



Audit and Risk Committee Recruitment Pack



If you're committed to using your corporate skills to improve the lives of the people who live in our communities, **we want to hear from you!**

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1. Introduction from the Chief Executive

Thank you for expressing an interest in joining the Audit & Risk Committee here at Southway. We are a community-focused social business and landlord that provides high-quality affordable homes for rent and sale, as well as a range of community investment services in South Manchester. Our vision is of **Thriving Communities** and our priorities are the people, homes, and neighbourhoods where we work. We aspire to a governance structure that reflects our tenants and the wider communities in which we operate.

Our Board and Committees are responsible for upholding high standards and ensuring that the Trust is governed with the best interests of the organisation and its tenants at the centre. Members are collectively responsible and accountable for ensuring that the Trust is performing well, remains solvent and complies with all of its obligations.

We currently have a vacancy for an Independent Member to join our Audit and Risk Committee. The Audit and Risk Committee plays a vital role in our Governance structure. With detailed oversight of Southway's activities, it provides assurance to our Parent Board that we are fulfilling our objectives, whilst maximising value for money and addressing any risks. This is particularly important as we seek to deliver the best possible service to our tenants in a challenging environment.

The role is an excellent opportunity for a senior professional to develop skills and experience in a non-executive role, whilst committing less time than a full Parent Board Member position would demand. We welcome applications from those working in the Social Housing sector, but we are particularly interested in hearing from you if you have a background in Finance, or Audit and Risk Management. Your most important quality will be a commitment to using your skills to improve the lives of the people who live in our homes and communities.

I wish you every success in your application.



Chief Executive

2. Equalities Statement

Southway is committed to diversity and inclusion. We aspire to a governance structure that reflects our tenants and the wider communities in which we operate. We encourage people from all backgrounds and experiences to apply for roles in our governance structure and welcome a diverse range of people. We value difference of thought as we know this enhances our organisation. We particularly, though not exclusively, welcome applications from disabled people, people who identify as women, people who identify as LGBT+, and BIPOC.

This pack includes written material and a written application process. If you would prefer or require a different approach to allow you to show your best, please get in touch for further guidance. Audio and visual recorded applications will also be accepted where they cover the same requirements.

If you need reasonable adjustments for any part of the recruitment process, please contact the Governance team at governance@southwayhousing.co.uk so we can contact you directly to help.

3. About Southway

Southway Housing Trust is a community-based housing provider and social enterprise established in 2007. Working in and around South Manchester we are a trusted landlord and provide good quality, affordable rented homes for around 6,000 households and employ over 270 staff.

- Our interest is in People, Homes, and Neighbourhoods. We take our role as a key stakeholder seriously, working in partnership with others to achieve more than we can alone.
- We invest over £1m every year in strengthening our communities and supporting the people who live there.
- In the 10 years up to 2026 we will have built around 1600 new homes, the majority of which will be affordable homes for rent and low-cost home ownership.
- Over the next 5 years, we will create £3m profit in our commercial subsidiary Southway Plus, ring-fenced to subsidise the cost of new affordable homes in the higher value areas of South Manchester.

Southway's Vision, Values and Mission

Our long-term vision is of **Thriving Communities**.

A thriving community is a place that people are proud of; homes are secure and good quality, and the neighbourhood is safe, clean, green and sustainable.

People choose to live in a thriving community because it has a sense of place and belonging. People of all ages can access what they need to have a healthy and fulfilled life. Equality and diversity are valued. People look out for each other.

We will track our direction of travel towards this vision. Over the next 10 years, we expect our thriving communities to be characterised by:

- Levels of child poverty reducing
- Levels of loneliness and isolation in all age groups reducing
- Higher levels of employment and social connectedness
- A supply of homes that is closer to meeting needs
- A smaller carbon footprint
- Higher levels of satisfaction with our communities as a place to live.

