



Board Recruitment & Induction Pack

Welcome

Thank you for your interest in Ore Valley Housing Association. This pack has been compiled to provide you with further details about the work of Ore Valley HA and to clarify the expectations we have of our Board members.

Who are we?

Ore Valley Housing Association (OVHA) was registered in 1991 by a voluntary committee all of whom were resident in Cardenden, with the aim of achieving the transfer of housing stock in Cardenden from Scottish Homes. That aim was successfully achieved with stock transfers taking place in 1995 and 1997 totalling 411 homes.

From 2000 onwards we have developed and managed additional new housing designed to a high standard to meet local housing needs, adding 235 new built homes in the Cardenden, Lochgelly and Lochore areas of Central Fife. We have also participated in the Scottish Government's Mortgage to Rent Scheme which has prevented 75 families from becoming homeless bringing the same number of properties into the Association's rented stock.

As at 31st March 2024, Ore Valley Housing Association owns and manages 811 properties.

Aims and objectives

- Be financially secure based on the delivery of 'value for money' activities.
- Maintain the highest standards of governance and probity.
- Become a top performing Housing Association, built on internal and external alliance.
- Be a top employer; aligning employer and employee in a common purpose.
- Promote, support and deliver non-housing community benefit projects.
- Deliver a programme of continuous improvement for our houses, opens spaces & services.
- Meet, maintain and exceed the requirements of SHQS and EESSH.
- Minimising waste through development and implementation of effective/efficient processes.
- Continue to develop new housing where it's needed.

Our Vision

For everyone to have the opportunity to lead healthy fulfilling lives.

Our Mission Statement

To provide good quality homes, services and provide support to our communities

Our Values

Our values underpin the way we behave and work in pursuit of our vision.

- We will be a responsible & caring landlord & employer.
- We will be open & accountable in everything that we do.
- We will be proactive & innovative in dealing with opportunities & challenges.
- We will be honest, approachable & reliable.
- We will be respectful and will give fair treatment to everyone.

- We will listen to & learn from our customers and wider networks.

Our Strategic Priorities

- A strong corporate core
- Equality and Social Justice
- Housing Quality
- The Environment
- Sustainability
- Service Improvement
- Reducing our climate impact

Our People

The association is run on a day-to-day basis by an Executive Management Team, which is led by our CEO. We employ a staff team of 23 people, covering governance, housing, property management and sustainability. Our major works, void works, cyclical and planned works is provided by an external contractor. We also have a Tenancy Support Officer assisting tenants with money advice, welfare rights and benefits.

The Board and its Role

We are governed by a Board which can have up to 15 Members and requires a minimum of 7 members who meet every month. As at the 31st March 2024 the Board had 7 members.

The Board's role is to provide strategic direction and to govern, control and scrutinise the group's operations. Membership of the Board is reviewed regularly by the Board to ensure that the Board has a range of skills, knowledge and experiences appropriate for its needs.

The Scottish Housing Regulator's Framework requires that the Board is assessed annually to confirm continuing effectiveness. The Association carries out an annual appraisal process for the board each year.

Our current Internal Audit services went to tender and our new Auditors, Wylie and Bissett were successful in winning the contract which started in April 2024.

There is currently one functional Sub-Committee – the Finance, Audit and Risk Management (FARM) Committee.

To find out more about our Board visit our website at: <https://www.orevalleyha.org.uk/page/board>

Key Responsibilities

Being a Board Member is a voluntary role which carries legal responsibilities. These include:-

- Using your skills, experience and judgement to help make the business successful
- Following the Company's Memorandum and Articles of Association and ensuring it meets its legal obligations
- Making decisions for the benefit of the company, not yourself
- Declaring any personal interests
- Ensuring that the company keeps accurate records
- Making sure the accounts present a "true and fair view" of the company's finances
- Complying with the law (e.g. health and safety, employer responsibilities).

We are also a Scottish Charity: this means that Board Members are also Charity Trustees with legal responsibilities which include:

- Acting in the charity's best interests at all times
- Ensuring that the charity's activities comply with its aims and objectives
- Acting with care and diligence
- Complying with all relevant legislation

To Support You

To support you in your role, new Board Members are expected to take part in an Induction Programme which offers opportunities to meet staff and find out more about what we do. An experienced Member of the Board who will also be identified to act as your mentor for the first six months or as required.

The Board and Stakeholders

The principal stakeholders are tenants, service users, employees, local authorities and funders. Tenants are represented by our Estate Management Group; through their participation in this group, we are working on how we improve the way we provide information to our tenants, and, going forward, how we should consult with our tenants in the future.

The operations of the Housing Association are regulated by the Scottish Housing Regulator

Internal Audit Function

This work is outsourced to Wylie and Bissett and is carried out in accordance with the Institute of Internal Auditors' Standards and Guidance.

The internal auditor reports to the Financial Audit & Risk Management Committee (FARM) on the systems of internal controls, with an opinion as to the adequacy and effectiveness of key internal control systems. The internal auditor attends the Audit & Risk Committee to present reports and to report on management progress in implementing agreed recommendations.

