

Date of approval	Approving authority	Date of next review
September 2021	Board	September 2023
November 2023	Board	September 2025

Appendix 12



BOARD MEMBER ROLE DESCRIPTION

About Pickering and Ferens Homes

Pickering and Ferens Homes is a registered provider of social housing, a registered charity and a member of the National Almshouses Association.

Object of the Charity

The objects of the Charity are:

- a) The provision of housing accommodation for the beneficiaries,
- b) Such charitable purposes for the benefit of the residents as the Board Members decide.

Our beneficiaries are those in need by reason of age, ill health, disability, financial hardship or other disadvantage, with priority given to those who were either born or are resident in the area of benefit.

Area of Benefit

The area of benefit is the city of Kingston upon Hull and the East Riding of Yorkshire.

Mission

The mission of Pickering and Ferens Homes is to “provide quality homes and services to enhance later life”.

The Role of Board Member

Charity Board Members are the people who serve on the governing body of a charity.

Board Members have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Post: Board Member

Responsible to: Chair of the PFH Board

Term: As determined for each form of membership (Council Nominee, Resident Member, and Independent Member) by PFH’s Standing orders

Time Commitment: approximately 1.5 days per month to include Board meetings, training, strategy discussions, Committees, and other meetings throughout the year.

Remuneration: Unpaid

Expenses: Expenses are paid as outlined in the PFH Board Member Expenses Policy.

1. Purpose of the Role

- a) To add value to strategy and policy at PFH, ensuring financial viability, delivery of business objectives and customer service excellence.
- b) To be accountable for the direction and control of PFH, setting the vision and values and ensuring these are in the Business Plan, strategies, and policies.
- c) To work with Senior Staff to enable the smooth transition of strategy to operational achievement.

2. Objectives of the Role:

- a) To ensure that PFH is governed efficiently, effectively and in line with the requirements of the law, the Charitable Scheme, the Standing Orders, the Housing Regulator and best practice, upholding the principles of good governance within the Manual of Governance.
- b) To ensure that PFH discharges its legal responsibilities and complies with landlord Health and Safety legislation and good practice.
- c) To work with Board Members and the Senior Management Team to set, maintain and uphold the vision, mission and objectives.
- d) To ensure that the business is financially viable, agreeing capital and revenue budgets and approving financial strategies which drive the business plan.
- e) To agree a framework of effective control systems, which enable all risks to be identified, assessed and managed.
- f) To review and monitor performance.
- g) To contribute to a review of present and future strengths, opportunities, threats and risks.
- h) To work to achieve an equitable balance between the interests of current and future residents and service users and the short term requirements and long term interests and viability of PFH.
- i) To ensure human resource capacity and capability meet the delivery of objectives.

3. Key Expectations of Board Members

Board Members must be well informed and undertake appropriate background reading and commit to develop and train to manage and appreciate the key business activities and risks in the sector. Board Members will:

- a) Ensure decisions are well founded
- b) Participate in discussions and decision making, helping to form a consensus, sharing collective responsibility for and upholding Board decisions,
- c) Attend appraisals and training courses agreed necessary for individual development,
- d) Preparing for, attending, and participating in reviews linked to individual appraisals and that of the whole Board,
- e) Uphold the values of PFH, making sure decisions taken by the Board are in best interests of the Charity,
- f) Take opportunities to promote and be an ambassador for PFH, supporting and representing the work of PFH by engaging with residents and agencies with which PFH works,
- g) Treat information gained as a Board Member in confidence as described in the Board Member's Code of Conduct,
- h) Develop and maintain good working relationships with the Board and Senior Leadership Team,
- i) Observe the Board Member Manual of Governance and Code of Conduct
- j) Attend at least 75% of Board and Committee meetings.

Requirements for Membership of the Board

Membership is denied to PFH staff; and residents who are in breach of their obligations as a customer e.g., who are in rent or service charge arrears.

