



Broadacres

It's not just about the bricks

Recruitment Pack

Independent Audit Committee Advisor

July 2017

Your application

Dear Applicant,

Application Independent Audit Committee Advisor at Broadacres

Thank you for your interest in this position.

For your information I have enclosed:

- a person specification for the role which outlines the type of person we are looking for;
- a Chair of Audit Committee role requirement which the successful applicant will be required to sign;
- the Terms of Reference of the Audit Committee explaining its responsibilities;
- details of the current membership of Broadacres Audit Committee;
- principal terms and conditions to this appointment.

Further information on Broadacres is available on our website www.broadacres.org.uk

To apply please visit <http://www.broadacres.org.uk/Jobs/Vacancies/> section and click on "how to apply". In your submission please provide:

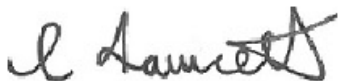
- an up-to-date CV which shows your full career history with any breaks explained and includes the details of two work related referees – we recommend that this is no longer than two pages;
- a supporting statement detailing your suitability for this role – we recommend that this is no longer than two pages;
- equal opportunities monitoring form (downloadable from the website)

The closing date for all applications is **Tuesday 29 August 2017 (12 noon)**

Please do contact me if you wish to have an informal discussion about the role or if you have any questions either by phone on 01609 767923 or by email at chris.fawcett@broadacres.org.uk

I look forward to hearing from you.

Kind regards



Chris Fawcett

Company Secretary

Contents

Your application	2
Contents	3
Welcome letter	4
About us	5
Board of management	7
Management team	13
Role requirements	14
Person specification	17
Audit Committee Terms of Reference	19
Principal terms and conditions	23
Key dates and selection process	24
Supplementary information	25
Media advertisement	26

Welcome letter

Dear Applicant,

I am delighted that you are interested in being considered for the position of Independent Audit Committee Advisor at Broadacres.

This pack will help guide you through the selection process designed by the Board's recruitment panel. What this pack won't do is give you a feel for us: our style, our character, our culture and our ethos. For that I suggest you download those documents listed on **Page 25** and visit our website:

<http://www.broadacres.org.uk>

Broadacres began in 1993 and was initially established as a tenant-led, stock transfer organisation, with our tenants at the heart of all our decision making. Broadacres has since grown both in terms of the number of properties it manages - currently more than 6,000 homes - but also the services it provides, including extra care schemes, women's refuge, young homelessness accommodation and services for people with learning disabilities and mental health issues. As Chair, I am committed to Broadacres mission and values but also see that being a key partner to a range of local stakeholders is the primary means by which we can deliver tangible benefits for our communities.

We remain financially strong and our customers are at the heart of everything we do. We are committed to maintaining and developing good quality affordable housing within North Yorkshire. We've worked hard at creating a culture and ethos that delivers success. At its heart is making our homes, communities and neighbourhoods a place where people choose to live and receive the highest possible quality of services.

Now is a particularly exciting time to join Broadacres as we will be recruiting a new Chief Executive following the retirement of the previous CEO after 22 years in the role. We continue to move forwards by setting a new strategic plan for the next 5 years in 2018. The roles form part of our governance improvements and we are building a strong board to support and challenge our executive team. The role is complex and diverse, critical in helping to manage the strategic risks of the organisation.

You will be a can-do person who can lead others to navigate change, and identify opportunities as well as risks. We believe Broadacres is an excellent landlord and this is a chance to be part of a positive organisation providing quality services to our customers and their homes. We hope you agree it's about more than just the bricks and will feel inspired to apply.

Best regards



Colin Wilkie
Chair

About us

About Broadacres Housing Association



Broadacres Housing Association provides a comprehensive range of services to approximately 6,000 homes in North Yorkshire. Established in 1993, the Association has grown both in terms of the number of properties it manages and its awareness of the needs and aspirations of its customers.

With its headquarters in Northallerton, Broadacres currently has stock in Hambleton, Darlington, Richmondshire, Harrogate, Redcar and Cleveland, Ryedale, Scarborough, Selby, East Riding of Yorkshire, York and Leeds.

Broadacres provides homes for rent, shared ownership and outright sale, as well as providing a range of support services to different client groups including persons with mental health problems, learning disabilities, older persons, people with physical disabilities, those fleeing domestic violence and single young people who are homeless.

Vision, mission and values

Our Vision

'To deliver an individual service which makes a real difference to people's lives'.

