

Recruitment Pack

INDEPENDENT AUDIT COMMITTEE MEMBER



December 2021

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1. Your application

Thank you very much for your interest in this post.

On the following pages you will find details of the role and the selection process to assist you in completing and tailoring your application.



Recruitment Pack

Before doing anything make sure you've read the recruitment pack and do take a look at our **Annual Report** and **Corporate Plan**.



CV

Review your CV and make sure it's telling us what you can do!



Supporting Statement

Please tell us why you want to be a part of our Audit Committee and what experience you can bring to the table.

Checklist



Pack



CV



Supporting statement

Applying

Please email your CV and Supporting Statement to **Caroline.Helps@teignhousing.co.uk** by 09:00am on Tuesday 4 January 2022.

If you have been shortlisted, we will send you a Declaration of Interests form to complete and return to us and you will be asked to attend an interview on **Thursday 20 January 2022**.

If you would like an informal chat about the role, or you have any questions please contact **Caroline Helps, Corporate Services Manager** on **01626 322714**, or by email to **Caroline.Helps@teignhousing.co.uk**

Your application will be acknowledged and treated with the strictest confidence.

2. Welcome letter

Dear **Applicant**,

Thank you for showing an interest in a non-executive position at Teign Housing.

Teign Housing is a high performing Housing Association, confirmed by the Regulator as having the highest rating for governance and financial viability in 2021. We are a strong, local Housing Association. We can be flexible to meet the challenges we face – we adapted in just days to mobilise all our office-based staff to work from home during the global pandemic. We will build on the good that has come of this to offer a more flexible working environment and a flexible and skilled service offer to customers. Our hard work was recognised at the end of 2020 with our re-accreditation to the highest Platinum level of the Investors in People award. For further information about Teign Housing please see our **Annual Report 2020-21** and **Corporate Plan 2021-24** or refer to our website **www.teignhousing.co.uk**

Due to the previous incumbent moving onto our Board we are looking for an Independent Audit Committee Member who can provide constructive challenge as we make the tough decisions that will help us to continue providing good quality homes and services for our local community in an ever-changing operating environment. We are keen to hear from candidates with experience of risk management, internal controls assurance and ESG reporting.

We are seeking candidates with management experience, strategic leadership and vision, as well a passion for the sector and a commitment to Teign Housing. Preferably, candidates will have some experience of Board level work and an understanding of the social housing sector, but this might be an ideal opportunity for someone looking to start their non-executive career or make a move into the sector.

I think this is a really exciting time to be joining Teign Housing and wish you every success in your application.

Yours sincerely,



Andy Jones
Chair, Teign Housing



3. What's in it for you?

- Following a successful six months as a volunteer co-optee on the committee, we will pay a fee to the Independent Audit Committee Member of £1,749 per annum
- Member appointment of three years which can be extended to a maximum of six years
- Travelling and other miscellaneous expenses reimbursed
- Grow and develop new skills with formal and informal sessions
- Exciting opportunity to give something back to a socially conscious organisation
- Average time commitment involved for meetings, training, events and preparation is estimated to be around 6 hours per month
- There are four Audit Committee meetings a year which start at 2pm. Plus the Audit Annual Accounts meeting which starts at 1pm
- The Independent Audit Committee Member is also expected to keep up to date with Board meeting paperwork (currently four meetings a year)
- There are two strategy days for the full Board and we provide in-house training after several of the Board meetings during the year.



4. About Teign Housing

INTRODUCTION

Teign Housing owns and manages over 3,700 homes across Teignbridge, the South Hams, East Devon and Exeter. We employ over 100 members of staff and we are a registered charity governed by our Board of Management. We are dedicated to providing high quality customer services and making the local area a better place to live by creating sustainable communities and working in partnership.

Teign Housing has a lot to celebrate. When we were recently assessed by the Regulator for Social Housing, we were awarded the top V1/G1 ratings for financial viability and governance. We continue to develop new homes and pride ourselves on the successful delivery of unusual schemes such as a traveller site, a PassivHaus scheme believed to be the first in the country in a National Park as well as projects with community land trusts. In 2020 we were delighted to have retained our status as one of the best employers in the UK, following the re-award of our Investors in People We invest in people, platinum accreditation. We were praised for support for employees during the COVID-19 pandemic and the teamwork to support residents. This puts us in the top 2% of organisations in the country.

Across the UK, change is being driven forward in social housing. In late 2020 the Government published the Social Housing White Paper "The Charter for Social Housing Residents", setting out their vision for the future. We welcome the importance the Government is placing on resident safety and the increased involvement of residents in the decisions that affect them and their homes.

We also welcome the return to proactive regulation of our resident-facing services, an area which has always been at the heart of all we do. We are committed to maintaining our position as a good quality local landlord, able to respond to the needs of our customers and stakeholders.

