

Role details

Role title:	Board Member (Non-Executive Director)	Responsible to:	Plus Dane Stakeholders
Responsible for:	The affairs of Plus Dane	Location:	Atlantic Pavilion, Albert Dock, Liverpool
Salary:	£6,360 per annum	Expenses:	Out of pocket in line with policy

Membership and participation

Members will:

- Serve for a maximum term of six years. When membership has reached six years the Board, if in Plus Dane's best interests, may allow a further years' service (up to a maximum of three years).
- Serve on one Committee (and may serve as Committee Chair).
- Become a shareholder of Plus Dane Housing.

Members will be expected to:

- Have the time and energy needed to discharge the responsibilities of the role, including preparation for and regularly attend meetings, away days, sessions and other events.
- Contribute to and share responsibility for Board decisions.
- Declare any relevant interests.
- Respect confidentiality of information.

All Board Members will work together as a team. The first responsibility of each Board Member is to act in the best interests of Plus Dane. The Board Member must not seek to promote their personal interests or the interests of groups or their individuals.

Participation at:

- Quarterly Board meetings.
- Quarterly Committee meetings.
- Quarterly Chairs' meetings (if member serves as a Chair).
- Strategic and training sessions.
- Away days.
- Community initiatives and other events.

Purpose and functions of the Plus Dane Board Member

Purpose:

The Board direct the affairs of Plus Dane in accordance with its objects and Rules of Association to ensure that its functions are properly performed.

Functions:

- Set the strategic direction and ensuring long term success of Plus Dane.
- Establish a positive culture and determining its values.
- Embed equality, diversity and inclusion.
- Scrutinise, monitor and control Plus Dane's functions, providing constructive challenge.
- Seek assurance that Plus Dane is operating effectively, efficiently, economically and delivering value for money (VfM).

- Ensure Plus Dane complies with its legal and regulatory responsibilities.
- Take action to comply with fiduciary responsibilities.
- Ensure that they and Plus Dane complies with its governing documents including the Rules of the Association and chosen Codes of Governance.
- Promote good governance and ensure that Plus Dane's affairs are conducted in accordance with generally accepted codes of performance and propriety,
- Appoint and if necessary, dismiss the Chief Executive.
- Elect or appoint a Board Chair with appropriate skills to lead the Board ensuring its effectiveness.
- Establish and oversee a framework of internal control and delegation.

Area	Requirements
Experience, abilities and skills	<ul style="list-style-type: none"> • Leadership: leadership or management in an organisation, which will include an overview of complex budgets and high standards of probity; an ability and vision to lead and represent Plus Dane as part of a team. • Customer and community focused: understanding, awareness and balancing the needs of tenants, customers and communities. • Socially, ethically and environmentally aware and responsible: have an awareness and appreciation of these matters and the role you can play in shaping them. • Social housing and its regulatory framework: awareness of, or interest in. • Working with stakeholders: ability to operate effectively at all levels including assessing and interpreting a wide range of stakeholder interests and requirements and balance them effectively. • Strategic Contribution: able to apply wider commercial and environmental considerations in an operational context; able to evaluate and balance risk and opportunities. • Analysis and Judgement: ability to understand and draw conclusions from written and verbal communication; analyse and understand data and information from a range of sources; ability to sense check information for compliance, accuracy and completeness; ability to scrutinise, challenge and seek assurance on performance of Plus Dane; consider differences of opinion and form appropriate conclusions. • Governance: Understanding governance; knowing the legal and regulatory framework that you operate within and the responsibilities and liabilities of directors. Knowing what good governance looks like, with a clear appreciation of the roles and responsibilities of the Board, so you can better shape and support the board. • Performance improvement: understanding of the sector and environment in which Plus Dane is operating, the dynamics of a board and providing support to specific parts of the organisation depending on your skills and expertise. • Influencing: success in influencing decision making; ability to build rapport and trust, and to guide and influence others to pursue the goals of Plus Dane. • Problem solving assessing problems and finding solutions to achieve change through a community position, human-centred, structure-driven and/or knowledge-driven approach. • Scenario planning: ability to scan the current environment, project forecasts, and influential internal and external factors to produce a setting of plausible potential futures to help Plus Dane understand how various situations may affect business. • Communications: effective written, verbal, listening and interpersonal skills

Personal style and behaviour	<ul style="list-style-type: none"> • Shares the vision and commitment to Plus Dane to social justice, fighting discrimination and offering excellent services. • Commitment: to social housing, and the values of Plus Dane. • As an ambassador: open, engaging and enthusing style. • Working with teams: able to work as a member of a team acting and thinking corporately in a collaborative style to problem solve, manage conflict and operate constructively with fellow board members. • Probity and integrity: committed to the values of accountability, openness, transparency and equality of opportunity. • Motivated and passionate: a desire to focus on the best interests of customers, service users and staff; ready to go the extra mile to produce positive change.
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Plus Dane's values

- Learn and grow.
- Work together.
- Achieve for our customers.
- Take ownership.

Policy statements

Plus Dane is committed to:

- Safeguarding and promoting the welfare of young people and vulnerable adults and expects all whom work with Plus Dane to share this commitment.
- Progressing equality, celebrating diversity and promoting inclusion among our workforce, and eliminating unlawful discrimination.

Review

This role specification will be reviewed at least biennially and/or whenever vacancies for the position of Board member arise.

Last reviewed: February 2023
Review due: January 2025