External Audit Function

The work of the external auditor, Bird Simpson, and their audit opinion is contained within our financial statements.

The terms of engagement of the external auditors provides those weaknesses in the structure of accounting systems and internal controls; inappropriate accounting policies and practices including non-compliance with legislation, accounting standards and other regulations would be highlighted if identified as part of the normal audit work.

Any significant weaknesses in internal controls identified would be reported to the Board and an action plan to address the weakness agreed.

Equality, Diversity & Inclusion

OVHA is fully committed to equal opportunities and ensuring equality of treatment for all stakeholders, employees, customers and suppliers without discrimination or prejudice based on an individuals protected characteristics as defined in the Equalities Act as follows:-

- age
- disability
- gender identity
- marriage and civil partnership
- pregnancy and maternity
- race

- religion or belief
- sex
- sexual orientation.

- The Association will always seek to follow best practice in order to ensure that the above group needs are understood, considered and accommodated wherever possible.

Time Commitment

We will have board meetings each month lasting approximately 2 hours each time. In addition, you may be asked to serve on one of our sub committees who will meet at least 4 times per year. Meetings will be held after the normal working day. You may be required to attend planning and training events and to engage in correspondence outside of the meeting schedule

Schedule of Meetings

Meeting	Date	Time	Location
Board Meeting	20 February 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
Board Meeting	19 March 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
Board Meeting	16 April 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
Board Meeting	28 May 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
Board Meeting	18 June 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
Board Meeting	20 August 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
AGM	17 September 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
Board Meeting	15 October 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
Board Meeting	19 November 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
Board Meeting	18 February 2025	18.00 hrs	114-116 Station Road, Cardenden/Virtual
Board Meeting	18 March 2025	18.00 hrs	114-116 Station Road, Cardenden/Virtual

Meeting	Date	Time	Location
FARM	7 May 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
FARM	6 August 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
FARM	5 November 2024	18.00 hrs	114-116 Station Road, Cardenden/Virtual
FARM	4 February 2025	18.00 hrs	114-116 Station Road, Cardenden/Virtual

Role Description	
Job Title	Governing Body Member
1. Introduction	<ul style="list-style-type: none"> • This role description has been prepared to set out the responsibilities that are associated with being a governing body member (GBM) of Ore Valley Housing Association (OVHA). It should be read in conjunction with the accompanying person specification and OVHA's Rules and Standing Orders. • OVHA is a Registered Social Landlord [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). • OVHA encourages people who are interested in the Association's work 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 have developed a profile for the GB which describes the skills, qualities and experience that we consider we need to lead and direct OVHA and carry out an annual review of the skills that we have and those that we need to inform our recruitment activities. • This role description applies to all members of the governing body, whether elected or co-opted or appointed, new or experienced. It is subject to periodic review.
2. Primary Responsibilities	<p>As a GBM your primary responsibilities are, with the other members of the governing body, to</p> <ul style="list-style-type: none"> • Lead and direct OVHA's work • Promote and uphold OVHA's values • Set and monitor standards for service delivery and performance • Control OVHA's affairs and ensure compliance • Uphold OVHA's Code of Conduct and promote good governance <p>Responsibility for the operational implementation of OVHA's strategies and policies is delegated to the Corporate Support Manager.</p>
Key Expectations	<p>OVHA 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.</p> <ul style="list-style-type: none"> • 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 OVHA. All members are equally responsible in law for the decisions made. • Each member must always act only in the best interests of OVHA 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.

3. Main Tasks	<ul style="list-style-type: none"> • To contribute to formulating and regularly reviewing OVHA's values, strategic aims, business objectives and performance standards • To monitor OVHA's performance • To be informed about and ensure OVHA's plans take account of the views of tenants and other customers • To ensure that OVHA operates within and be assured that OVHA is compliant with the relevant legal requirements and regulatory frameworks • To ensure that risks are realistically assessed and appropriately monitored and managed • To ensure that OVHA is adequately resourced to achieve its objectives and meet its obligations • To oversee and ensure OVHA'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 OVHA's staff • To ensure that OVHA is open and accountable to tenants, regulators, funders and partners
4. Duties	<ul style="list-style-type: none"> • Act at all times in the best interests of OVHA • 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 OVHA's governance and of your individual contribution to OVHA's governance • Maintain and develop your personal knowledge of relevant issues and the wider housing sector • Represent OVHA 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 OVHA's policy on managing conflicts of interest
5. What OVHA Offers GBM's	<p>All GBMs are volunteers and receive no payment for their contribution. OVHA has adopted an Entitlements, Payments and Benefits Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with OVHA. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with OVHA. All out of pocket expenses associated with your role as a GBM will be fully met and promptly reimbursed.</p> <ul style="list-style-type: none"> • In return for your commitment, OVHA 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 OVHA's work • Formal induction training to assist settling in

	<ul style="list-style-type: none"> • 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
6. Review	This role description was approved by the governing body in April 2024 and will be reviewed not later than April 2025.