OUR VISION

We dedicate ourselves to providing good quality homes and tailored housing support. Working with our diverse customers and trusted partners we provide effective services that bring long term benefits to all. We are sustainable in a fast-changing environment and reinvest our surpluses to grow our communities.



OUR VALUES



Respectful

We treat people with empathy, respect diversity and provide quality customer service. We appreciate the relationships we build and, with our customers, contractors and partners, we are proud to be **Team Teign**.



Resourceful

We maximise our resources through innovation and by using our money in efficient ways. We look for opportunities to expand our business by building new homes and creating and growing valuable services. We recognise our role in supporting the local economy.



Ethical

We value our responsibility as a charity providing homes and services for those who need them and as an employer. We are an organisation with heart and strive to offer an empowering workplace and the personal service our communities want.

STRATEGIC AIMS

We focus on the core of our business with our strategic aims. What is important to our customers; providing excellent services and quality homes - and what is important to our continued viability; growing our sustainable business.



Excellent services

We will deliver high quality services to all of our customers and partners. We will provide considerate customer services, empowering housing services and effective repairs.



Quality homes

We will invest in new and existing homes by maintaining high standards of repairs and improvements to our current homes and developing new homes to meet the needs of local people.



Sustainable business

We will strengthen our business by continually improving our governance, increasing the value of our work, seeking ways of joint working with our partners and investing in our staff.

5. About the Board

We have eight Board Members.



Andy Jones, Chair of the Board

Andy worked in financial services for 41 years, the best 15 years covering Wales and The South West funding Social Housing clients, which included the Teign transfer of housing stock from the council in February 2004. Andy is keen to work with a strong board, talented Chief Executive and talented staff to deliver excellent services to existing and potential new customers, including the delivery of much needed new affordable homes in our area of operation.



Angie Edward-Jones

Angie offers a broad range of skills and experience gained over a considerable number of years working as a Senior Manager in social services and housing. Angie is currently the Head of Customer Experience and Assurance for another Housing Association with specific expertise in business continuity, audit, quality, risk management and customer service. Angie sits on Teign Housing's Board as it gives her an opportunity to contribute to the community and accomplish new goals.



Joanna Davoile

Joanna brings a wealth of experience from various Housing Association and Board positions and contributes a broad knowledge of housing development, regeneration and sustainability.

Joanna joined the Board to use her knowledge and skills locally and is keen to help Teign Housing develop as a company and contribute to its development of new homes for the local community. She hopes to bring her experience and knowledge of decarbonisation to Teign Housing to ensure that all residents' homes are safe, of high quality and meet residents' needs now and in the future.



Jo Reece, Chief Executive

Jo is a Certified Accountant who has worked in the housing sector for 17 years. Prior to this she had a varied career in the public and commercial sectors, working in the energy industry, facilities management and healthcare.

She has been a Board Member of two other Housing Associations and is currently a Business Mentor for the Prince's Trust supporting young people in setting up their own business. Jo believes that a viable housing association can deliver good services to residents, build new homes for the future and contribute to the local community.



Maureen Robinson, Chair of Templer HomeBuild *(subsidiary)*

Maureen brings extensive Board experience in the NHS and social housing, as well as local government, to Teign. She has considerable professional knowledge about the process of ageing and hopes to be able to encourage greater joint working between housing, adult services and the NHS for the benefit of residents. Maureen strongly believes that everyone has a right to a decent home and that this should be achieved through a co-operative relationship between landlord and residents.



Stephen Cook

Stephen is a Fellow of the Chartered Institute of Housing and a freelance housing consultant. Previously he was Chief Executive of a stock-transfer Housing Association. His housing career started in the early 1980s working in Bristol; then Sussex, Wiltshire, Gloucestershire, Wolverhampton and Wales. Stephen is also Chair of the Chartered Institute of Housing's Professional Standards Committee. His eye for detail, varied experience and passion for social housing makes a positive contribution to the success of Teign Housing.



Steve Higginson

Steve has, throughout his career, strived to achieve the highest standards of probity within his roles. For the last 13 years he was Director of Resources and subsequently Deputy Chief Executive for a registered social landlord in Wales and served on several Boards. Prior to this Steve was a Regulation Analyst for the Housing Corporation. Steve has contributed to the current rent policy for Wales, the Affordable Housing review and Community Housing Cymru where he is currently Treasurer and a Board Member. In previous roles he was a member of the SORP working party and spoke at NHF Conferences.



Stuart Davies

Stuart has worked in social housing for well over 30 years and is passionate about the difference a settled, secure home can make to a person's life chances. In the last two decades he's been an Operations Director or Executive in some of the largest Housing Associations operating across the South West. In April 2020 he set up his own company and is currently working as an 'Interim Executive' in a housing organisation in Ireland.