The way we do things is determined by our values:

We are **Caring, Committed** and we will be **Successful Together**.

Southway Housing Trust has a clear sense of purpose:

- We provide and build homes that people on below-average incomes can afford. We understand our role as a 'steward' on behalf of our local communities.
- We are community-based. Our focus on South Manchester, and areas nearby, means we understand our neighbourhoods and, with our tenants and residents, we know what works.
- We care about the people who live in our homes. We build trust and confidence and believe that we can achieve success together.
- We use our skills and resources to address inequality, reduce poverty and improve lives in our diverse communities. We support, advise, and enable people to achieve their potential and live well.
- Our services provide value for money. We are creative in solving problems and we use our financial strength effectively. We work with others to create greater outcomes.
- We will promote what we are good at, if that helps others, and make profit for the purpose of building more affordable homes in South Manchester.

Futures Strategy 2020-2025

Southway was formed in 2007 when homes were transferred from Manchester City Council. For the first few years, our focus was on the delivery of the promises made to tenants prior to the transfer. This included making improvements to homes and neighbourhoods, and building a strong landlord service. All Southway homes now exceed the Decent Homes Standard, and our core landlord services achieve above-average performance and tenant satisfaction ratings.

In 2015, we published an updated Futures Strategy that set a new direction, while building on the foundations we established over the first 8 years. The current version of the Futures Strategy was launched in 2020. The Strategy seeks to make

the best use of Southway's financial capacity to deliver our vision and purpose, and to ensure the business is diverse and resilient.

The Strategy sets priorities for the five years to 2025. It is available to view by clicking this [link](#).

For 2022/23 we have set a corporate delivery plan with a Back to Basics focus. After two years of Covid and feedback from our tenants about the importance of the services we offer and clear communication, we want to get the basics right. This means that:

- Our core landlord and community services are accessible
- Our homes are well maintained
- We communicate clearly and in good time with our customers and communities
- We are efficient and productive, making good use of our resources.

