

# Audit, Risk and Assurance Committee Independent Member Recruitment Pack





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# Welcome to WDH

## Thank you for your interest in the role of Audit, Risk and Assurance Committee Independent Member

Since being established 19 years ago, we have continued to go from strength to strength.

We are proud of our G1/V1 status, awarded by the Regulator of Social Housing (RSH), in our recent annual financial stability check. This is the highest rating that can be awarded for governance and financial viability and recognises the strength of our financial position and robust Business Plan.

Our brand and reputation are important to us and our Vision ‘to create confident communities’ is underpinned by our mission and values. That’s why it’s important to us to ensure that as a Board we have a deep understanding of the work of our organisation and deliver positive change.

We are seeking to recruit an Independent Member to our Audit, Risk and Assurance Committee with a finance, accounting or audit background, who will provide challenge and contribute to improved governance, whilst ensuring that our customers are at the heart of our decision making.

We will be looking to you to help build on our successes and your effective leadership will support us through the delivery of our Business Strategy, ensuring we achieve our objectives on time and to budget, whilst complying with a range of regulatory, legal and political requirements.

We provide homes in very diverse areas and really want our Board and Committees to be representative of the communities we serve and are particularly keen to hear from those living in or with a connection to Wakefield, which is our primary area of focus.

Previous Committee or Board experience is not essential, although experience of operating at a strategic level will be helpful, and a passion for the housing sector will be very important.

We hope we have been able to give you a sense of who we are at WDH, and if that has appeal and you have a strong offering for us, we are looking forward to receiving your application.

If you want to have an informal chat about the opportunity, then please drop Neil Warren, Company Secretary, an email at [nwarren@wdh.co.uk](mailto:nwarren@wdh.co.uk) and we can set up a phone call when it is convenient for you.

This is an exciting time to become part of WDH, so please do read on for further details about this opportunity and we hope to hear from you soon.



**Andrew McConnell,**  
Board Chair



**Andy Wallhead,**  
Chief Executive



# About us

Established in 2005, we are West Yorkshire's largest charitable social housing provider with over 32,000 homes within the Wakefield district and our wider operating area across the north of England. We provide more than just homes where people want to live, we support people to develop and live healthy, confident lives. We pride ourselves on delivering services for the good of our communities.

## Our vision

Our tenants and customers are at the heart of everything we do and our vision 'to create confident communities' means that we deliver services over and above the role of a traditional landlord.

Our [2025 Business Strategy](#) sets out our priorities and targets, that we will work towards and help us achieve our 2025 milestone.

# Milestone to 2025



**Making real change through social outcomes**

by working collaboratively and inclusively to deliver services people want and need.



# Our mission

Our mission is to:

## Inspire...

our employees, tenants and partners to achieve their ambitions and deliver social change across our communities.

## Transform...

our neighbourhoods and services to ensure they are responsive and adaptive to future needs and demands.

## Promote excellence...

to ensure we continue to maintain the highest standards in all we do and increase customer, tenant and employee satisfaction.

# Our values

Our values are aligned to reflect our aspirations for what we want WDH to be.

## Be creative...

in our approach to everything we do, challenging ways of working, introducing new innovations and learning from others, and integrating with partners to deliver services to our tenants and communities.

