

HOUNSLOW HOMES BOARD MEMBER JOB DESCRIPTION

Role:	Board Member
Responsible to:	The Chair of the Board
Responsible for:	Acting in the capacity of a Director under the Companies Act, defining and ensuring that the strategic aims of Hounslow Homes are achieved, ensuring the necessary financial and human resources are in place for the organisation to achieve its objectives, and devising robust systems of internal controls, risk management and performance management.

Main Objectives

To work with other Board Members to ensure that the Board operates effectively and provides clear strategic direction for Hounslow Homes.

To ensure that Hounslow Homes is governed correctly in line with its constitutional and statutory obligations and best practice.

Roles and Responsibilities

Strategy and management:

1. Define the Aims, Mission and Values of Hounslow Homes ensuring that they reflect the Company's obligations to all stakeholders.
2. Agree the Company's Business Plan and agree the Annual Service Plan with London Borough of Hounslow.
3. Develop the Company's policies and ensuring that they support the strategic aims and objectives of Hounslow Homes.

4. Overall control of the business of Hounslow Homes, including monitoring of all its functions and determination of resources to meet its financial and other obligations.
5. Provide leadership to Hounslow Homes by working with the Chief Executive and Senior Management Team to ensure that the Company has the resources both human and financial to achieve its aims and objectives.
6. Appointment/remuneration of Senior Management.
7. Appointment of Company Secretary.

Performance:

8. To ensure that the Company has an effective performance management framework that will achieve its aims, strategic objectives and values and to scrutinise, monitor and review performance to ensure compliance with constitutional, statutory, regulatory and contractual obligations (management agreement with London Borough of Hounslow) and to ensure that a sound financial position is maintained.

Risk:

9. To ensure the financial viability of the Company, approval of overall expenditure and adequate resourcing of projects commissioned in the annual service plan.
10. To ensure that the Company has a robust risk management framework which identifies, assesses and manages risks and that it is monitored and reviewed for continuous improvement.
11. To ensure that the Company has effective internal financial control systems including external and internal audit procedures and that they are monitored and reviewed.

Governance:

12. Shape and sustain the framework supporting the strategic direction of the company.
13. Develop and review governance arrangements, promoting the highest standards of governance.

14. Uphold accountability within Hounslow Homes and externally.
15. Ensure compliance with statutory and regulatory obligations.
16. To attend Board and Committee meetings and to fully engage and participate in discussions and decision-making.
17. To participate in individual and collective appraisal and undertake training and development as required.

General Duties and Responsibilities:

Equal Opportunities: Hounslow Homes has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects that its Board Members have an awareness and understanding of diversity and equality issues.

Health and Safety: The Board of Directors of Hounslow Homes have overall responsibility for ensuring that the Company fulfils its legal obligations, the effective planning and implementation of the Health and Safety Policy and ensuring that adequate resources are made available to enable the Company to meet its Health and Safety obligations.

Person Specification – Board Member

	Essential	Desirable
<p><i>Experience:</i> Each board member is expected to have experience of at least one of the following areas:</p> <ul style="list-style-type: none"> • Experience of representing tenants/leaseholders views and/or participating in community led groups including in a political leadership role • Experience of corporate decision-making and working at a strategic level • Experience of the social housing sector at a senior level in a similar organisation 		
<p><i>Knowledge and Skills:</i></p> <ul style="list-style-type: none"> • Local knowledge of the borough of Hounslow and an understanding of the needs and aspirations of Hounslow customers. • Knowledge of the ALMO sector. • An ability to take a strategic overview of issues within an organisation. • Good communication and listening skills. • An ability to work constructively and co-operatively with other Board Members. • Effective networking skills and the ability to build partnerships and alliances. • An ability to contribute in a formal meeting environment and take responsibility for decisions. • An ability to analyse reports and financial information on the policies and performance of an organisation. • Able to question, challenge and support the senior management team. • Understand and keep abreast of developments in social housing. • The ability to exercise independent judgement and not to act on behalf of any 		

constituency or interest group, to reach a balanced, rational decision.		
<p>Commitment to :</p> <ul style="list-style-type: none"> • Act in the best interest of Hounslow Homes and its corporate aims. • Adhere to the Board Members Code of Conduct and to maintain high standards of probity - present a positive image to stakeholders. • Declare interests. • Maintain confidentiality. • Prepare for and attend meetings. • Attend training and development events, appraisals and other events. 		

The Board meets bi-monthly, and the dates are set in advance for the calendar year. Committees of the Board meet every quarter, and each Board Member should take up membership of at least two Committees.

There are minimum standards for attendance set out in the Articles of Association and the failure to meet these standards (e.g. continuous unauthorised absence from meetings) may result in disqualification as a Board Member.