A person is disqualified from being a trustee/Board Member of a charity if they: -

- Have been adjudged bankrupt or their estate has been sequestered and, in either case, they
 - have not been discharged or granted leave to act as a charity trustee/Board Member; or
 - are the subject of a bankruptcy restrictions order or an interim order.
- Have made a composition or arrangement with/or granted a trust deed for creditors.
- Have been removed from office as a charity trustee/Board Member by the Charity Commission, or by the High Court on the grounds that they were either responsible for, or aware of, any misconduct or mismanagement in the administration of a charity, or their conduct facilitated or contributed to that misconduct or mismanagement.
- Have been removed from the management or control of any charity under Scottish law provisions for misconduct or mismanagement.
- Have not been granted leave to act as a charity trustee/Board Member by the relevant court and is subject to either of the following: -
 - A disqualification order, or undertaking under the Company Director's Disqualification Act 1986; or
 - An order made under section 429(2) of the Insolvency Act 1986.
- Have an unspent conviction for an offence involving
 - deception or dishonesty
 - terrorism offences
 - money laundering offences (within the meaning of section 415 of the Proceeds of Crime

Act 2002)

- bribery Offences under the Bribery Act 2010; or
- misconduct in a public office, perjury and perverting the course of justice.
- contravention of certain preventative Orders of the Charity Commission (s.77 of the Charities Act 2011)
- attempting, aiding or abetting these offences
- Are subject to the notification requirements of part 2 of the Sexual Offences Act 2003 (i.e. whose name has been placed on the sex offenders register).
- Have an unspent sanction for contempt of court
- Are a designated person under specific anti-terrorist legislation
- Have been found guilty of disobeying a Charity Commission order or direction

PFH may choose to interview, test, seek references and run checks, including Criminal Record Bureau, prior to appointment to the Board.

The Board reserves the right to remove PFH Board Members under the Standing Orders.

Board Members as Committee Chairs and Working Group Chairs

If a Board Member agrees to become a Chair of one of the Committees or Working Groups of the Board, then additional tasks are expected in return for this role, including:

- a) Agreeing the Agenda with the Lead Officer,
- b) Meeting between meetings with the Lead Officer,
- c) Chairing, facilitating, and running of meetings,
- d) Accountability for the efficient and smooth running of the meeting,
- e) Ensuring risks within the business are identified and managed,
- f) Agreeing the annual or periodic plan for the meetings,
- g) Promoting the strong business case for their area of responsibility,
- h) Ensuring staff and resident involvement through the Senior Leadership Team,
- i) Promotion of the principles of continuous improvement,
- j) Keeping the Chair advised of progress and key issues to be recommended to the Board

PFH BOARD MEMBER PERSON SPECIFICATION

Candidates must have the ability to allocate sufficient time to PFH's business.

There is no specific age range stipulated for Board Membership and prior experience of housing is not a requirement. The Board strives to reflect the diversity of local communities.

In order to contribute effectively as a Board Member, the attributes listed below are highly desirable. The Board will look for evidence of the following on recruitment of Board Members:

Experience & Knowledge

EITHER direct knowledge of one of PFH's key user groups i.e., residents or service users

AND/OR experience at a senior level, exercising a relevant professional or business skill required from PFHs skills audit.

Personal Expertise and Qualities

- o A supportive team member, with sufficient expertise and knowledge to contribute to PFH short and long term success,
- o Knowledge and/or experience of the diversity of the area in which PFH operates,
- o Working effectively with other Board Members and Senior staff, contribute to forming a consensus in making decisions,
- o Ability to analyse written and numerical reports presented to the Board and express views, challenging constructively, and making balanced and informed decisions,
- o Ability to consider the long term implications, spotting opportunities, identifying key risks and the means of mitigating them, whilst maintaining a high degree of integrity,
- o Ability to assess the housing and support needs of the communities in which PFH work,
- o Ability to act as an ambassador for PFH at formal and informal gatherings,
- o Genuine interest and commitment to the provision of social housing services and the building of communities,
- o Ability to commit to PFH's equality and resident engagement policies.