

Recruitment Information Pack

**Board Member & Chair of Audit and Risk
Committee Designate**

&

**Board Member
(with social housing finance specialism)**

July 2021

Leeds & Yorkshire Housing Association



Dear Candidate,

I was pleased in 2020 to launch LYHA's brand new Corporate Plan for the next three years, my first since taking up the role as Chair.

The way we have developed the plan highlights the new LYHA way, which is all about collaboration and partnership between our board members, our customers, executive management team and staff. The last two years have been extremely challenging for the organisation as we found ourselves in a very difficult position and appeared to be a failing organisation, forced to consider merger opportunities. Since then, we have all worked hard together, as 'one team', to make incredible progress in transforming all that we do. I have felt genuinely inspired by the dedication and commitment of all involved. We believe that culture and people make an organisation, so we have focused, together, on developing a significant culture change to one that is customer-centric where striving for excellence, speaking up and doing the right thing are firmly embedded throughout the organisation.

In the first year of the plan, we have successfully retained our G1/V1 ratings following an In-Depth Assessment, achieved the Investors in People accreditation, and sourced the funding for our development pipeline – all while supporting our customers and colleagues through the Covid-19 pandemic. As you will see, this is a great time to be joining the organisation, with lots of important work being undertaken. We are looking ahead to the planned departure of two members from the Board, and Audit and Risk Committee, and we are seeking two experienced and committed new appointments to lead and support the work of this essential committee.

Thank you for your interest in these roles and for your support for the work of Leeds and Yorkshire Housing Association.

Yours sincerely

Mike Gaskell

Leeds and Yorkshire Housing Association

Board Member and Chair of Audit and Risk Committee (ARC)

Salary £3,232 per annum plus expenses

Time Commitment: c. 2 days per month

Board Member with finance specialism

Salary £1,212 per annum plus expenses

Time Commitment: on average one day per month

Leeds and Yorkshire Housing Association are seeking to recruit new board members, with recent high level knowledge and experience of housing finance and accounting who can provide challenge and direction at a strategic level.

You will join our board of experienced professionals that set the strategic direction of our business. We manage over 1,600 homes with a footprint covering mainly Leeds and Barnsley.

The right candidate is:

- Experienced in leadership roles as an executive or non-executive.
- Able to command the respect of other Board members, staff and external organisations.
- Flexible, fair minded, self-confident, concise, decisive, determined, good listening skills.
- Experienced of managing conflicts of interest.
- Able to promote open debate and discussion and to summarise conclusions
- willing to be as accessible as possible.
- Able to exercise independent judgement.
- Highly experienced in Audit, Risk and Assurance (ARC Chair).
- Recent, high-level, experience of accounting and treasury in Social Housing (Board member).

We are proud to have a diverse board that reflects our community as we know the benefits of diverse thoughts and experiences. We positively welcome and support diversity in our workplace and welcome applications from all sections of the community.

LYHA Introduction

LYHA is all about collaboration and partnership, between our customers, colleagues, Board Members and other key stakeholders. This new Corporate Plan (2020-2023) sets out how together we will build on the transformation work of the last two years to make further improvements to our services and establish LYHA as a leading community-based housing association.

For further information please view our [Full Corporate Plan](#) - Together 2023 or our [Corporate Plan Summary](#).

Key Dates:

Closing date: 12noon 26th July 2021

Interview date: 6th August 2021



LYHA is committed to attracting and retaining colleagues and board members who can make a valuable contribution to its ongoing success. Effective recruitment is essential to the delivery of LYHA's plans and as such we adopt recruitment practices and processes which ensure that the best candidate is appointed. LYHA is committed to ensuring equality of access and opportunity in these practices and processes for all applicants.

LYHA has been awarded **Disability Confident** status by the Department of Work and Pensions. Disability Confident is a national scheme that aims to ensure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.

Definition of Disability

The Equality Act 2010 defines a 'disabled person' for the purpose of the Act as a person who has a 'disability' if they have a physical or mental impairment that has a substantial and long-term adverse effect on her or his ability to carry out normal day-to-day activities.