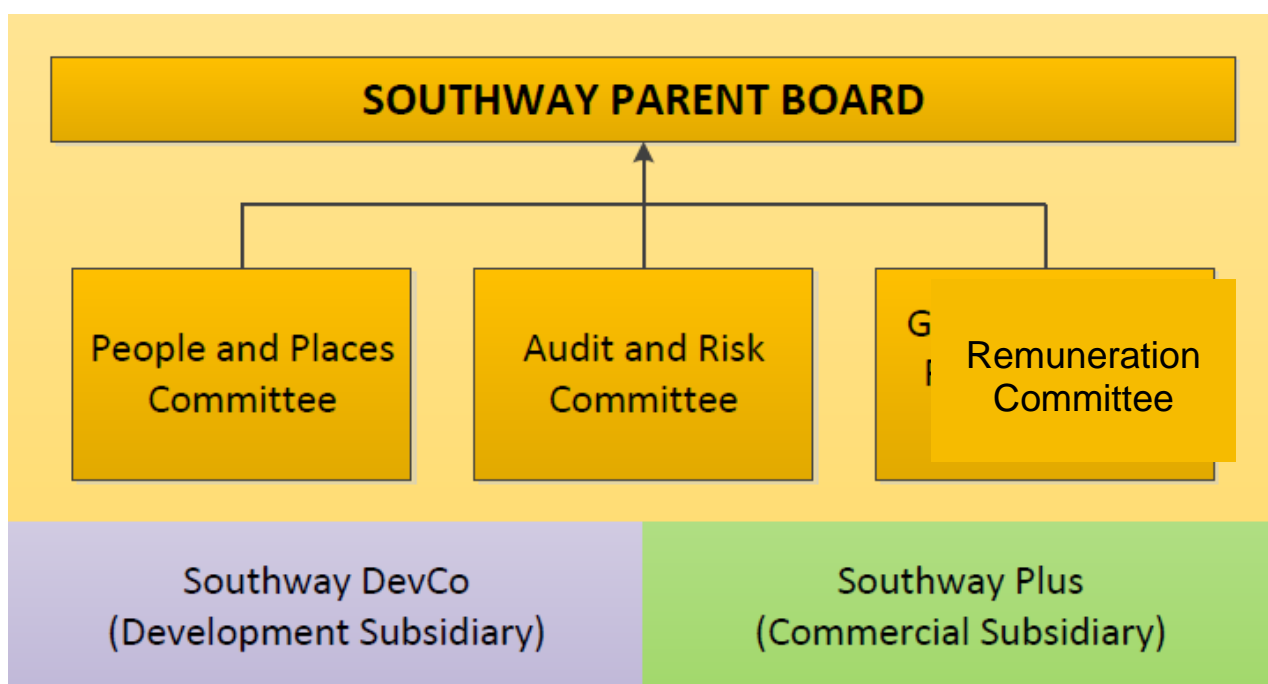
4. Southway's Governance Structure

Board and Committee Members are volunteers. Some of these are Southway tenants, some are nominated by Manchester City Council, and some are independent members appointed to provide specific expertise.

Appointments to the governance structure are based on the knowledge and skills that individuals can bring to the overall mix.

The Audit and Risk Committee has six members: three from the Parent Board and three independents. It works collaboratively with the Parent Board, helping to provide assurance that business risks are managed and mitigated.

Our full governance structure is below:



5. About the Role

What you will bring to the role

Members in all parts of the governance structure must demonstrate a commitment to and understanding of the vision and values of the Trust, as well as being able to understand the Audit and Risk Committee's activities and priorities, and make key decisions, leading the organisation effectively.

What you will do in the role

- You will help shape what we do by using your professional experience.
- You will work with other Board/ Committee members to set objectives and agree how to meet them.
- You will complete an induction and training and read Board/Committee papers to gain a thorough understanding of Southway and the role.
- You will monitor Southway's performance and ensure we meet our obligations to residents and the local community.
- You will work with fellow members to take decisions that are in the best interest of the Trust and in line with the [Code of Conduct](#) and [Regulator Social Housing Standards](#).

Time Commitment

The Audit and Risk Committee meets 4 times per year and has an annual Away Day.

Meetings take place in the evening, starting around 5.30pm, and each requires up to a day of work, considering reading and preparation, plus around 2-3 hours for the meeting itself. Papers are issued 7 days before meetings.

As part of taking on the role, all new members take part in an induction programme, meeting the Chair and members of the Executive to discuss the priorities and challenges of the Trust, taking a tour of our neighbourhoods, and going through a governance briefing to learn about the role and its requirements.

Each spring, all members attend a one-to-one review meeting with the Chair and Chief Executive to review their effectiveness and that of the Board, and to identify any training and development needs.

Pay and Support

As a community-based organization with a strong commitment to the importance of volunteering, all our Board and Committee Member roles are undertaken voluntarily, which fits with Southway's ethos and direction. Members can claim a monthly discretionary allowance – this is £100 per month for Board Members and £65 per month for Committee Members.

Support can be provided based on individual needs, which will be discussed during recruitment and induction. This might include adjustments to enable a person with a disability to play an active role, or support with childcare costs where this would otherwise be a barrier to attendance.

6. How to Apply

Recruitment Timetable

The deadline for applications is **Monday 22nd January 2024**. We will be holding interviews on the morning of 29th January 2024 and we would like the successful applicant to be appointed in time for the Audit and Risk Committee Away Day on 29th February 2024.

The interview will be at our Southern Gate offices with:

- Faisal Butt, Chair of the Audit and Risk Committee
- Karen Mitchell, Chief Executive
- Mark Arrandale, Committee Member

Further Information

For further information on the contents of this pack or the recruitment process, please contact Matthew Maouati, Head of Corporate Services, at m.maouati@southwayhousing.co.uk

Equality Statement

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