Golden Lane Housing

Statement on the Role of Executive Board Members

1. Purpose

This statement sets out the role of Executive Board Members and the arrangements in place to ensure effective governance and compliance with the NHF Code of Governance.

2. Executive Board Members

2.1 An Executive Board Member is an individual who is a full-time employee of the Golden Lane Housing Limited with executive management responsibilities who also serves as a member of the Board.

2.2 Executive Board Members perform those duties normally associated with the office of a board member, as detailed, but not limited to, those responsibilities detailed in the board member role profile, and will hold the same legal and fiduciary responsibilities.

2.3 An Executive Board Member will undergo evaluation of performance as a board member and will separately undergo evaluation of performance for their Executive role.

2.4 Executive Board Members shall be appointed or removed as Board members in the same manner as Non-Executive Board members.

3. Role and Responsibilities

Executive Board Members:

3.1 share collective responsibility with all Board Members for the leadership and direction of the organisation;

3.2 bring operational insight and expertise to Board discussions;

3.3 perform duties with reasonable skill and care, ensuring that the activities of the organisation fall within its Rules;

3.4 must always act in the best interests of the organisation;

3.5 must always act in accordance with the NHF Code of Governance, Code of Conduct, and all policies, procedures and standing orders;

3.6 will be deemed to be acting as an Executive Director where presenting any director, management or operational updates to Board (and will not be able to vote on any proposals thereby presented);

3.7 must clearly state, when contributing to discussions during meetings, the capacity in which they are speaking. This means confirming whether they are speaking in their role as a member of the Board or in their role as part of the Executive Team. This distinction is necessary to maintain clarity in discussions, support effective decision making, and ensure that meeting minutes accurately reflect the context and authority of contributions made.

4. Limitations

Executive Board Members:

4.1 must be in a minority on the Board and in the quorum for a Board meeting;

4.2 cannot serve as Chair or Vice-Chair of the Board;

4.3 cannot serve as members of any standing committees;
4.4 must avoid conflicts between their Executive (management) responsibilities, and Board (governance) duties;
4.5 must declare all relevant interests within the Board Member Register of Interests;
4.6 will not be shareholders.

5. Withdrawal from Meetings

Executive Board Members must not participate in discussion, decision-making, or voting, and may be required to leave meetings, where matters relate to:

5.1 their performance, remuneration, or terms of employment;
5.2 the appointment, appraisal, or dismissal of senior staff (including the Chief Executive);
5.3 any matter where they have direct operational responsibility;
5.4 Complaints, investigations, or conduct issues involving their areas of responsibility;
5.5 any situation giving rise to a real or perceived conflict of interest;
5.6 Board membership, appointments or removals.

The Chair (or Committee Chair) will determine when withdrawal is required.

6. Transparency and Review

This statement is publicly available and reviewed regularly to ensure continued compliance with best governance practice.

V1: GLH Board: 9th July 2026