



Halton
Housing

Job Description

Working with Halton Housing

Job Title

Board Member

Reports to

Group Board Chair

Department

Board

Remuneration

£5,000



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Our Behaviours

Culture is important to us here at Halton Housing so we will look for our key behaviours in recruitment



WE KEEP OUR PROMISES

Making decisions and taking responsibility for seeing things through to the end. It means being open and honest, and explaining what is and isn't possible.



WE WORK IN PARTNERSHIP

We work in a collaborative way. It means listening carefully to our customers and colleagues and playing our part in the team, and supporting each other.



WE ARE INNOVATIVE AND CREATIVE

We challenge how things are done. We are flexible and open to new ways of doing things. We learn from mistakes and continually seek to learn and improve.



WE TREAT EVERYONE WITH RESPECT

Most importantly we treat people with kindness. By being helpful, approachable and treating people with respect, we can create a place where difference is valued, and where everyone can thrive and enjoy their job.

Overall Purpose of the Role

- To contribute to and promote Halton Housing's vision, mission and values through the management control, accountability and good conduct of Halton Housing and of the Board.
- To provide, in conjunction with other Board Members and the Executive, strategic leadership to Halton Housing.
- To share responsibility for Board decisions and act only in the best interests of Halton Housing.

Specific Duties and Responsibilities

1. To ensure that the policies and procedures relating to governance, legal, regulatory requirements and good practice are in place and reviewed on a regular basis.
2. To set the strategic direction of the business and determine its vision, values and objectives.
3. To support and challenge the Executive Team to help achieve these objectives.
4. To ensure that these objectives are also achieved through the appropriate delegation of authority, operational procedures and the employment of suitably skilled staff.
5. To regularly measure and review the performance of the organisation and make recommendations for improvement where appropriate.
6. To ensure the organisation runs efficiently, maximises the impact of its resources and provides Value for Money in its service delivery.
7. To review the activities of the organisation from time to time and to recommend changes that are appropriate or in the interests of the organisation.
8. To agree annually Halton Housing's budget and business plan.
9. To exercise sound financial management and maintain financial viability by approving the business plan, accounts, budgets, liquidity and borrowing facilities whilst meeting the organisation's vision, values and objectives.



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10. To ensure that the interests and needs of Halton Housing's current and future customers are considered in all matters.
11. To ensure that the organisation's assets are kept in good order and are used for the benefit of the organisation.
12. To promote openness, accountability and transparency in the organisation's dealings with all its stakeholders.
13. To contribute to and implement the risk management frameworks for Halton Housing and ensure risks within Halton Housing are identified and managed.
14. To attend on a regular basis, Board and Committee meetings and contribute effectively to them, to ensure that, as a group, the Board has the capacity and commitment to achieve the strategic aims of the organisation.
15. To ensure that the business of the Board is suitably conducted, documented, is timely and meets the requirements of good practice and governance.
16. To attend conferences, training sessions, seminars, meetings and other events where they are in the interests of the organisation and to act as an ambassador for Halton Housing.



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