6. Dates of Meetings 2021-22

Meeting	Meeting date	Time	Location
APRIL 2021			
Board Appraisals	April		Virtually
MAY 2021			
Audit	Tues 11 May	14:00 – 16:00	Virtually
JUNE 2021			
Audit Annual Accounts	Thurs 24 June	13:00	Virtually
JULY 2021			
Board Training	Thurs 29 July	13:30 – 16:00	Virtually
AUGUST 2021			
Audit	Tues 10 Aug	14:00 – 16:00	Virtually
NOVEMBER 2021			
Board Training	Thurs 4 Nov	10:00 – 13:00	Sidmouth
Audit	Tues 16 Nov	14:00 – 16:00	Virtually
JANUARY 2022			
Board Training	Thurs 27 Jan	Training: 14:00 – 16:00	Boardroom
FEBRUARY 2022			
Audit	Tues 22 Feb	14:00 – 16:00	Boardroom

7. Role Profile

INDEPENDENT AUDIT COMMITTEE MEMBER

Fee circa £1,749 p.a. - Term 3 years, with potential to extend to 6

Purpose

- To provide independent scrutiny of, and challenge to, Teign Housing's risk and audit environment
- To act as part of the Audit Committee in reporting to Teign Housing's Board on the effectiveness of the control environment
- The Independent Audit Committee Member must not be a paid member of Teign Housing staff or a member of its Board

Responsibilities

- Prepare for and regularly attend Audit Committee meetings (five half-days per annum), Board strategy days (three days per annum) and other training events (approximately two days per annum)
- To keep abreast of Teign Housing's business through review of Board papers (five meetings per annum), minutes and other supporting documents provided to the Board
- Along with the other members of the Committee, ensure that the Committee appropriately manages the responsibilities delegated to it by the Board
- Represent Teign Housing externally as appropriate
- Respect the confidentiality of information, including information about individual residents in Teign Housing property
- To declare any relevant interests as required by legislation and/or Standing Orders / Financial Regulations
- Adhere to Code of Conduct and adopted Code of Governance
- To undertake an annual appraisal with the Chair of the Audit Committee
- Establish strong working relationships with Committee and Board Members, the Chief Executive and other senior staff
- Keep up to date with changes in the sector
- Behave in a manner that is appropriate to the role of a Committee Member
- Ensure that the Committee's decisions are recorded and monitored and appropriately reported back to the Board
- Ensure the work of the Committee is properly and fully drawn to the attention of the Board as a whole

Person Specification - Independent Audit Committee Member

Qualities	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Audit and risk management within the social housing sector or similar regulatory environment • Several years senior management expertise • Strategic planning 	<ul style="list-style-type: none"> • Board or committee membership within the social housing sector or similar regulatory environment • Providing strategic direction to Executive Directors
Knowledge	<ul style="list-style-type: none"> • Risk management • Audit • Internal controls assurance 	<ul style="list-style-type: none"> • Social housing and related issues • Corporate or charity finance • Health and safety legislation • Strategic asset management • Business law • Business development • Housing development • Change management • ESG
Skills	<ul style="list-style-type: none"> • Prepare for, attend and participate appropriately in meetings • Demonstrate learning, keep up to date with relevant issues • Be aware of and assess the likely impact of the political, economic and regulatory environments • Determine key issues, understand information presented, offer original perspective • Develop relationships, respect others, challenge constructively, compromise • Able to spot opportunities and innovate, understand implications and risks • Persuasive, willing to express opinions that contradict those of others, supportive of Committee decisions • Work effectively as a member of a Committee 	
Commitment	<ul style="list-style-type: none"> • Commitment to social housing and empathy with the vision, values and strategic aims of Teign Housing • Commitment to contribute to the Audit Committee in the best interests of the organisation • Commitment to equal opportunities 	
Special Conditions		<ul style="list-style-type: none"> • Ability to represent Teign Housing publicly, at conferences, events and in the media • Availability to provide consultation and direction to the Senior Management Team at short notice as required

8. Recruitment Timetable

Date	Activity
Monday 6 December 2021	Advert out
Tuesday 4 January 2022	Closing date 9:00 am
Tuesday 11 January 2022	Shortlisting
Thursday 13 January 2022	Successful candidates invited to interview
Thursday 20 January 2022	Informal meetings for candidates with Chief Executive and formal interview with Board panel
Thursday 27 January 2022	Last item on agenda for Board only to discuss appointment Successful candidate from interview invited to attend next Audit Committee meeting on 22 February 2022
Friday 28 January 2022	Candidate(s) advised of appointment as volunteer co-optee
February 2022	Induction begins (dates to be agreed)
Tuesday 22 February 2022	First Audit meeting as Independent Audit Committee Member attendance from 14:00-16:00 in Newton Abbot
Wednesday 27 July 2022	Independent Audit Committee Member candidate formally appointed to the Audit Committee following successful induction and probation period Payment of fee begins