Role Description	
Job Title	Chairperson
Introduction	<p>This role description sets out the particular duties and responsibilities that attach to the Chair of Ore Valley HA [and to the Chair of OVHA'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 OVHA's Rules Standing Orders, Code of Conduct and Entitlements, Payments and Benefits Policy.</p> <p>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 [and sub-committee 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.</p> <p>In the event that the Chair is unable to fulfil their responsibilities, the Vice Chair will carry out the duties of the Chair.</p> <p>As set out in the Standing Orders, the Chair of OVHA may not also serve as the Chair of a sub-committee and each sub-committee must elect a different Chair.</p> <p>An overview of the Role of the Chair is outlined in Rule [59.6] of OVHA's Rules.</p> <p>The Chair will be elected by the governing body each year at the first governing body meeting following the AGM. Whilst the Chair of OVHA can be re-elected, in accordance with Rule [59.11] of OVHA'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.</p>
Key Responsibilities	<p>The Chair must act, and be seen to act, at all times on behalf of the governing body. The Chair's key responsibilities are:</p> <ul style="list-style-type: none"> • To lead the governing body [or sub-committee] constructively, provide direction and manage meetings effectively • To develop and maintain a constructive and positive working relationship between the Chair and [Senior Officer} and senior staff • To uphold OVHA's Code of Conduct and promote good governance • Ensure decision making complies with Standing Orders and Scheme of Delegation • To be a positive and effective ambassador for OVHA • To ensure that OVHA's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required • To be accountable for the actions of the Chair

Leadership & Direction	<p>The Chair is expected to:</p> <ul style="list-style-type: none"> • Lead by positive action and example • Represent OVHA positively and effectively • Set the style and tone of governing body [or sub-committee] meetings to ensure effective and participative decision making • Promote and uphold the Code of Conduct for OVHA's governing body
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	<ul style="list-style-type: none"> • Ensure that the necessary arrangements are in place to enable OVHA 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 OVHA'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
Working with the CEO	<p>The Chair should:</p> <ul style="list-style-type: none"> • 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 OVHA'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 OVHA's agreed recruitment practices • Carry out, with at least one other governing body member, the Director's annual appraisal (including setting objectives, overseeing performance and requiring professional development) 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 OVHA's agreed procedures
Promoting Good Governance	<p>The Chair is required to:</p> <ul style="list-style-type: none"> • Promote and demonstrate the highest standards of ethical conduct and integrity • Build and sustain constructive relationships with other office bearers, members of the governing body and senior staff • Initiate any investigation under the terms of OVHA's Code of Conduct • Chair all general meetings of OVHA in accordance with the Rules • Chair all governing body meetings of OVHA, 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 • Ensure that effective induction and ongoing training and support are provided to all governing body members and that annual performance reviews are conducted in accordance with OVHA's policy • Manage meetings inclusively and 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

	<ul style="list-style-type: none"> • Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively
Conduct of HA's Business	<p>The Chair is expected to:</p> <ul style="list-style-type: none"> • Ensure that OVHA's business is efficiently and accountably conducted between governing body meetings • Sign (or otherwise authorise) payment instructions and documents requiring the governing body or the Chair's authorisation, in accordance with OVHA'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 range of skills, knowledge and experience required to lead OVHA effectively is available to the governing body and that the governing body is able to access specialist support when necessary • Lead the governing body's succession planning and recruitment to ensure good governance and regulatory compliance.
Review	<p>This role description was approved by the governing body on Date and will be reviewed not later than April 2025.</p>

Role Description	
Job Title	Vice Chairperson
Introduction	<p>This role description sets out the particular duties and responsibilities that attach to the Vice Chair of OVHA. The responsibilities described here are additional to those set out in the governing body members' (GBM) role description. It should also be considered alongside:</p> <ul style="list-style-type: none"> • the Role Description for the Chair of OVHA; • OVHA's Rules; and • OVHA's Standing Orders. <ul style="list-style-type: none"> • In the event that the Chair of OVHA is unable to fulfil their responsibilities, the Vice Chair will carry out these duties. • The position of Vice Chair will be elected by the governing body, every year at the first meeting following the AGM. • In accordance with Rule [59.11] of OVHA'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. • When the Chair stands down, the Vice Chair in post will be asked if they wish to stand for election to become Chair. • The role of Vice Chair must be carried out by a governing body member, and may also be carried out by a former office bearer. <p>In the spirit of OVHA's rules, if an individual has served five years as Chair, they should not be subsequently re-elected as Chair at any point.]</p>
Role of the Vice Chair	<p>The role of the Vice Chair is to deputise, support and (where required) stand in for the Chair of OVHA. Therefore, this role description must be read in conjunction with the Role Description for the Chair of OVHA.</p> <ul style="list-style-type: none"> • 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. • 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.
Monitor and Review	<p>This role description was approved by the governing body in April 2024. It will be reviewed not later than April 2025</p>

Maryjane Elder
April 2024
Review Date: April 2027