

BRENT HOUSING PARTNERSHIP

BOARD MEMBER JOB DESCRIPTION

Post: Board Member

Responsible to: Chair

Responsible for: Acting in the capacity of a Director under the Companies Acts and determining strategic direction and policy, directing the affairs of BHP sharing responsibility for Board decisions and acting only in the interests of BHP as a whole.

Term: As determined for each form of membership by BHP's Articles of Association.

Remuneration: None, except for previously agreed out of pocket expenses.

Objectives:

To ensure that BHP is governed efficiently, effectively and in line with the requirements of the law, the company's Memorandum and Articles of Association, the Management Agreement, the Office of the Deputy Prime Minister (ODPM) or its successor body and best practice.

To work with colleague Board Members and the Executive Team to set, maintain and uphold the mission, values, organisational ethos and objectives of BHP.

To ensure that the business is financially viable and key risks are identified and mitigated to the fullest extent possible and has proper financial controls.

To work to achieve an equitable balance between the interests of current and future tenants, leaseholders and service users.

To work to achieve a balance between the short term requirements of BHP and its long term interests and viability.

To assist Brent council in carrying out its corporate objectives outlined in BHP's annual Delivery Plan.

Key Tasks

- Preparing for and attending Board and committee meetings, participating in discussions and decision making, helping to form a consensus, sharing collective responsibility for and upholding Board decisions.
- Preparing for and attending periodic Business Planning and an Away event usually comprising an overnight stay.

- Attending training courses agreed as appropriate for all Board Members and those agreed as necessary for individual development objectives.
- To have membership of one or more Committees of the Board and/or working parties established from time to time.
- Preparing for and attending housing related, or other consultative groups as agreed by the Board.
- Preparing for, attending and participating in reviews linked to individual appraisals and that of the whole Board.
- Ensuring that decisions taken by the Board are in BHP's best interests and that its legal responsibilities are met.
- Reading and considering reports for meetings and scrutinising these to ensure that decisions are well founded and consistent with an individual's own knowledge and experience.
- Taking opportunities to promote, support and represent the work of BHP by visiting schemes, meeting tenants and agencies with which BHP works and therefore keeping in touch with and understand BHP's activities.
- To promote the accountability of BHP through openness and contact with residents, representative bodies and strategic authorities.
- Treating information gained as a Board Member in confidence as described in the Board Members Code of Conduct.
- Developing and maintaining good working relationships with Board and Executive colleagues.
- Upholding the values and objectives of BHP and its core policies, including those for equality and diversity, and contributing to their review and development.
- Observing the Board Member Code of Conduct and not doing anything to undermine the work or good name of BHP and declaring all relevant conflicts of interest and significant changes in personal circumstances.
- Fulfilling any specific brief agreed with the Board or the Chair, including representing BHP on various occasions.
- Upholding the principles of good governance.
- Keeping up-to-date with own specialist area of knowledge and with matters in the housing sector generally.
- To strategically measure and review the performance of BHP.
- To act as a Director of the company and ensure that sufficient accounting records are kept at all times and that accounts are prepared in accordance with the Companies Acts showing a true and fair view of the company's state of affairs and its profit and loss and that returns and notices are made as appropriate.

Appraisal

The workings of the Board and the contributions of its individual members are appraised annually. The purpose of the appraisal system is to identify actions that you and the Board can take to improve the performance of the Board as a whole and your individual performance as a Board Member.

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BOARD MEMBER PERSON SPECIFICATION

The Community Housing Task Force's Governance Resource Pack contains criteria for the performance of ALMO Boards and covers many skills and competency requirements. Some of these skills are required by all Board members while others skills may be simply enjoyed by some individual Board members. When devising the minimum skills required from a potential new Board member consideration has been given to the Governance Standards. It is important to note that candidates standing do not need to demonstrate that they have already gained the full range of skills required by Board members. However, as a minimum they must be able to demonstrate that they have the potential to gain the minimum skills required in a relatively short period of time.

It should be noted that candidates must have the ability to allocate sufficient time to BHP's business.

There is no specific age range stipulated for Board Membership and prior experience of housing is not a requirement.

In order to contribute effectively as a Board Member the attributes listed below are highly desirable.

Experience & Knowledge

- EITHER direct knowledge of one of BHP's key user groups i.e. tenants or leaseholders
- AND/OR experience at a senior level, exercising a relevant professional or business skill, for example finance, building surveying, property development, housing management, human resources, law or strategic management.

Abilities & Skills

- An ability to work effectively in a team with other Board Members and the Executive Team;
- An ability to read, understand and analyse both written and numerical reports presented to the Board for decision and information and to draw out points for discussion;
- An ability to express views in a formal Board/Committee meeting environment making reasoned and thought-through contributions;
- An ability to challenge constructively while respecting the roles, views and feelings of others;
- An ability to contribute to forming a consensus with other Board Members when involved in decision making and influence through discussion;

- An ability to make balanced and informed decisions;
- An ability to consider the long term implications and broader view of issues, spotting opportunities, identifying key risks and the means of mitigating them;
- An ability to assess the housing needs of the London Borough of Brent and work with BHP to address these issues.
- An ability to act as an ambassador for BHP at formal and informal gatherings.

Personal Qualities

- A genuine interest and commitment to the provision of social housing services and the building of communities;
- A high degree of integrity;
- A commitment to BHP's equal opportunities and diversity policy