

## Welcome

### **Role of Chair of Audit & Risk Committee /Non-Executive Director**

Thank you for your interest in becoming a Non-Executive Director at Solihull Community Housing (SCH).

We are looking to appoint an independent Board member with enthusiasm to make a difference for our local community and customers and who has financial skills and experience to lead our Audit & Risk Committee.

The Audit & Risk Committee has five members, including the chair and has a remit to oversee the programme of internal audits and actions arising from reports; manage the annual external audit process and scrutinise the final accounts; oversee the risk management framework and procurement activity.

### **Solihull Community Housing**

We are an Arm's Length Management Organisation (ALMO) set up in April 2004 to run the housing service on behalf of Solihull Council. The Council still owns the properties and is the landlord, but housing services are delivered by us. We work very closely with the Council and provide a range of services including housing and homelessness advice, tenancy and estate management, repairs and services for older and vulnerable people. We also deliver a cross tenure service to tackle anti-social behaviour across the borough.

We manage just under 10,000 tenanted homes, 1,300 properties owned by leaseholders and shared owners and let 5000 garages. SCH employs around 280 staff, which are led by the Executive Leadership Team of 5.

Our values are summarised in the acronym HEART: Honesty, Excellence, Achieving together, Respect and Transparency.

Our long term aims and objectives are:

<b>Strategic aim</b>	<b>Strategic objectives</b>
<b>Creating homes</b>	<b>Creating homes for the future to meet the needs of our customers</b>
<b>More than bricks and mortar</b>	<b>A clear and accessible service offer to improve the lives of customers</b>
<b>Strengthening communities</b>	<b>Enable resilient and thriving communities</b>
<b>Excellent customer service</b>	<b>Deliver excellent customer service, consistently using community and customer driven insight</b>
<b>Passion in people</b>	<b>Creating a great place to work, where the whole team feels valued, empowered and motivated, with tools needed to deliver excellent service</b>

### **Solihull Community Housing Board of Directors**

SCH is a company wholly owned by the Council, with its own Board of Directors who are accountable for all aspects of operating the business and accountable to the Council for our performance. With the exception of the Chair of the Board, members are not paid but can reclaim reasonable expenses such as travel costs.

Board members are expected to have some interest, experience or skills which relate to SCH's work and the communities we serve. For the role of Chair of the Audit & Risk Committee we are looking for a candidate with relevant skills and experience as well as a commitment to help us achieve our ambitious programme of service improvements whilst meeting the increasing demands for housing and protecting our environment.

Further information about SCH including our Annual Delivery Plan which sets out our ambitions and targets for the year can be found on our website:

[www.solihullcommunityhousing.org.uk](http://www.solihullcommunityhousing.org.uk)

I hope that everything you discover about SCH will enthuse you to apply and be part of our journey.

Best wishes

**Richard Hyde**

**Chair**



## **Role Description - Board member and Chair of Audit & Risk Committee**

Board members have ultimate responsibility for directing the affairs of SCH ensuring it is solvent, well run and delivering the outcomes for which it has been set up. The Chair of the Audit & Risk Committee will have a key role working alongside the Chair of the Board to deliver effective strategic leadership to ensure the company is effectively managed for the benefit of its Shareholder and the residents of Solihull.

The Chair of the Audit & Risk Committee will have a specific responsibility in relation to the effective financial and risk management areas of the business.

### **Board Members will:**

- Act in the best interests of the Board and SCH.
- Act as the guardian of the ambition and values of SCH.
- Uphold the highest standards of integrity and probity.
- Bring passion and commitment to our organisation and objectives.

### **Key tasks include:**

- Operate as a key conduit between the Audit and Risk Committee and Board.
- As Chair of the Audit and Risk Committee, bring a fresh and robust approach to scrutinising internal and external audit, and our approach to risk.
- Ensure SCH has an effective risk management framework and ability to understand and manage all risks. Ensure risk and performance management is monitored and managed through effective systems of internal control and delegation.
- Develop a strong and supportive relationship with executives – in particular the Chief Financial Officer.
- Ensure SCH has an effective system of internal controls and appropriate internal and external audit arrangements to manage the organisation's performance.
- Support the Board/provide leadership in undertaking statutory duties, which include approving the annual report and accounts, and providing an appropriate statement for inclusion in the annual report on the effectiveness of the company's systems for risk management and internal control.
- As part of the board, set the strategic direction, in partnership with all stakeholders, including ambition and values, and ensure effective plans are established to achieve the corporate objectives.
- Represent SCH as necessary to key external stakeholders.
- Ensure that the customer voice is effectively heard at a strategic level.



