenda item is concluded.

- 1.8 The Chairperson can resign his/her office in writing to the Secretary and must resign if he/she leaves the Governing Board, or is prevented from standing for or being elected to the Governing Board under Rules 43. The Committee will then elect another Governing Board member as Chairperson.
- 1.9 The Chairperson can be re-elected, but must not hold office continuously for more than five years.
- 1.10 The Chairperson of Barrhead Housing Association is not entitled to be elected as Chairperson of the Association's subsidiary company, Lavern Property Services Ltd.

2. General Remit & Role

- 2.1 The Chairperson is responsible for the leadership of the Governing Board and ensuring its effectiveness in all aspects of the Governing Board's role and to ensure that the Governing Board properly discharges its responsibilities as required by law, the Rules and the standing order of the Association.
- 2.2 The Chairperson will be delegated such powers as is required to allow the Chairperson to properly discharge the responsibilities of the office.
- 2.3 **The Chairperson** is responsible for the following:
 - 2.3.1 To lead the Governing Board and Sub-Groups constructively, provide direction and manage meetings effectively.
 - 2.3.2 To develop and maintain a constructive and positive working relationship with the Chief Executive, and in the case of conveners, senior staff.
 - 2.3.3 To uphold the Code of Conduct and promote good governance.
 - 2.3.4 To ensure that HA's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required.
3. **Leadership and Direction** – the Chairperson is expected to:
 - 3.1 Represent HA positively and effectively.

- 3.2 Set the style and tone of Board and Sub-Group meetings to ensure effective and participative decision making.
- 3.3 Promote and uphold the Code of Conduct for HA's governing Board.
- 3.4 To ensure that the necessary arrangements are in place to enable HA to honour its obligations, achieve its objectives and meet agreed targets.
- 3.5 Demonstrate and support the principles of good governance at all times.
- 3.6 Ensure that the Board has access to the range of skills, knowledge and experience necessary for the achievement of HA's aims and objectives and for the fulfilment of the Board's responsibilities.
- 3.7 Ensure that the Board has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought.
- 3.8 Provide support to new and experienced Board members by promoting access to relevant induction, training and development opportunities.
4. **Working with the Chief Executive, the Chairperson will:**
 - 4.1 Establish a constructive relationship with the Chief Officer and ensure that their respective roles of leading and managing are recognised and promoted effectively; Conveners should establish similar relationships with the relevant senior staff member.
 - 4.2 Ensure that the conduct of HA's business continues effectively between meetings of the Board and act under delegated or emergency authority when necessary.
 - 4.3 In the event of a vacancy, ensure that effective arrangements are implemented for the recruitment and appointment of the Chief Executive, in accordance with HA's agreed recruitment practices.
 - 4.4 Carry out, with at least one other Board member or external consultant, the Chief Officer's annual appraisal and report to the Governing Board.
 - 4.5 Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the Chief Officer.

4.6 In the event that it is necessary, be responsible for dealing with grievance or disciplinary action in respect of the Chief Executive, in accordance with HA's agreed procedures.

5. Promoting Good Governance, the Chairperson is required to:

5.1 Promote and demonstrate the highest standards of ethical conduct and integrity

5.2 Initiate any investigations under the terms of HA's Code of Conduct.

5.3 Chairperson all general meetings of HA in accordance with the Rules

5.4 Chairperson all Board meetings of HA, in accordance with the Rules and Standing Orders

5.5 Ensure that all members of the Board have access to appropriate information and have an opportunity to contribute to discussion and consideration of all matters requiring their attention.

5.6 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.

5.7 Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively.

6. Conduct of HA's Business, the Chairperson will:

6.1 Ensure that HA's business is effective and accountably conducted between Board meetings.

6.2 Ensure signature and authorisation required under the financial regulations and HA's standing orders.

6.3 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 Board for ratification.

6.4 Ensure that the skills, knowledge and support available to the Board are kept under period review.

7. Calling and Conduct of Governing Board Meetings

7.1 The Chairperson shall normally preside at all Governing Board meetings. He/she is entitled to attend all Sub-Groups and Working Groups but not act as convener.

- 7.2 The Chairperson, in conjunction with the Chief Executive, shall set the Agenda for and shall ensure the appropriate notification of Governing Board reports for each meeting.
- 7.3 The Chairperson, in conjunction with the Chief Executive, shall ensure that the Governing Board normally meets monthly, unless otherwise determined and no less than six times in each financial year.
- 7.4 The Chairperson will ensure that Governing Board meetings take place in any manner which permits those attending to hear and comment on proceedings.
- 7.5 The Chairperson will ensure all speakers direct their words to the Chairperson. All Governing Board members will remain quiet and maintain order while this is happening. The Chairperson will decide who can speak and for how long.
- 7.6 If any point arises which is not covered by the Rules, the Chairperson will give his/her ruling which will be final.

8. Special Governing Board Meetings

- 8.1 The Chairperson or two Governing Board members can request a special meeting of the Governing Board by writing to the Secretary with details of the business to be discussed. The Secretary will send a copy of the request to all Governing Board members within three working days of receiving it. The meeting will take place at a place mutually convenient for the majority of the Governing Board members, normally the Association's office, and between 10-14 days after the Secretary receives the request. This is in accordance with the Rules, 56-57 of the Association.
- 8.2 No other business may be discussed at the meeting other than the business for which the meeting was called.
- 8.3 If the Secretary does not call the special meeting as set out above, the Chairperson or the two Governing Board members who request the meeting, can call the meeting. In this case, they must write to all Governing Board members at least seven days before the date of the meeting.
- 8.4 If a Governing Board member does not receive notice of the meeting, this will not prevent the meeting going ahead.

9. Calling and conduct at General meetings

9.1 The calling and conduct at general and special meetings will be arranged in accordance with the Rules.

10. In the Absence of the Chairperson

10.1 In the absence of the Chairperson, his/her remit, duties and delegated authority shall fall to the Vice-Chairperson, or a member of the Governing Board elected to take the place of the Chairperson.

11. Succession Planning

11.1 As the Chairperson's term is normally between 3 to 5 years, the Governing Board need to commence consideration to a succession plan each year following the completion of Governing Board appraisals to ensure time for development and smooth handover. Ultimately any decision on the Chairperson's position requires Governing Board approval so such succession planning cannot be guaranteed but it would be considered good practice for this to commence at an early stage.

12. Equality

The Association aims to ensure that in the production of this document, no individual or group is treated unfairly or discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, or sexual orientation.

13. Policy Review

This policy will be reviewed regularly and at least every 3 years unless good practice and legislation dictates otherwise.