



**The Chartered Institute of Housing**

**Audit and risk committee member**

**Recruitment information pack**

**November 2022**

## AUDIT & RISK COMMITTEE INDEPENDENT MEMBER RECRUITMENT INFORMATION

### **Foreword**

Thank you for your interest in becoming a member of the Chartered Institute of Housing's (CIH) audit and risk committee. These are challenging but exciting times for the organisation. Given the scale of changes taking place across the housing sector, and the unavoidable impacts of COVID, CIH has responded by making significant and ambitious changes to our organisational plans for growth.

### **Purpose and mission**

CIH's purpose is simple. We want to provide everyone involved in housing with the skills, support and knowledge they need to be the best they can. We also want to shape housing and community agendas. To achieve these things, we want to ensure that CIH is an accountable, strategic, modern, inclusive and dynamic organisation that is both prepared to face future challenges and fit for purpose.

We therefore recommit ourselves to giving all CIH members, regardless of their race or background equal opportunities to be the best they can be in the discharge of their profession. We achieve this by implementing a framework of inclusion which embraces equal opportunities within CIH membership and the housing profession.

Our specific priorities are slightly different depending on where you are, but we strive to ensure that these three things happen:

- The right homes are built in the right places and people can afford them
- People on lower incomes can get and maintain a decent home
- Everyone regardless of their background has access to a decent safe place to call home and renters receive a fair good-quality service from their landlord.

### **Equality, diversity and inclusion**

CIH is fully committed to eliminating discrimination and promoting equality, diversity and inclusion. Applicants will be expected to be willing and able to make a positive contribution to the promotion and implementation of CIH's equality, diversity and inclusion policy.

Applicants will be expected to demonstrate a strong track record of achievement; will be accustomed to operating at a senior level within an organisational setting; a strong network of contacts across housing or related fields; and experience of influencing within and outside of an organisation.

If you think you have those qualities, if you are committed to professionalism and if you want to make a difference, we want to hear from you.

### **Introduction to the role**

The audit and risk committee is a delegated committee of the governing board of CIH.

The governing board is charged with the management of the business of CIH. This includes setting and driving the strategic direction of the organisation, setting priorities, ensuring performance and managing risk, accountability, viability and sustainability.

In support of the trustees, two sub-committees of the governing board have been established to assist delivery of key business objectives. One of these is the audit and risk committee. With authority delegated by the governing board, its purpose is to consider matters of risk, accountability, compliance, and the effectiveness of CIH delivery. The audit and risk committee comprises a mix of trustees from the governing board and independent members.

### **Role description**

**Remuneration:** The role of an audit and risk committee member is not accompanied by any financial remuneration, although expenses for travel may be claimed

**Location:** Audit and risk committee meetings are usually held virtually. There may be the occasional need to travel to the Coventry office and other locations for meetings and events. CIH also has offices in Scotland, Wales and Northern Ireland.

**Time commitment:** The audit and risk committee has a minimum of three meetings a year. Time commitments will also include preparation for all meetings and the reading of audit and risk committee papers.

**Term of office:** The term of office is three years, and the position is subject to the provisions of CIH's Charter and Byelaws (addressing such matters as duties and powers, retirement and removal).

### **Key functions include:**

- Contributing fully to the business of the audit and risk committee
- Overseeing the audit and risk function across the CIH through high standards of scrutiny and challenge
- Contributing to the management of the CIH's audit and risk function in line with the organisations Charter and Byelaws, charitable objectives and legal obligations as an employer and a charity
- Ensuring commercial viability, effective financial and risk management within the CIH and appropriate audit
- Exercising exemplary judgement in the best interests of CIH to provide guidance to the organisation
- Preparing in advance, regularly attending and participating fully in audit and risk committee meetings and other CIH business meetings as appropriate
- Accepting accountability for the decisions and recommendations made by the audit and risk committee
- Developing effective working relationships with other committee members, trustees, CIH staff and members
- upholding standards and discipline within the audit and risk committee, and ensuring compliance with the code of governance
- Willingness to contribute to the effectiveness of the audit and risk committee as a member of the team.