## Be inclusive...

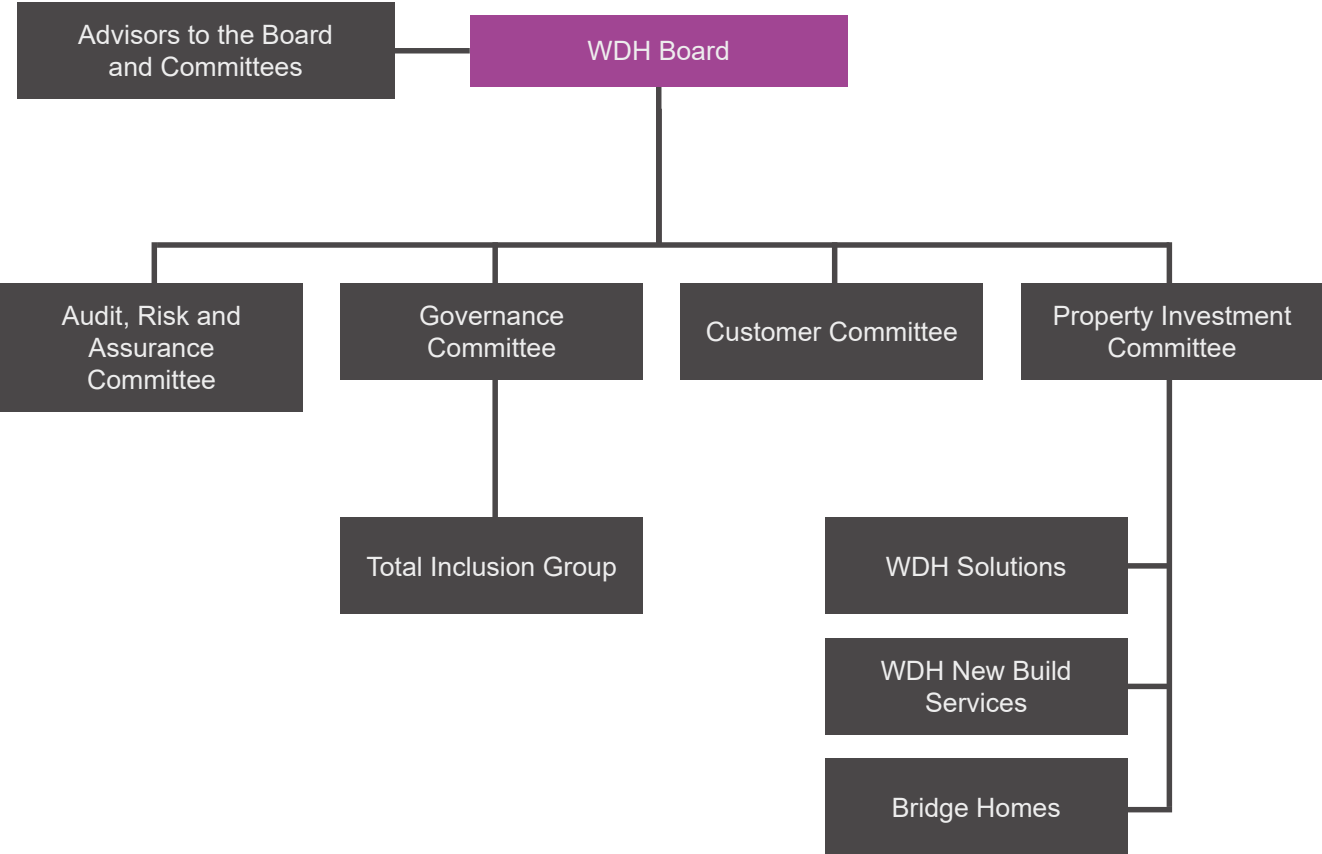
in our approach, working with our tenants, communities and partners to care for our local communities and ensure fair access to locally delivered services.

## Work with integrity...

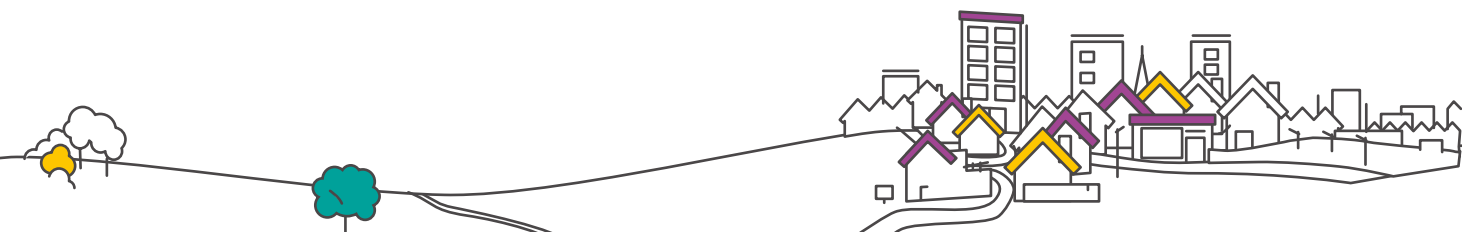
ensuring we are professional in all we do and honest and transparent in the decisions we take, listening to the views of our tenants and communities.