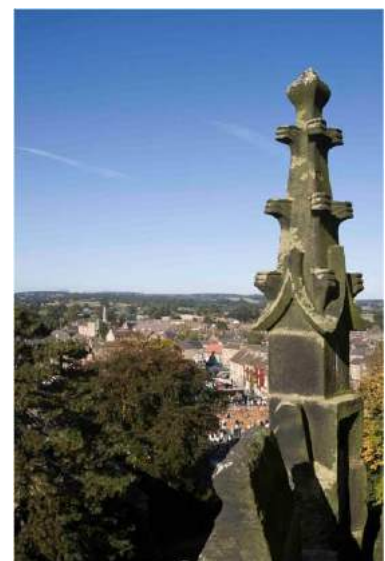
Our Mission

Through a committed, enthusiastic and skilled workforce, working together, we deliver:

- Homes people want to live in.
- Customer driven services.
- Value for money.
- Wider community investment through partnership working.
- Environmental responsibility.

Our Values in delivering services

- Be approachable, accessible, fair and honest.
- Value and respect equally the contribution of all people
- Involve customers in all aspects of our business.
- Be environmentally responsible.
- Keep promises and commitments.
- Expect the highest standards from our own staff and those acting on our behalf.



Customers

At Broadacres we provide a range of services to our customers, all aimed at meeting our vision of making a real difference to peoples' lives.

Whether it is carrying our repairs to ensure your home is kept to the highest standards or providing you with ways of saving money, we strive to ensure you receive a first-class service and that, ultimately, you are proud to say you live in a Broadacres' home.

Services

Our 'it's not just about the bricks' slogan is not just words, but something that we live and breathe every day. This is supported by the range of services we offer our customers and other people living in the areas where we have homes.

Our services are dynamic and innovative and designed to promote independence and improve quality of life and wellbeing.

- Property repairs and improvement
- Estate Management
- Money advice
- New Homes
- Support services for the vulnerable
- Care services including domiciliary care, extra care and domestic abuse refuge
- Able Day Care, which provides therapeutic day services for clients
- An in-house cleaning service
- Richmond & Hambleton Furniture Store



Board of management

Colin Wilkie – Chair

- Occupation: Retired.
- Date of Election to Broadacres: March 2014.
- Past experience: Associate Director and General Manager with Yorkshire and York Primary Care Trust, Hambleton and Richmondshire Primary Care Trust and Northallerton Health Services. Services involving people with mental health issues, learning disabilities, substance misuse and prison health. Currently Chairman of Directors/Trustees of Northdale Horticulture and Public Governor of Tees Esk and Wear Valley NHS Foundation Trust. Key skills are governance, corporate and business planning, performance monitoring, leadership and probity.
- Committees/Working Groups: Broadacres Board of Management, Broadacres Services Ltd, Chairs Reference Group.
- Interests: Wildlife, walking and gardening.



Personal Statement:

I have worked for many years in services provided to support vulnerable people. Much of this work has been managed in partnership arrangements with other organisations, both statutory and voluntary. Broadacres has been part of some of these partnerships and has demonstrated a strong commitment to providing good comprehensive services to the local population. By joining the board at Broadacres I will bring my experience in health and social care to support their continuing development.

Gareth Roberts

- Occupation: Chartered Surveyor
- Date of Election to Broadacres: January 2014
- Past experience: Chartered Surveyor – Public Sector Land and Property Management.
- Committees/Working Groups: Board of Management, Mulberry Homes Yorkshire Ltd.
- Interests: Travel, countryside and hill walking, cinema, the built environment, rugby union, motor sport, most things retro.



Personal Statement:

Being a board member enables me to understand affordable housing needs in the area and gives me the opportunity to contribute a little towards its provision.

Peter Ottowell

- Occupation: Retired
- Date of Election to Broadacres: September 2014
- Past experience: Over 40 years' experience in local government/housing association sectors. Managing Director of Three Rivers HA up until 2010 when he took early retirement. Currently Chair of Inclusion Housing in York. Key skills are governance, operational performance, property development, strategic planning and change management.
- Committees/Working Groups: Broadacres Board of Management, Mulberry Homes Yorkshire Ltd – Chairman, Chairs Reference Group.
- Interests: Gardening, cooking, walking my two cocker spaniels, travel and an active social life.



Personal Statement:

Having enjoyed a 40 year plus career in social housing, I feel very proud to be part of two organisations who put people first and, in particular, ensure those who are vulnerable are able to enjoy a good quality home and service. My aim is to support the board, staff and residents of Broadacres to achieve their aims and aspirations by using my knowledge as effectively as possible.

