

## JOB DESCRIPTION

Job Title: Independent Chair  
Audit, Risk and Governance Committee

Role Holder:

Department: Corporate Services

Reports to: The Chair of the Board

Location: Shoreline House

Date: August 2009

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### 1 PURPOSE OF YOUR ROLE

- To Chair the Audit, Risk and Governance Committee meetings (held on a quarterly basis)
- To assist the Chair of the Board, ensuring that the company complies with audit and governance requirements
- To support the Chair and the Board, giving firm strategic direction on risk, controls, audit and governance matters.
- To assist the Chair and the Board, ensuring that the organisation complies with charitable law, company law and any other relevant legislation.
- Assigns work to the management and officers, working closely with the Chief Executive, Director of Finance, Head of Legal and Governance and other staff.
- Reports to the full Board on committee's decisions/recommendations on a bi-monthly basis

Key functions of the Audit, Risk and Governance Committee include:

- Internal and External audit service, programming and reports
- Review annual statutory financial statements
- Internal control environment
- Risk, insurance, fraud and disaster recovery
- Governance policies (general)
- Board development and succession
- Codes of conduct
- Data protection and whistleblowing
- Regulatory code, companies and charities requirements

### 2 DIMENSIONS

- Assist the Chair in monitoring the organisations internal control and financial systems
- Expected hours of work include:
  - Attending and chairing quarterly committee meetings, each lasting 2 x hours
  - Preparing for meetings/pre meetings with management, 2 x hours per meeting
  - Report committee activities to Board on a bi-monthly basis, 1 x hour per meeting
  - Presentation of financial accounts and annual committee activity to Board, 3 x hoursTotal x 25 hours per annum

### 3 PRINCIPAL ACCOUNTABILITIES

- Assist in monitoring financial planning and financial reports
- Commits to high standards of governance, propriety, regularity and control and represents the views of the organisation to the general public.

### 4 KNOWLEDGE AND EXPERIENCE

The Independent Committee Chair must have:

- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Tact and diplomacy
- Knowledge of the type of work undertaken by the organisation

The Independent Committee Chair must be able to:

- Focus on strategic issues
- Focus on key issues
- Have the confidence to take part in discussions and challenge officers
- Scrutinise and challenge committee and board reports
- Interpersonal skills
- Willingness to devote the necessary time and effort
- Show impartiality, fairness and the ability to respect confidences
- Ability to read and understand implications contained within written reports

### 7. ADDITIONAL INFORMATION & JOB CONTEXT

- Communicate regularly with the Chair of the Board and other members of the Board
- Ensuring the highest standards of honesty (probity), risk management and focus on public services are maintained and improved
- Give guidance to others
- Be supportive of the work of social housing organisations
- Committed to equality and diversity for employees and customers
- Committed to the success of the organisation and those objectives

### 8. PERSON SPECIFICATION FOR INDEPENDENT BOARD MEMBER

#### Qualifications

- A financial qualification or business qualification at graduate or post-graduate level or relevant professional qualification is required.

#### Experience

The following categories are examples of some of the relevant areas – we are interested in the experience that *you* think you could bring to the Housing Company. We are particularly looking for a Board Member with experience in a business, customer service or financial field.

- Organisational management
- Strategic management

- Local or national government experience
- Involvement in voluntary organisations
- Housing management, policy or maintenance
- Business planning or business acumen
- Financial business experience
- Legal business experience
- Economic regeneration/community development/resident participation
- Human resources/personnel management
- Public relations/press
- Equalities

### **Skills**

- To develop and effectively contribute to the delivery of strategic objectives and performance targets
- To understand capital funding issues and contribute to financial management and risk management
- To contribute to decision making by taking part in reasoned discussion
- Performance management
- Knowledge of the national/regional policy agenda
- To work well within a team, respecting the views of others and the decisions of the Board.
- Equality and Diversity

### **Commitment**

As an Independent Chair you are expected to be:

- Supportive of the work of social housing organisations and of local authority stock transfer
- Committed to equality of opportunity and equalities principles
- Willing and able to prepare for and attend meetings (details previously mentioned)

Shoreline Housing Partnership  
 BOARD / COMMITTEE STRUCTURE

**KEY**

- External Scrutiny
- Informal Meetings
- Executive
- Internal Controls