# Governance structure and responsibilities



WDH Group Board			
Sets strategic direction, monitors finance and performance, determine risk appetite, ensures compliance and delegates to committees and Corporate Management Team			
Customer Committee	Property Investment Committee	Governance Committee	Audit, Risk and Assurance Committee
<p>Ensures and oversees tenant voice, insight and scrutiny of services to shape decision making</p> <p>Monitors all service delivery performance</p> <p>Considers improvements to the customer experience</p> <p>Ensures compliance with Consumer Standards</p> <p>Ensures effective approach to complaint handling</p> <p>Oversees community investment</p>	<p>Approves development schemes</p> <p>Reviews Asset Management Strategy and regeneration plans</p> <p>Monitors Reinvestment Programme</p> <p>Oversees approaches to property compliance and Building Safety</p> <p>Monitors performance of joint venture and subsidiaries</p>	<p>Agrees approaches for governance improvement</p> <p>Ensures compliance with code of governance</p> <p>Reviews Board skills and succession and oversees Board effectiveness</p> <p>Reviews Board and employee remuneration</p> <p>Reviews People Strategy</p> <p>Oversees EDI plans and performance</p> <p>Oversees approaches to corporate health and safety</p> <p>Oversees safeguarding activity</p>	<p>Agrees Risk Management Policy and reviews risk framework</p> <p>Approves external and internal audit plans</p> <p>Reviews probity arrangements</p> <p>Assets and Liabilities</p> <p>Oversees legal compliance</p> <p>Ensures compliance with Economic Standards</p> <p>Reviews approaches to data integrity, IT Strategy and security</p> <p>Oversees business continuity</p>



# Independent member role profile

## Responsibilities:

- Contribute effectively to Board, General Meetings and any other meetings attended in the role of Committee Member.
- Ensure good working relationships with the Board, Committees and panels of the Board, the Corporate Management Team (CMT) and other employees.
- Work constructively with other Committee members and employees to ensure that the business is led and controlled appropriately.
- Ensure that the Association is accountable to its legitimate interest groups and stakeholders.
- Ensure that the Association works within the requirements of the law, its funding bodies, the Regulator of Social Housing (RSH) and relevant best practice.
- Ensure that the Association's affairs are conducted lawfully and in accordance with generally accepted standards of performance, probity, equality and excellence.
- Act as a 'guardian' of the Vision, Mission and Values of the Association and take a lead in achieving the Vision.
- Exercise their powers in accordance with the Association's constitution, the Rules of WDH.

## Specific duties:

- Support the Mission, standards, social purpose, culture and behaviours of the Association and uphold the business's Values and strategic objectives.
- Ensure consideration of the tenant voice in decision making, including the needs and safety of the Association's current and future residents and customers.
- Agree and uphold the business's key policies, such as equality, diversity and inclusion (EDI).
- Provide leadership within the Association's control and constitutional framework which enables risk to be assessed and managed by the Board and its Committees and provides reassurance that such systems are robust and defensible.
- Support the business's strategic aims, ensuring financial and human resources are in place to meet its objectives.
- Scrutinise the financial and management performance of the business to meet agreed goals and objectives.
- Prepare for and attend meetings, training sessions and other events as required, ensuring the effective conduct of the business and its Board and Committees.
- Contribute to and share responsibility for the Committee's decisions.
- Listen to and respect the views of others to ensure that a debate can be held which constructively challenges the business.
- Apply individual skills and knowledge at meetings and act always in the best interests of the business.
- Where differences arise, to positively seek a constructive resolution of conflict in line with the procedures laid down in the constitutional governance framework.
- Respect the position of the Chair and the agenda of the meeting.
- Promote the business in a positive light, at all times, and, where the situation arises, act as an ambassador for the business.