Reasonable adjustments

To support our aim of removing barriers to employment for disabled people, we are committed to making any necessary reasonable adjustments. These adjustments may include modifying the selection process, the job role or the working environment. To assist us in planning to accommodate your individual needs, we ask that candidates let us know during the recruitment process either on your covering letter or an additional letter. This information will be treated as confidential within the recruitment process and will be used solely with your consent, for the purpose of the recruitment and selection process.

Guaranteed interview

LYHA has a policy to interview any disabled applicant who meets the essential special criteria for the role. You must also be able to demonstrate that you meet the criteria. We also consider any reasonable adjustments that need to be made as we wish to ensure that disabled candidates needs are considered during the selection process.

Further advice and alternative formats

If you need further advice or assistance in order to apply for the role, please contact LYHA Human Resources by email at: recruitment@lyha.co.uk.

If you have any questions regarding the role, please contact Adam Hutchinson at recruitment@lyha.co.uk

How to Apply

Please submit an up to date Curriculum Vitae (CV)

It is important that your CV that details your previous experience, knowledge and skills that relate to the requirements as set out in the role profile.

Within your CV, please ensure that you provide the following information:

- Full name and postal address
- Work and home telephone contact numbers and your email address
- Employment history
- Qualifications
- Current Memberships of relevant professional associations/institutes

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Role Profile

Responsibilities of the Chair of Audit and Risk Committee

- To act reasonably and always in the best interests of the organisation and comply with LYHA's code of conduct; to ensure your behaviour as a Chair models the values of the organisation.
- To provide excellent leadership and direction to the Audit and Risk Committee.
- To ensure compliance with the terms of reference for the Audit and Risk Committee.
- To ensure the efficient conduct of the business at meetings.
- To establish a constructive working relationship with the Board Chair and ensure that the Committee acts within the delegated authority of the Board.
- To build a constructive relationship with and between Committee members, internal and external auditors and the executive team in coordinating an annual plan for the Committee's activities.
- To ensure that the views of all Committee members are sought and recorded before decisions are made.
- To ensure that the Committee receives professional advice where appropriate and, when required by LYHA's policies and procedures.
- To undertake arrangements for the Committee's own appraisal and that of members.
- To ensure that the Chair works collaboratively with members of EMT and the Governance Officer to set the Committee agenda and relevant reports.
- To ensure that the agenda is reflective of the current issues and items that need to be complied with at the current time.
- To ensure that the Chair controls the meeting efficiently and all Committee Members can speak accordingly.
- To ensure that the Chair actively engages Committee Members to participate and share information.
- To ensure that the Chair effectively moves the Committee towards a decision, or a decision is made to address a particular issue at the most appropriate time.

Role Profile

Responsibilities of All Board Member

- To oversee and set the long term strategic direction for the organisation, in support of the Business Plan.
- To ensure that the board fulfils its duties and responsibilities for the proper governance of the organisation including compliance and monitoring risk.
- To ensure an effective business plan and budget is in place.
- To ensure that performance is monitored and managed through internal controls and delegation.

- To approve key strategies to allow the organisation to achieve its objectives.

Duties and tasks to fulfil the key responsibilities:

To oversee and set the long term strategic direction for the organisation including monitoring risk

- To collectively set the strategic objectives and high-level policies for the organisation.
- To contribute to establishing a framework for approving policies and plans to achieve those objectives
- To uphold and promote the core policies, purpose, values and objectives of the Association.
- To ensure major risks are reviewed regularly and an effective risk management framework is maintained.
- To keep abreast of current developments and thinking in the sector including matters relating to housing, social policy, regulation and investment.

To ensure that the board fulfils its duties and responsibilities for the proper governance of the organisation including compliance

- To act reasonably and always in the best interests of the organisation and comply with its code of conduct; to ensure your behaviour as a Board Member models the values of the organization.
- To contribute to and share responsibility for decisions of the Board and any committee of the Board of which you are a member.
- To work in partnership with the Chief Executive, the Executive Management Team and Senior Managers; to challenge colleagues constructively.
- To satisfy yourself that the Association's affairs are conducted lawfully and in accordance with regulatory requirements and generally accepted standards of performance and probity.
- To engage effectively with key stakeholders as required, particularly residents.
- To comply fully with the organisation's Governing Instrument including policies, procedures and standing orders.