Hilary Wintersgill

- Occupation: Self-employed taxi driver
- Date of Election to Broadacres: November 2008
- Past experience: Previously a member of the PTA Committee when my children were at school.
- Committees/Working Groups: Broadacres Board of Management, Broadacres Services Limited.
- Interests: Knitting, crochet, embroidery, reading, cooking.



Personal Statement:

I enjoy helping tenants to get help from Broadacres. I am glad to be on the board of a very good housing association and being able to watch it grow.

David Dumbleton

- Occupation: Fleet Manager
- Date of Election to Broadacres: September 2015
- Past experience: I am a retired Civil Servant with experience of managing building projects and performance improvement. I now manage a fleet of vehicles for a local authority and am a member of the West Tanfield Parish Council.
- Committees/Working Groups: Broadacres Board of Management; Audit Committee; Diversity Development Group.
- Interests: I enjoy visiting antique fairs and toy collector fairs.



Personal Statement:

As a tenant of Broadacres I feel I have an understanding of issues which are important to the customer. I am very pleased to be able to contribute my experience and skills to the organisation as a member of the board.

Lee Parkinson

- Occupation: Managing Director and Chief Executive
- Date of Election to Broadacres: September 2015
- Past experience: Corporate leadership and senior management roles for major construction companies' procurement and supply chain management operations. Development and management of large public sector procurement frameworks for Local Authorities and Registered Providers of Social Housing. Currently Chief Executive of Efficiency North, the Yorkshire and Humber region's Homes and Communities Agency sponsored collaborative procurement consortium for social housing providers. Corporate member of the Chartered Institute of Purchasing and Supply.
- Committees/Working Groups: Broadacres Board of Management; Audit Committee.
- Interests: Music, sport and relaxing with my family. I am an Editorial Advisory Board Member for Supply Management magazine and frequently contribute to procurement and supply chain management pieces.



Personal Statement:

I believe passionately that intelligent procurement can be used as a vehicle not only to provide value for money, but also to add social value and do well by people. My aim is to share my knowledge and experience with the board and staff of Broadacres to support their constant efforts to provide high quality housing and associated services to their customers.

Nigel Bell

- Occupation: Retired
- Date of Election to Broadacres: September 2015
- Past experience: An initial career in local government planning, but the majority spent in private house-building with both national and regional companies, mostly at board level.
- Committees/Working Groups: Broadacres Board of Management; Board of Mulberry Homes.
- Interests: Cycling, ornithology, volunteering (Wildlife Trust), woodland management, Rotary, sport, travel.



Personal Statement:

A qualified town planner, I have accumulated extensive experience of all aspects of house-building including the delivery of many mixed tenure schemes in partnership with housing associations. As such, I am well placed to help Broadacres achieve their aims, regardless of how unhelpful the climate may be in which the social housing sector has to operate.

Maurice Cann

- Occupation: Retired Chartered Town Planner
- Date of Election to Broadacres: September 2015
- Past experience: I previously managed a local authority Planning Department, together with Building Control and Environmental Health and support services. More recently, I now work as a volunteer Advocate with North Yorkshire Advocacy and sit on their board as a trustee.
- Committees/Working Groups: Broadacres Board of Management; Broadacres Services Ltd.
- Interests: I enjoy running and trying to keep fit. I also spend time looking after my collection of donkeys, goats and chickens.



Personal Statement: I look to make a contribution to Broadacres with my local knowledge and experience of the planning system. The provision of affordable housing is a fundamental element of society and local need remains high. The retention of local communities in the rural areas of North Yorkshire depends on a ready supply of affordable housing. It is important that the housing developed by Broadacres is of a high quality design and provides an environment in which people will feel proud and value. I also have an interest in the support services provided by Broadacres to vulnerable people which adds greatly to their quality of life.

Jacqui Bateson

- Occupation: Senior Proposition Manager, Skipton Building Society
- Date of Election to Broadacres: March 2017
- Past experience: Vice Chair - Yorkshire Housing and board member at Craven Housing with skills in risk framework and board risk appetite, governance and board member recruitment, board appraisals and developing the strategic direction of the board.
- Committees/Working Groups: Broadacres Board of Management; Chairs Reference Group.
- Interests: I enjoy walking and traveling.



Personal Statement: I am really pleased to join Broadacres and I hope to make a positive contribution through my using skills and experience within the social housing sector, to strengthen Broadacres overall governance arrangements.