## Specific duties continued

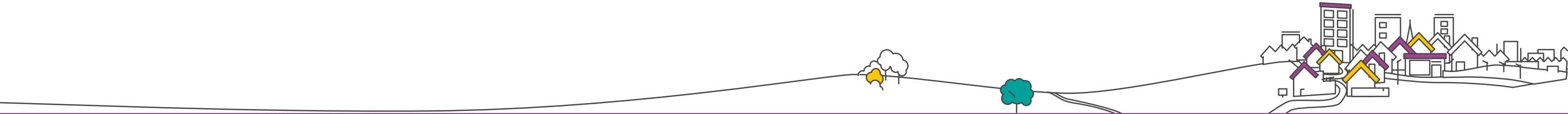
- Not act to knowingly do harm or bring the business into disrepute and in doing so:
  - ensure that personal or differing interests do not override the 'best interests' of the Association; and
  - ensure that no actions are taken which are outside the objects of the business.
- Declare any personal, pecuniary or non-pecuniary interest at meetings and thereafter abide by the decision taken by the Board and its Committees in relation to further participation in the manner prescribed by the business.
- Act in accordance with the business's policies and procedures relating to probity and guidelines on gifts and hospitality.
- Ensure that all decisions and actions agreed are within the administrative powers and in furtherance of the objects, as conferred by the Association's Rules.
- Ensure that all decisions and actions agreed are within the administrative powers and in furtherance of the objects of the Association.
- Ensure that all decisions taken are within the Terms of Reference and delegated authorities, as outlined in the Standing Orders.
- Ensure that the Committee operates openly and transparently and demonstrates accountability to key stakeholders including residents, other customers and partner statutory bodies.
- Ensure that the Committee takes into account, in its actions and decisions, the importance of maintaining trust in the organisation and upholding its reputation.
- Attend and participate in reviews linked to individual performance or that of the whole Committee, including the annual appraisal process.
- Maintain confidentiality of information at all times, in accordance with the Code of Conduct.
- Consider and agree responses to reports from the RSH, the Charity Commission, internal or external auditors, funders and any other relevant body.
- Represent the Association in the outside world, where agreed, and help foster good relationships with funders, local authorities and other parties.
- Campaign, both on a local and national level, to promote issues relating to the Association and social housing sector, where agreed with the Board Chair, Committee Chair and the Chief Executive.
- Ensure that the Association follows the recommendations of its adopted code of governance and the Charity Commissions 'Hallmarks of an Effective Charity' which are appropriate to its circumstances.



# Person specification

Qualities		Method
Commitment		
Commitment to the Vision, Mission and Values.	Essential	Application / Interview
Experience		
Background and experience in a finance, accounting or audit related role.	Essential	Application
Involvement in a business relating to or complementing the activities of the Association or a voluntary sector / public sector organisation.	Desirable	Application
Experience of membership of Committees.	Desirable	Application
Managing businesses.	Desirable	Application
Knowledge and Skills		
Leadership qualities.	Desirable	Application / Interview
Ability to participate in and contribute to meetings and to reach a consensus with fellow Board members.	Essential	Application / Interview
Good listening and communication skills.	Essential	Interview
Good grasp of strategy and understanding of delegation.	Essential	Application / Interview
Ability to manage personal and corporate relationships.	Essential	Application / References
Good awareness of EDI issues.	Essential	Application / Interview
Knowledge of the social housing sector.	Essential	Application
Involvement in community based projects.	Desirable	Application

Qualities		Method
Circumstances		
Time to attend Committee meetings and deal with other issues applicable to the role.	Essential	Application
Available for ad hoc discussions and urgent business in addition to formal Committee meetings.	Essential	Application
Able to travel throughout the region.	Desirable	Interview
Personal Qualities		
A high level of the following competencies: <ul style="list-style-type: none"> <li>• Decision making.</li> <li>• Interacting with others.</li> <li>• Strategic perception.</li> <li>• Achieving results.</li> </ul>	Desirable	Interview / References



# Key terms and conditions

## Remuneration

We will pay you a fee of £4,000 per annum.

