

Harrow Strategic Development Partner

Board Member – Job description

Role Title:	Board Member
Responsible to:	HSDP (LLP) Members
Functional Area:	HSDP (LLP) Governance and Oversight

Role Profile

The role of Board Members by virtue of their duties to the HSDP, and independence of the management of the HSDP is to provide governance and oversight to the HSDP. The Board will concentrate on:

1. Monitoring executive activity
2. Contributing to the development of the strategy
3. Collectively taking decisions reserved for Board members

It is important for Board Members to establish a spirit of partnership and mutual respect on the Board and thereby build a working environment of openness and trust with the executive team. The key to being effective in this role rests in the behaviours demonstrated when constructively challenging decision making.

Board members must ensure and secure good governance and be alert to their obligations to the LLP Members.

Key duties are:

- To ensure that the HSDP complies with its Members agreement, other documentation and relevant legislation and regulations.
- To ensure that the HSDP applies its resources solely in pursuit of defined objectives.
- To provide constructive challenge in developing proposals on Strategy and Business Planning.
- To provide scrutiny of performance in meeting the HSDPs business plan and monitoring of performance reports

- Satisfy themselves on the integrity of financial information and that the controls and risk management systems are robust and defensible.
- To abide by HSDP policies, declare conflicts of interest, scrutinise required papers and to attend meetings including those of HSDP subsidiaries, if applicable.
- To ensure the financial stability of the HSDP.
- To use any specific knowledge to assist the Board and senior managers to reach sound decisions
- To lead discussions on key issues and provide advice and guidance where required.
- To assist in the recruitment and appointment of senior staff where applicable.
- To participate in training and development as appropriate.
- Ensure there is no conflict of interest with officers working for the HSDP in the performance of their duty
- Ensure the Board maintains an efficient, effective and professional culture

Budget responsibility

The Board monitor the HSDPs financial performance and will be required to ensure that HSDPs Business Plan targets are achieved.

Relevant Information

It is estimated that the time required to fulfil this role would be in the region of 2-3 days per month, this may vary over the duration of the appointment. This includes reading papers and reports, Board attendance and dealing with matters arising from that meeting where required.

There may be a need to attend occasional evening or weekend events.

Pay

Remuneration for the post will be *£12,000 per annum*.

Person Specification

Knowledge

- Understand the duties of a Board Member
- Understanding and commitment to the aims of the HSDP and its members
- Practical knowledge of strategy development, business planning, financial planning and performance management
- Knowledge of managing development, housing or construction

Skills

- Ability to contribute to Board meetings effectively through constructive challenge
- Experience of working within multi disciplinary teams
- Ability to represent the interest of the HSDP in external relationships
- Ability to communicate effectively, both verbally and in writing with a broad range of customers, colleagues, employees and Members
- Ability to establish and monitor performance targets, for organisations and management staff
- Personal integrity, with commitment to maintaining high standards in public life in accordance with the Nolan principles.
- Team working
- Creative thinking

Experience and Qualifications

- Knowledge or experience of a related or comparable industry
- Board experience
- Experience of working in partnership with other organisations
- Experience of working with local authorities
- Financial Management

- Knowledge of effective corporate governance arrangements
- Demonstrable commercial acumen, understanding of risk, its benefits and opportunities
- Commitment to equal opportunities