Gordon Perry

- Occupation: Retired Chief Executive, Accent Housing Group
- Date of Election to Broadacres: March 2017
- Past experience: Joined the board of Broadacres Housing Association following retirement as CEO of Accent Group, a national housing association based in Yorkshire. Previously CEO of the Royal Borough of Kensington and Chelsea TMO and Assistant Director of Housing at both London Borough of Camden and at Bolton Metropolitan Borough. Having worked and lived across the North of England, London and the South East, has experience and expertise in a wide range of strategic housing market issues. Founding Chair of the National Association of ALMOs and a long standing member of the HCA Provider Panel. As an independent consultant has a keen interest in governance and remains as passionate about social housing since embarking on housing career 38 years ago.
- Member of the CIH Governing Board and Trafford Housing Trust, a Housing Association based in Greater Manchester with a similar history as Broadacres as it is also has homes transferred from the Local Authority. Also joined the board of ARK Housing Consultancy and will support their consultancy with a focus on business planning, mergers, governance, board and executive selection and mentoring.
- Committees/Working Groups: Broadacres Board of Management; Chairs Reference Group.
- Interests: Theatre, music, and travel.



Personal Statement: I was delighted to be have been co-opted onto Broadacres HA Board in March 2017, in order to support this successful local housing association in strengthening its governance and improve the leadership of their commercial activities.

Philip Summers

- Occupation: Company Director
- Date of Election to Broadacres: March 2017
- Past experience: Over 30 years' experience of property development both within the housing association and private sectors respectively. Formerly Director of Development of Irwell Valley Housing Association and currently owner of a development company which specialises in delivering low carbon PassivHaus projects. Currently Chair of Knowsley Housing Trust development subsidiary as well as a Board Director for the One Manchester Housing Group. Previously Chair of City South Manchester Housing Trust and panel member for Places Matter.
- Committees/Working Groups: Broadacres Board of Management; Chairs Reference Group.
- Interests: Sports, especially squash and running. Other interests include the built environment, architecture and travel.



Personal Statement:

I am delighted to be co-opted on to the board of Broadacres and hope I can bring my experience of development both in terms of governance and practical advice to assist the board in steering the organisation forwards with a solid business plan and growth strategy.

Management team

Pat Brandum, Interim Chief Executive



Pat has worked for local authorities and housing associations in the West Midlands throughout her career. In 2015, Pat retired from her role as Chief Executive of WM Housing Group. Pat now undertakes interim and consultancy roles within the housing sector.

Alison Grainger, Finance Director, BSc Hons, CA

Alison graduated from St Andrews University in 1990 with a BSc joint honours degree in Economics & Psychology. She then trained as a Chartered Accountant with Coopers & Lybrand (now PricewaterhouseCoopers) and qualified with first time passes in 1993. During her career in professional practice she gained experience of both internal & external audit in a wide range of clients including PLC's local authorities, a building society and the health service. In 1996 she was appointed management accountant at Broadacres and has been promoted regularly throughout her career to her current role as Finance Director. Alison is currently Broadacres' lead on financial exclusion and Value for Money.



Andy Powell, Customer Services Director, BSc (Hons)



Andy, who graduated from Newcastle Upon Tyne Polytechnic in 1984 with a BSc honours degree in Sociology and Social Research, was appointed as Customer Services Director in July 2014. Andy has a wealth of experience in the housing sector and a proven track record of delivering high performing housing management and supported housing services which are responsive to changing operating conditions and customer requirements. As Customer Services Director, he is responsible for Allocations, Tenancy and Estate Management, Income Management, Support Services, Catering and Community Involvement.

Chris Fawcett, Business Support Director, CIHDM DMS

Chris started his career in the private sector as an IT consultant before moving to Hambleton District Council and becoming their Head of ICT. He returned to University in 2009 to complete a DMS in Strategic Leadership. Appointed in 2015, he now takes the lead in driving Broadacres' status as an employer of choice in the local community. In his current role he is responsible for the management and leadership of Human Resources, Information Technology, Legal Services, Facilities and Communications. Chris is also the Company Secretary and an affiliate member of ICOSA.



