Role profile

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| **Job Details** |
| **Job Title: Board Member**  |
| **Overview of the role** |
| The Housing Assurance Board will oversee the strategic direction and performance of Dudley Council’s Housing and Communities Directorate, reporting and making recommendations to Cabinet in accordance with the Council’s Standing Orders.  |
| **Job dimensions** |
| The Board will:* Hold the Directorate to account for the delivery of the Service Improvement Plan and associated action plans;
* Review and challenge financial and performance data to gain assurance that the service is achieving performance targets and that the HRA budget is being managed robustly;
* Satisfy itself that risk is properly identified and managed;
* Seek regular assurance that the Directorate is meeting its regulatory and statutory duties, including but not limited to building safety and compliance;
* Receive and scrutinise annual and ad hoc self-assessments against the Regulator of Social Housing’s consumer standards and Rent Standard, the Housing Ombudsmans Complaints Code, and other relevant assessments which provide assurance that the service is managed effectively;
* Receive assurance from the Customer Assurance Board and other sources that the Council is delivering against the commitments set out in the Charter for Social Housing Residents;
* Oversee reporting to the Housing and Safer Communities Select Committee in line with the agreed scrutiny work programme and actions arising out of committee meetings;
* Oversee the development of Dudley’s overarching Housing Strategy for approval by Cabinet; monitoring delivery of the Strategy once approved;
* Hold housing services to account for the delivery of high performing, customer focused, evidence based services with a continuous improvement culture that seeks to learn from good practice from within and outside the sector and from the lived experience of our customers;
* Present an annual assurance report to Housing and Safer Communities Select Committee, Audit and Standards Committee and Cabinet.
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| **Standard agenda items:** |
| * Review of minutes, actions and matters arising and declarations of interest – every meeting
* Review of performance data – quarterly
* Review of HRA budget position – quarterly
* Review of progress against Service Improvement Plan – quarterly
* Review of other action plans – as required
* Preparation of the annual assurance report – annually
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Person specification

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| **Experience and knowledge:** |
| 1. Experience at an executive level from a registered social housing provider.
2. Knowledge of sector strategic considerations.
3. Understanding of council environment and how this differs from a registered social housing provider.
4. Understanding of how Boards operate gained from holding a non-executive post currently or previously.
5. Experience in working with risk and assurance frameworks, appreciates the role of a Board and/or a Committee in monitoring compliance.
6. Experience of operating effectively at high levels within an organisation, and a proven ability in influencing decision making.
7. Appreciates the purpose and impact of social housing provision.
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| **Skills and abilities:** |
| 1. Ability to contribute to the collective leadership of the directorate, to provide strategic direction.
2. Respects the respective roles of a Board, the Executive, Councillors.
3. Strong interpersonal skills, skilled at listening to other’s contributions, challenging in a constructive way and supporting consensus decision-making.
4. Ability to make balanced and informed decisions.
5. Able to read, understand and analyse both written and numerical reports presented to the Board for decision and information and contribute to their discussion.
6. Assesses risk and promotes risk awareness without being risk averse.
7. Ability to ensure the commitment to equality, diversity and inclusion runs through all that the Board do.
8. Able to be an organisational ambassador.
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| **Personal qualities:** |
| 1. Shared vision and values of the council.
2. Champions the rights of tenants to access high quality homes and services.
3. Leads by example with an open, engaging, and enthusing style.
4. Has personal and professional credibility.
5. Works well in a team, with a collaborative style.
6. Committed to accountability, openness, transparency, and equality of opportunity.
7. Has the necessary time commitment for the role.
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Key terms and conditions

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| **The role**Independent Board Member of the Housing Assurance Board. Must not be employed by Dudley Council.  |
| **Remuneration**£6,000 per annum. Reasonable expenses to travel to meetings will be reimbursed in line with the Council’s expense policy. |
| **Term**Three year term, eligible to be renewed for a maximum service of six years. |
| **Time commitment**Meetings are held in person 6 times per year. Board housing tours will occur 1-2 times per year. No requirement to join a committee.There is opportunity to support and champion the Housing and Communities Directorate through council events.Commitment to training and appraisals Estimated time commitment is 1 day per month. |
| **Induction**An away day induction will take place once recruitment is completed. |
| **Meeting location**There will be a commitment required to attend meetings in person, although hybrid attendance can be supported in exceptional circumstances.Council HousePriory RoadDudleyD1Y 1HF |