



Trust Housing Association Board Remit

1. Establishment and Composition

- 1.1 The Board is ultimately responsible for all of the activities undertaken by and on behalf of Trust Housing Association. It provides leadership and direction to the organisation; sets its strategic aims and objectives and ensures that they are achieved. The Board is responsible for ensuring that Trust acts in the best interests of the organisation, its tenants, service users and other stakeholders, within the terms of its Governing Rules.
- 1.2 The Board may delegate some of its functions to the Audit and Performance Committee, advisory panels and working groups, within the terms of its Governing Rules and standing orders.
- 1.3 The Board will have at least seven members elected by its membership and will not exceed twelve members, including co-optees.
- 1.5 The Board will meet at least 6 times each year.

2. The Role of the Board

- 2.1 The Board will:
 - Ensure that Trust meets all statutory and regulatory requirements that are consistent with its status as a Registered Social Landlord, a Scottish Charity and a Registered Care Provider
 - Determine Trust's purpose and values
 - Ensure that Trust is appropriately and adequately resourced to achieve its objectives
 - Ensure that risks associated with Trust's strategy and activities are identified, assessed and managed
 - Establish, monitor and maintain appropriate frameworks for the governance, management and control of Trust
 - Develop and establish strategic partnerships to support the delivery of Trust's objectives
 - Promote the principles of equality, diversity and inclusion

3. Delegated Authority

- 3.1 The Board has delegated authority to the Audit and Performance Committee to take actions and make decisions as detailed below. The Chairs Support Group acts in an advisory capacity and the group's main duties are also below.

Audit and Performance Committee	External audit
	Internal audit

	Financial control
	Internal control systems
	Internal management systems
	Implement, monitor and control the risk management strategy
	Monitor service delivery performance against KPIs
Chairs Support Group	Examine complex issues
	Advisory role
	Review policies
	Scrutinise proposals
	Oversee governance reviews

- 3.2 In all of these affairs, the Board is responsible for Trust's decisions, actions and performance.
- 3.3 The Board will receive the minutes of Committee meetings at the subsequent meeting of the Board, where the Chair of the Committee will highlight any significant matters requiring the Board's attention.
- 3.4 The Board may delegate additional functions to either the Chairs Support Group or the Audit and Performance Committee, consistent with its Governing Rules and standing orders.
- 3.5 The Board may establish appeals panels, advisory panels and working groups to deal with specific matters, subject to the Governing Rules and standing orders.
- 3.6 The Board will establish appeals panels as required to deal with matters raised by breaches of the Code of Conduct of board members. The Board may delegate authority for agreeing the membership and remit of individual panels to the Chief Executive and Chair.
- 3.7 The Board has also established other working groups/committees to support the governance function and these are: Project Growth Working Group; Transformation Working Group; Governance Working Group; and the Wishaw & District Area Committee.

4. Specific Responsibilities and Functions

4.1 Governance and Leadership

- 4.1.1 The Board is responsible for ensuring that Trust's governance arrangements are robust, effective, and reflect best practice.

The Board will:

- Agree and keep under review the terms of a Code of Conduct for board members and for staff. It will ensure that all board members and staff uphold the terms of the code and that any alleged breaches are investigated and resolved.

- Ensure that Trust conducts its affairs honestly and with integrity whilst promoting the principles of equality, diversity and inclusion.
- Agree and review the standing orders and a scheme of delegated authority to ensure that responsibilities are clear and fulfilled.
- Ensure that appropriate and effective systems of monitoring and control are adopted, implemented and kept under review and that performance targets are set and monitored.
- Develop and promote an effective working relationship between the Board, its office-bearers, the Chief Executive and the senior management team.
- Undertake an annual performance and effectiveness review of both board and individual board members in line with best practice and regulations. This review process should also be extended to the sub-committee, panels and working groups.
- Ensure that Trust's Annual General Meeting takes place, in accordance with Trust's Governing Rules.
- Implement all regulatory guidance issued by the Scottish Housing Regulator where appropriate.

4.2 Corporate Strategy

4.2.1 The Board is responsible for determining Trust's purpose, values and culture and ensuring that they are consistent with the Governing Rules.