- Agree policies and make decisions on matters that might create significant financial, operational and reputational risk to SCH ensuring effective systems of control and delegation.
- To uphold the principles of good governance at all times
- Contribute as necessary to ensuring SCH's relationship with Solihull Metropolitan Council (SMBC) is open and transparent; in particular act as a conduit between the Chair of SMBC audit and risk committee and SCH's Audit and Risk Committee
- Assess whether there is scope to work more closely with the SMBC audit and risk committee
- Lead the periodic appointment and review of terms of engagement of External and Internal Audit

### **Person specification:**

- A qualified accountant with senior experience in an organisation of similar scale and complexity, ideally where there is a significant asset base.
- The ability to recognise, assess and stress test risk.
- Demonstrable financial acumen and experience of business planning.
- Ideally experience of being part of a non-executive Board, dealing with governance considerations, ensuring high performance and good decision-making.(but an auditor would also be suitable without having been a NED)
- Professionally gained appreciation of the benefits of a commercial approach, alongside the necessity for first class service.
- Exposure to internal and external audit functions.
- An excellent working knowledge of audit committee practices and risk management and assurance frameworks.
- Exposure to an ALMO or Regulated Housing Provider sector would be beneficial.

### **Term:**

Board members are normally appointed for a period of three years, subject to a probationary period of six months. Board members may be appointed for a further two terms and may then be reappointed after a gap of three years or more.

The role is unpaid but expenses will be reimbursed.

Commitment: Board members are expected to

- attend Board meetings, any additional Board meetings, and Board away days
- sit on one or two Committees of the Board, attend the meetings of these Committees and take a special interest in the relevant area.
- contribute to the direction of SCH by supporting the Executive in particular projects or areas on request, e.g. recruitment of Board members or senior officers
- participate in training and development, and
- keep abreast of developments in the sector.



## How the Board works

The Board is supported by 3 Committees:

- Housing Operations
- Audit & Risk
- Human Resources & Remuneration

All members of the Board are expected to join at least one Committee, on the basis of their skills and interest.

The Board meets 6 times per year, usually on a Monday evening. Meetings last around 2 hours.

On average, each Committee meets 4 times per year, usually on a Monday afternoon /evening. Meetings last around 2 hours.

The current Covid-19 pandemic means that meetings are held 'virtually' via the internet. Members are supported with technology as necessary.

In addition to Board meetings, 'Away Days' are held at least once per year so that the Board can review performance in detail and set the company's long-term direction.

Members are supported collectively or individually with training and mentoring.

The time commitment for this role works out at an average of 1 day each month.

Members are appointed for 3 years but can be re-appointed for a further two terms of office up to a maximum of 9 years' service on the Board.

## Making your application

Thank you very much for your interest in this role.

In order to apply you should submit:

- An up-to-date CV which shows your career history
- A supporting statement explaining why you are interested in this role detailing how you fulfil the person specification
- Completion of the Declaration of Eligibility
- Completion of the Equalities Form (not mandatory but requested for monitoring purposes in line with our commitment to equality, diversity and inclusion)

email to:

[mmoroney@solihullcommunityhousing.org.uk](mailto:mmoroney@solihullcommunityhousing.org.uk)

**Applications must be received by Friday 12 February 2021 @ 5 pm.**



## **Section 2: Personal Details**

Name:

Address:

Telephone Number:

Email Address:

## **Section 3: Eligibility**

I can confirm that I am not a tenant of Solihull Community Housing and am not currently employed by either Solihull Community Housing or Solihull Metropolitan Borough Council.

I am not disqualified from holding the position of Non-Executive Director (Board member).

I have not been declared as bankrupt.

I can confirm that I do not have any unspent criminal convictions to declare.

**Signed:**

**Dated:**