### **Skills, knowledge and experience**

### **LEVEL 1: VALUES**

Members of the audit and risk committee are expected to:

- Be conscientious and enthusiastic about the full range of the audit and risk committee's responsibilities and obligations
- Be committed to the principles and practices of collective board responsibility and decision making
- Understand and support the organisation in the pursuit of its purpose, vision and mission
- Demonstrate full empathy with CIH's core social purpose, charitable aims and values.

### **LEVEL 2: SPECIALIST SKILLS**

Members should possess a good balance of the following skills:

- Finance: Financial management, accounting, reporting, control systems, treasury management, business and long-term financial planning, commercial management, audit
- Strategic risk management: Strategic management of property, HR, contracts, procurement, PR, education, membership, financial, reputation
- Customer service excellence and quality assurance: Performance management and continuous improvement
- Asset and membership management: Funding, investment management, membership development, CPD, qualification and certification
- Legal, governance and regulatory compliance: Addressing adverse regulatory situations, performance monitoring and quality assurance, internal audit and control, social housing sector and its regulatory environment, membership assessment and regulation
- Community and stakeholder relationships: Links with communities, links with political and/or regulatory frameworks, work with local authorities

### **Level 3: Core competencies**

Members should possess these core competencies or have the capacity and commitment to achieve them within a 12-month period:

- Team working: Works effectively with non-executives and executives and accepts collective responsibility for committee and governing board decisions.
- Analysis and scrutiny: Can identify the main issues and factors in reports and debates. Evaluate risks and options and takes a balanced approach to problem solving.
- Group decision making: Contributes to debates constructively, listens to the views of others and is able to make clear and rational judgments.

- Personal effectiveness: Ensures own performance meets the board role requirement; is open to appraisal, learning and development. Demonstrates integrity and maintains appropriate confidentiality.
- Equality and diversity: Understand values and promotes equality and diversity in the design and delivery of the organizations purpose.

#### Other requirements

It is important that all committee members empathise with, and demonstrate commitment to, CIH's vision and values, as well as the principles and practices of collective board responsibility and decision making.

As shown above, the audit and risk committee has identified a number of core competencies that every committee member needs, as well as particular skills, knowledge and experience that committee members need collectively to ensure a balanced range of skills.

**The list above is not exclusive or exhaustive, so if you have other skills, knowledge and experience which you believe would add real value to the audit and risk committee; do tell us about these in your application.**

**We particularly welcome applicants from under-represented backgrounds within CIH. We will provide a full induction programme for all new committee members which will include sector-specific information.**

We would particularly welcome applicants with audit and risk committee experience in a professional body or the Education sector or with a relevant professional qualification.

We also need to be sensitive to real or perceived dualities or conflicts of interest, so may not appoint someone who is related to, or has other close connection with, for example, a current or recent board member or member of staff, of a business partner or a competitor.

#### General information

Any CIH member can apply to be considered for a position on the audit and risk committee. Non-members can also be selected, although they will have to become CIH members before their appointment can become effective.

A person cannot become a member of the audit and risk committee until their appointment has been confirmed by the governing board of CIH.

Each member will be subject to the provisions of CIH's Charter and Byelaws and governance framework.

Appointments will be made on the basis of empathy, competencies, skills and experience, with an appointed recruitment panel assessing all applications. Applicants who best demonstrate the requirements set out in the role description will be invited for interview. Shortlisted applicants will be required to provide references.

The recruitment panel will then make its recommendations for appointment to the governing board of CIH.

### **How to apply**

The closing date for the receipt of applications is 20 December 2022. To be considered, please forward your CV and a letter/email expressing your interest to the [CIH governance team](#). Interviews will be held mid-January 2023.

For an informal conversation about this role, please contact the [governance team](#) us to arrange a call.

On the application, please make clear your preferred contact details.

Thank you for your interest.

**Anne Chapman**  
**Chair, audit and risk committee**  
**November 2022**