



Gofal a Thrwsio ym Mhowys
Care & Repair in Powys



barcud



Subsidiary Chair Role Profile

CAMPBELL
TICKELL

Role Profile

The Board is responsible for ensuring the success of Care & Repair in Powys by:

- setting its mission and values
- defining, and overseeing delivery of strategic objectives
- ensuring that the Agency remains financially viable

Main purpose of the role

- Ensure the efficient and proper conduct of the Board's business
- Act within the powers set out in the association's constitution
- Promote the success of the association for the benefit of its tenants, leaseholders, residents, other customers and stakeholders
- Exercise independent judgement
- Exercise reasonable care, skill and diligence

Key Responsibilities

Fulfilling the role of the Board

With other members of the Board, the responsibilities of the Board Member are to:

- Ensure that the organisation is compliant with legal, statutory, constitutional and regulatory requirements
- Set and ensure compliance with the values, vision, mission and strategic objectives of the organisation which must be designed to ensure its long-term success

- Ensure strategic objectives align with that of the Group and that organisational contribution to Group strategic objectives is clearly outlined and measurable so to ensure the long-term success of the Group
- Determine the nature and extent of the principal risks the organisation is willing to take to achieve its objectives
- Establish a culture that is focused on the needs of current and future of the business, other customers and key stakeholders, and embeds equality, diversity and inclusion in the organisation
- Ensure the organisation operates effectively, efficiently and economically
- Provide oversight, support, direction and constructive challenge to the Leadership Team
- Ensure the integrity of financial information, setting and approving each year's budget, business plan and annual accounts prior to publication
- Establish and oversee control and risk management frameworks in order to safeguard the assets, compliance and reputation of the organisation
- Establish, oversee and regularly review a framework of delegations to committees and staff

Being the Chair of the Board team

In addition to fulfilling the responsibilities of a Board member, the Chair:

- Leads the Board in planning its programme of work for the year ahead, ensuring that it fulfils the Board's principles
- Establishes, with the Barcud Governance Team, the agenda for meetings, ensuring that it is consistent with the Board's terms of reference
- Ensures that reporting and presentation to the Board is of a standard that enables the Board to carry out effective oversight and make high-quality decisions
- Ensures that the Board receives any necessary professional advice
- Ensures that meetings have been properly convened and are quorate
- Ensures that the minutes of the previous meeting are an accurate and complete record and, if they are, signs them
- Guides the meeting through the items on the agenda, encouraging full participation, making best use of Board skills, ensuring that Board members are satisfied with the answers to their questions, drawing together diverse views and ensuring clarity of decision making
- Is a member of Group Chairs Panel and as a result, reports to the Group Chair on the work of the Subsidiary Board, as well as gathering information and directions to take back to the Subsidiary Board
- Establishes a constructive working relationship with the Barcud Governance Officer, Head of Governance and Group Director of Corporate Services, who provide support, guidance and challenge
- Establishes a constructive working relationship with advisors and stakeholders in relation to the Board's business
- Leads the Board in an annual review of its effectiveness
- Plays a role, as per policy, in the disciplinary process of the Group Director of the organisation
- Identifies any issues relating to Board member performance or conduct during the year, working with the Group Chair and the Chief Executive and Group Director of Corporate Services as necessary to agree any corrective action, training or support requirements.

Each new Board member will be provided with an induction pack setting out Board member expectations and responsibilities. We support each Board member with a full induction programme which will be completed within six months of appointment

Person specification

Core competencies

In addition to specific areas of expertise in which the Board may need one or two expert members, there are areas in which all Board Members need a certain level of knowledge and understanding to contribute as an effective Board Member. Such areas include: governance, health and safety, risk management and financial management.

New members would not necessarily be expected to have the required level of knowledge and understanding on joining the Board but would be expected to have gained it by the end of their six-month induction period.

General skills and abilities

With regards to broader skills, Board members need to be able to:

- Think strategically, taking account of political, economic, social and technological landscapes and their impact on the business
- Evaluate facts and evidence logically including data analysis
- Analyse risk, identify opportunities and provide creative input to problem solving
- Probe and challenge constructively without creating conflict
- Build and maintain good relationships based on mutual respect
- Appreciate and value the Welsh language and culture (Welsh language skills are desirable but not essential)
- Commit to promoting selflessness, integrity, objectivity, accountability, openness, honesty, and effective Leadership

Specialist skills and knowledge

Board members will need specific skills and knowledge in one or more of the following specialisms:

- Governance
- Human Resources
- Sector knowledge across either housing, health and social care or the third sector
- Finance and audit
- Strategy
- Repairs and Maintenance
- Equality, Diversity and Inclusion

Skills, abilities and personal qualities for the Chair of the Board team

In addition to the skills and competencies required of a Board member, chairing the Board requires the ability to:

- Set and maintain an appropriate, business-like, tone for the meeting
- Deal effectively with any conflict of interest
- Deal effectively with any inappropriate conduct
- Ensure that discussion is conducted in an orderly manner, remains focused on the item under consideration, is drawn to a close at the appropriate stage and that there is clarity as to the outcome of the discussion
- Encourage all Board members to contribute, ensuring that no member dominates the discussion
- Manage meeting time effectively
- Devote time to carry out the responsibilities of the role

The Chair will need to commit around 15 hours per quarter in order to prepare thoroughly for meetings and to engage with the Agency beyond the meeting. The Chair will also be responsible for ensuring the effectiveness of other Board and its members.

CAMPBELL TICKELL

+44 (0)20 8830 6777

+44 (0)20 3434 0990 (Recruitment)

info@campbelltickell.com

recruitment@campbelltickell.com

www.campbelltickell.com
