



Role Description for Governing Body Members

Atrium Homes

Role Description for Governing Body Members

Compliant with Scottish Housing Regulator's Regulatory Framework:

Compliant with Tenant Participation Strategy:

N/A

Compliant with Equal Opportunities:

Yes

Compliant with Business Plan:

N/A

Date Approved:

November 2021

Date Reviewed:

October 2024

Date for Next Review:

October 2027

or earlier if required by changes in legislation or guidance, or if the Governing Body sees fit

Responsible Officer:

Chief Executive

The Role Description for Board Members has a direct link to the following Atrium policies and procedures:

Atrium's Rules and Membership Policy

Codes of Conduct for Board Members

Standing Orders of the Governing Body and Sub-Committees

Role Descriptions for Chair and Vice Chair

Remits for Finance, Audit & Staffing, Property Services and Housing & Community Services Sub-Committees

Risk Management Policy

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1. Introduction

“The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.” Regulatory Standards of Governance and Financial Management, Standard 1¹

- 1.1. This role description has been prepared to set out the responsibilities that are associated with being a Governing Body Member (GBM) of Atrium Homes (Atrium). It should be read in conjunction with Atrium’s Articles of Association and Standing Orders.
- 1.2. Atrium Homes 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).
- 1.3. Atrium 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 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, co-opted or appointed, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

- 2.1. As a GBM your primary responsibilities are, along with the other members of the governing body, to
 - Lead and direct Atrium’s work
 - Promote and uphold Atrium’s values
 - Set and monitor standards for service delivery and performance
 - Control Atrium’s affairs and ensure compliance
 - Uphold Atrium’s Code of Conduct and promote good governance
- 2.2. Responsibility for the operational implementation of Atrium’s strategies and policies is delegated to the Chief Executive.

¹ Scottish Housing Regulator (February 2024) [Regulatory Framework](#)

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3. Key Expectations

- 3.1. Atrium has agreed a Code of Conduct for GBMs which every member is required to sign on an annual basis uphold throughout their membership of the governing body. You may not take up a position on the governing body unless you have signed the Code of Conduct.
- 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 Atrium. All members are equally responsible in law for the decisions made.
- 3.3. Each member must always act only in the best interests of Atrium 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.
- 3.4. You are required to declare any interests you might have, particularly those which might conflict with the interests of Atrium.

4. Main Tasks

- To contribute to formulating and regularly reviewing Atrium's values, strategic aims, business objectives and performance standards
- To monitor Atrium's performance
- To be informed about and ensure Atrium's plans take account of the views of tenants and other customers
- To ensure that Atrium operates in accordance with and is compliant with relevant legal and regulatory requirements
- To ensure that risks are realistically assessed and appropriately monitored and managed
- To ensure that Atrium is adequately resourced to achieve its objectives and meet its obligations
- To oversee and ensure Atrium'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 Atrium's staff
- To ensure that Atrium is open and accountable to tenants, regulators, funders and partners

5. Duties

- Act at all times in the best interests of Atrium
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- Accept collective responsibility for decisions, policies and strategies
- Attend and be well prepared for meetings of the governing body and sub-committees; if for any reason you cannot attend a meeting, submit your apologies timeously and in advance
- 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 Atrium’s governance and of your individual contribution to Atrium’s governance
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent Atrium positively and effectively at all times, including when in our 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 Atrium’s policy on managing conflicts of interest

6. Commitment

6.1. An estimate of the regular annual time commitment that is expected from GBMs is shown below. Over and above this, you may be asked to become involved in a range of activities such as interviewing prospective staff or consultants; procurement processes; ad hoc working parties; and ambassadorial roles at formal dinners etc.

Activity	Time
Attendance at 10 regular meetings of the governing body (7 meetings are held virtually and 3 are held in person at our offices)	20 hours
Reading and preparation for meetings of the governing body	20 hours
Attendance at up to 4 sub-committee meetings	10 hours
Reading and preparation for sub-committee meetings	10 hours
Attendance at annual planning and review events (including individual review meeting)	12 hours
Attendance at internal briefing and training events	8 hours
External Training and conference attendance (may include overnight stay or weekend)	16 hours
Total	96 hours

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- 6.2. Board meetings take place in the evenings of the last Tuesday of the month (excluding July and December) commencing at 6:00p.m. if virtual and 6:15 p.m. if in person. Because they are planned and scheduled in advance, there is an expectation that GBMs will prioritise attendance over other activities.
- 6.3. Irregular patterns of attendance by GBMs will be addressed by the Chair. Should a GBM miss four successive Board meetings the Articles of Association deem that they will have automatically disqualified themselves from Board membership unless the Board has approved a leave of absence in advance of this.

7. What Atrium Offers GBMs

- 7.1. All GBMs are volunteers and receive no payment for their contribution. Atrium has policies which prevent you or someone close to you from inappropriately benefiting personally from your involvement with Atrium. These policies also seek to ensure that you are not unfairly disadvantaged by your involvement with Atrium. All out of pocket expenses associated with your role as a GBM will be fully met and promptly reimbursed.
- 7.2. In return for your commitment, Atrium 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 Atrium's work
 - Formal induction training to assist settling in
 - Access to Share's e-learning portal, training and briefing sessions
 - Papers which are clearly written and presented, and circulated electronically in advance of meetings
 - A tablet or comparable electronic device, should you need it to access the papers
 - 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 will form the basis of the annual review of the effectiveness of your contribution to our governance.