

HOMES AND NEIGHBOURHOODS IMPROVEMENT BOARD CHAIR ROLE PROFILE

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| Accountable to: | Kirklees Cabinet through the Portfolio Holder |
| Accountable for: | Leaders H&N IB of H&N Improvement Board |

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The Homes and Neighbourhoods Improvement Board ensures Kirklees Council has the appropriate governance arrangements for a housing function of the scale and complexity that is the Kirklees Homes and Neighbourhoods Service.

The Board supports assurance to the Cabinet that the service is run in a way which ensures legal and regulatory compliance and that there are tenant focused decisions by ensuring the voice of tenants and leaseholders ('Tenants') is aligned to strategic decision making in relation to the delivery, management and growth of council housing services in Kirklees.

KEY RESPONSIBILITIES OF THE CHAIR

In addition to the responsibilities of a Board Member the Chair of the Kirklees Homes and Neighbourhoods Housing Improvement Board (H&N IB) has a vital leadership, strategic and meeting management function. The Chair will be selected by members of the Housing Improvement Board for the approval of the Kirklees Council Cabinet.

The purpose of this document is to set out the key roles, responsibilities, and skills requirements.

ROLE PURPOSE

The H&N IB Chair is responsible for:

1. Providing leadership and direction to the H&N IB and, in particular, facilitating the setting of objectives in the context of H&N's vision, mission and strategic direction;
2. Enabling H&N IB discussions, ensuring that (as far as possible) all members have the opportunity to contribute and that discussion remains focussed and does not become sidetracked or bogged down;
3. Ensuring that the work of the H&N IB is consistent with its agreed remit and that issues of interest to Kirklees Cabinet are appropriately referred;
4. Ensuring decisions taken by the H&N IB are clear and not ambiguous, and that

- responsibility for taking forward action points is properly allocated;
5. Consulting with other H&N IB members and providing advice and support;
 6. Supporting, advising and mentoring (with the support of Kirklees officers) new members of the H&N IB;
 7. Ensuring that decisions reached represent the collective views of the H&N IB or (in exceptional circumstances when consensus cannot be reached) a majority view;
 8. Advising officers on the content of meeting agendas, the order in which items are taken and the amount of time to be devoted to each;
 9. Monitoring the implementation of agreements and action points from previous meetings;
 10. Ad-hoc work (e.g. through the provision of advice and attendance at relevant meetings & events) related to the furtherance of both the H&N IB's and H&N's wider objectives.

EXPECTATIONS

In respect of a broader remit within the Kirklees governance framework, The H&N IB Chair is responsible for:

1. Ensuring that H&N IB complies with its governing document and relevant legislation & regulations;
2. Helping to provide firm strategic direction, set overall policy, define goals, set targets and evaluate performance against agreed targets;
3. Safeguarding the good name and values of H&N;
4. Ensuring the effective and efficient administration of H&N and its financial stability;
5. Acting in the interests of H&N, irrespective of any commitments to other organisations or groups or any personal interests (and making appropriate declarations where any potential conflicts arise);
6. Ensuring that H&N operates in accordance with its constitution and that its resources are used solely for the furtherance of the organisation's objectives; and
7. Acting in an ambassadorial role on behalf of H&N and promoting its good name.

Person specification

1. Commitment to the work of H&N and the H&N IB;
2. In depth of knowledge about the subject matter of the H&N IB;
3. A strategic and collegiate approach to objective setting and decision taking;
4. The ability to facilitate focussed and relevant discussions, ensuring that all H&N IB members are able to contribute and that no members are able to unduly dominate discussions at the expense of others;
5. The interpersonal skills needed to develop a positive and professional relations H&N IB with members of and staff;
6. A willingness to devote the necessary time and effort;
7. Good, independent judgement;
8. Ability to think creatively;
9. Understanding and acceptance of the legal duties, responsibilities and liabilities of trustees H&N IB;
10. Ability to work effectively as a member of a team;
11. Tact and diplomacy;
12. Good communication and interpersonal skills; and
13. Impartiality, fairness and the ability to respect confidences.

TERMS OF OFFICE

- The terms of office for Board members are set out in the H&N Improvement Board Terms of Reference

TACKLING INEQUALITIES

- The Board will reflect, as far as possible, the demographics of the council's tenant community.