To ensure an effective business plan and budget is in place

- To satisfy yourself as to the integrity of financial information and ensure that all loan covenants are complied with.
- To approve each year's accounts prior to publication and approve each year's budget and business plan.

To ensure that performance is monitored and managed through internal controls and delegation

- To ensure there are appropriate mechanisms, both internal and external, to verify that the board receives a balanced and accurate picture of how the organisation is performing.
- To ensure that internal controls and systems are audited and reviewed regularly.
- To monitor performance at a strategic level in relation to plans, budgets, controls and decisions.
- To participate in regular reviews of Board performance, and in Board Member appraisal; to participate in Board development and training, and in other learning activities as required.

Person Specification of All Board Member

Essential Attributes

- Experience in leadership roles as an executive or non-executive.
- Able to command the respect of other Board members, staff and external organisations.
- Flexible, fair minded, self-confident, concise, decisive, determined, good listening skills.
- Governance, Audit and Risk experience.
- Broad Financial knowledge (e.g., principles of budgeting, financial terminology, reading a balance sheet, financial viability, and performance).
- Experience of managing conflicts of interest.
- Able to promote open debate and discussion and to summarise conclusions.
- A willingness to be as accessible as possible.
- Able to exercise independent judgement.

Work within the following values and principles:

- Strong Principles and Integrity
- Working Together
- People Focused
- Professional
- Ambitious
- Local Presence
- Pride

Have the following skills and attributes:

An ability to work effectively as part of a team

- Listens to and considers the views of others.
- Contributes to discussion and decisions.
- Thoroughly prepares for meetings, including reading papers and obtaining clarification on points of detail in advance.
- Understands the role, duties and responsibilities of the Board and the requirement for collective responsibility.

Effective communication and people skills

- Probes and challenges the executive without creating conflict.
- Provides support to the executive without allowing things to get too cosy.
- Contributes effectively to setting priorities.
- Analyses issues, identifying options and risks.
- Works to demonstrate openness and transparency.

The ability to foster a culture that enhances commitment, enthusiasm and excellent performance from the staff

- Sets an example by demonstrating the highest standards of integrity and ethics .
- Demonstrates commitment to, and enthusiasm for, the work of LYHA and promotes externally through personal networks.
- Fulfils agreed responsibilities and commitments, including attending meetings as required.

Our Mission, Vision & Values

We firmly believe that everybody deserves a safe, warm and affordable home. However, we are about more than bricks and mortar; we strongly believe that people and communities should be supported to thrive and live well in sustainable tenancies.

In September 2020 we launched our new three-year corporate plan which sets out our new vision, mission and values for LYHA. It's called Together 2023 because it's all about partnership with our customers, to shape what we do and how we do it and customer feedback played a very important role in developing this plan.

Our Mission: *“We will enable our customers to live well by providing warm, safe and secure homes, by investing in relationships and by delivering great services”.*

Our Vision: *“To ensure all of our customers live in a home they love and in a community in which they can thrive”.*

Our Values:



What do these values mean to us?

Bold – we are unafraid to try new things, meaning that we take informed risks to help us be better at what we do.

Empathetic – we understand and always try to see the perspective of others.

Loyal – we are dedicated to what we do for our customers, take responsibility and are ambassadors for LYHA.

Integrity – we always act with honesty and transparency and spend money wisely.

Ethical – we always do the right thing in the right way, rather than take the easy option.

Vibrant - we are dynamic and passionate about delivering excellence and the opportunity we have to make a difference.

Engaged – we work as a team and understand the importance of colleague and customer involvement in how we make decisions.

For further information please view our [Full Corporate Plan](#) - Together 2023 or our [Corporate Plan Summary](#).