## Time commitment

Approximately an average of one half a day per month, this includes:

- Preparing for meetings.
- Expected attendance and contribution, in person or through electronic means, at a minimum of four Committee meetings, ensuring effective engagement in the decision making process. Individual performance will be reviewed as part of the annual appraisal process and determine any personal development in the role.
- Meetings for the 2024/2025 financial year are scheduled as follows:
  - 25 April 2024
  - 11 July 2024
  - 12 September 2024
  - 10 October 2024
  - February 2025 (tbc)
- Attending additional Away Days, panels, training sessions or meetings, where required.

## Tenure

The current terms of office are two terms of three years, in accordance with WDH Rules.

## Location

Meetings are held in Castleford (in very close proximity to the M62 and A1), with the option to attend through Microsoft Teams where required.

Away days are held at various locations within the Wakefield district and attendance at these is often only available in person.

# How to apply

If you wish to apply, please submit the following documentation to [boardmembers@wdh.co.uk](mailto:boardmembers@wdh.co.uk)

- An up-to-date CV which shows your full career history, including details of two referees – we recommend that this is no longer than three pages;
- A supporting statement explaining why you are interested in this role, detailing how you are a good candidate for this post and how you fulfil the person specification - we recommend that this is no longer than three pages;
- The **Diversity Monitoring Form**, noting that whilst completion of this is not mandatory, this is requested for monitoring purposes in line with our commitment to equality, diversity and inclusion.

Please note that applications can only be considered if all the documentation is complete.

If you want to have an informal chat about the opportunity, then please drop Neil Warren, Company Secretary, an email at [nwarren@wdh.co.uk](mailto:nwarren@wdh.co.uk) and we can set up a phone call when it is convenient for you.

For queries regarding the application process, please contact Claire Hudson, Governance, Strategy and Regulation Manager at [clairehudson@wdh.co.uk](mailto:clairehudson@wdh.co.uk)

# Key dates and the selection process

## Application close: 8am Monday 19 February 2024

We will be in touch by Wednesday 21 February 2024 to let you know the outcome of your application.

## Interviews: Monday 26 February 2024

This will be an in-person panel interview with members of our Board.

If you are unavailable on the interview date, please do speak to us before making an application, contacting [ahinchliff@wdh.co.uk](mailto:ahinchliff@wdh.co.uk)





## Supplementary information

Find out more about us using the links below.

- [Vision to 2035](#)
- [2025 Business Strategy](#)
- [Annual Report and Financial Statements](#)
- [Annual Report 2023](#)
- [Delivering Value for Money Report 2022 / 2023](#)
- [Environmental, Social, Governance \(ESG\) Report 2022 / 2023](#)





# Accreditations



Wakefield and District Housing Limited

A charitable Community Benefit Society registered under the Co-operative and Community Benefit Societies Act 2014. Register Number: 7530

Registered Office:  
Merefield House  
Whistler Drive  
Castleford  
WF10 5HX

OneCALL: 0345 8 507 507

We are committed to giving everyone equal access to information. If you would like us to communicate with you in a different way, or receive written information from us in another format, please phone 0345 8 507 507 or email [onecall@wdh.co.uk](mailto:onecall@wdh.co.uk)

**Vision**  
to create confident communities

**Mission**  
to inspire, transform and promote excellence

**Values**  
to be creative, inclusive and work with integrity