The Board will:

- Approve and keep under review Trust's corporate strategy, mission statement, departmental plans and any related strategies and plans. It will oversee their dissemination to tenants, service users, partners and stakeholders as appropriate. It will ensure that they comply with the Governing Rules, relevant legislation and regulatory requirements.
- Ensure that Trust's operating environments and performance are regularly reviewed and that the development of Trust's strategic and operational plans and strategies are informed by these considerations.
- Develop, promote, review and maintain effective and appropriate strategic and operational partnerships to support the development and delivery of Trust's objectives.
- Ensure that Trust is appropriately and adequately resourced to deliver its objectives effectively.
- At least annually, formally review Trust's performance against the corporate strategy and the Social Housing Charter and report to association members through the Annual Performance Report.

- Agree and ensure the effective implementation and periodic review of an appropriate framework for the employment of staff.
- Appoint the Chief Executive and agree the terms of their remuneration, ensuring that they are supported and appraised in accordance with Trust's agreed systems and procedures and ensuring necessary disciplinary action is taken if required.
- In conjunction with the Chief Executive, appoint the departmental Directors.
- Fulfil Trust's duties and responsibilities as an employer and ensure compliance with all relevant statutory requirements and good practice advice.
- Ensure that Trust's strategy, policies and activities reflect as far as possible the needs of its customers.

4.3 Financial Control

4.3.1 The Board is responsible for agreeing and ensuring the effective implementation and review of appropriate systems for internal and external audit, financial control and performance reporting.

The Board will:

- Ensure that Trust is solvent and ensure its ongoing financial viability.
- Approve the annual capital and revenue budgets.
- Approve rents, service charges and any other charges annually.
- Agree and ensure the effective implementation of appropriate systems for monitoring performance against budgets and approve remedial action required, within the terms of the standing orders and the financial control framework.
- Ensure that Trust's banking, investment and borrowing arrangements comply with our Governing Rules, statutory and regulatory requirements including approving the terms of any new borrowing or funding facility.
- Approve the audited accounts and recommend their adoption to the membership at the AGM.
- Recommend the appointment of external Auditors to the AGM.
- Agree Trust's response to the Auditor's management letter and annual report and any remedial action required.
- Ensure Trust complies with all regulatory and statutory requirements relating to financial audit and performance.

4.4 Risk Management

4.4.1 The Board is responsible for agreeing and ensuring the effective implementation and review of an appropriate framework for the identification, assessment, management and review of risks related to Trust's strategy and activities.

The Board will:

- Agree and ensure the effective implementation of an appropriate risk management framework.
- Ensure that risks are regularly monitored and reviewed and that appropriate management and mitigation measures are applied.
- Delegate to the Audit and Performance Committee to implement, monitor and control an appropriate risk management system, liaising with the Board where appropriate.

4.5 Regulation and Control

4.5.1 The Board is responsible for ensuring that all of Trust's actions and decisions are consistent with statutory and regulatory requirements, Trust's Governing Rules and standing orders.

The Board will:

- Ensure the development and effective implementation and review of appropriate systems of performance monitoring and reporting; internal and external audit and risk assessment, its management and control.
- Ensure the implementation of an appropriate framework for the monitoring and periodic review of policies and plans to achieve strategic and operational objectives.
- Agree and ensure the effective implementation of an appropriate framework for the support and development of staff.
- Ensure the effective implementation and review of appropriate systems to monitor performance on service delivery, financial activity and customer satisfaction and monitor outcomes.
- Consider an annual report from the Audit and Performance Committee on the appropriateness of Trust's internal management and control arrangements.

5. Equality, Diversity and Inclusion

5.1 The Board will promote the principles of equality, diversity and inclusion throughout Trust and in all its actions and activities. It will ensure that Trust's EDI policy is implemented effectively and regularly reviewed.

6. Sustainability

- 6.1 Trust is committed to adopting practices which promote sustainability. The Board will seek to ensure that all Trust's activities recognise and address the inter-dependence of economic, social and environmental well-being.

7. Monitoring and Review

- 7.1 This remit is to be approved by the Board on 29 October 2020. It will be reviewed not later than 2024.