Role requirements

Responsible to: Chair of the Committee

Role Requirements:

- To comply with the association’s policies, procedures and standing orders as set and amended from time to time by the board;
- To act within the rules of the association;
- Uphold and promote the core policies, values and objectives of the association (including its commitment to diversity and equal opportunities);
- Contribute to and share responsibility for decisions of the board and/or any committee of the board of which a member of, including the duty to exercise reasonable care, skill and independent judgement;
- Regularly attend meetings of the board and other relevant committees and to prepare for such meetings;
- To act only in the interests of the association and to understand the constitutional and legislative framework as it applies to the association and act only within its powers;
- Declare any relevant interest and avoid conflicts of interest and to respect confidentiality of information and comply with Broadacres’ Confidentiality Policy;
- Represent the association when requested;
- Uphold Broadacres’ Code of Conduct and to comply with Broadacres’ Probity Policy;
- To ensure that the company secretary at all times has a list of:
 - all other interested bodies such as; a director or officer, a member of a firm, an official or elected member of any statutory body or the owner or controller of more than two per cent of a company the shares in which are publicly quoted or more than ten per cent of any other company;
 - any property owned or managed by the association and any other significant or material interests.

Independent Audit Committee Advisor Key Responsibilities:

The Audit Committee (“the Committee) reports directly to the Broadacres Board, (“the Board”). Audit Committee Members (“Committee Members”) report to the Chair of the Committee and are appointed by the Board.

1. Overall purpose

As a Committee Member, you will work with the other Committee Members to enable the Committee to discharge its responsibility to:

- 1.1 act in accordance with the delegated authority of the Board and conduct its affairs in a manner consistent with the Rules, Standing Orders and Terms of Reference of the Committee, in accordance with instructions of the Board, ensuring that its legal and regulatory obligations are understood and met;
- 1.2 to promote and uphold the highest standards of conduct and probity, in accordance with legal and regulatory requirements and guidelines, and the Group's Code of Conduct for Board & Committee Members;
- 1.3 to provide detailed analysis and scrutiny on any issues affecting the operation of Broadacres business and be responsible for identifying risks arising from the organisation's activities. The Committee oversees the approach to risk management and assurance, and acts as "critical friend", providing the relevant checks and balances to ensure that Broadacres achieves its strategic aims and objectives;
- 1.4 to provide an independent review process and consider action necessary to both minimise and effectively manage the risks to the Group and ensure the Group is being properly governed.

Committee Members have a non-executive monitoring and scrutiny role, which is distinct from the operational roles of the Executive Team and the Leadership Team.

2. Main Responsibilities

Committee Members have a responsibility to:

- 2.1 Act in the best interests of Broadacres, its tenants and other customers at all times, regardless of any personal, professional, or political interests;
- 2.2 Uphold the values and the core policies of the Group, including those for equality and diversity;
- 2.3 Provide constructive challenge to the Executive Team and the Leadership Team, to facilitate the achievement of the organisation's aims and objectives;
- 2.4 Establish and maintain a constructive working relationship with the Executive Team, members of the Board and board and committee members, and the Internal & External Audit team members;
- 2.5 Promote Broadacres values and vision both internally and externally, and promote the business of Broadacres to key stakeholders, to include attendance at appropriate events and meetings;
- 2.6 Ensure they have an understanding of the constitutional and legislative framework as it applies to Broadacres, and act within its powers;
- 2.7 To attend and actively prepare for all meetings, training sessions and other events, including reading papers and where necessary seeking clarification;
- 2.8 Contribute positively to debate, decision-making and meetings; and support and share responsibility for the Committee's decisions, including its duty to exercise reasonable care, skill and independent judgement;
- 2.9 Positively participate in regular reviews of individual performance and of the Committee as a whole to ensure the continuous and effective performance of the Committee;
- 2.10 When necessary, participate in the recruitment of new Committee Members when skills

gaps are identified and/or when vacancies arise;

- 2.11 Declare any relevant personal interests in accordance with the constitution and the Broadacres policies and procedures and avoid conflicts of interest;
- 2.12 Respect confidentiality of information;
- 2.13 Uphold the National Housing Federation (NHF) Code of Governance and the NHF Code of Conduct for Board & Committee Members.

3. Approximate Annual Time Commitment

- 3-4 formal Committee meetings per year
- 2-3 training and strategy days
- Plus occasional ad hoc meetings for urgent matters, appraisals etc
- Total time commitment for Committee Members:
- Approx 5 days per annum

There may also be an additional time commitment if appointed to other sub-committees of the Board, or ad hoc working groups.

Person specification

Note: Essential Criteria unless indicated desirable

Time Commitment:

- Able to commit sufficient time to Broadacres business

Experience and Knowledge:

- Knowledge of registered social landlords and housing issues
- Financial expertise
- Commercial leadership
- Business management
- Treasury Management (**Desirable**)
- Community relations/customer services
- Risk Management
- Audit Committee

Abilities and Skills:

- Ability to work in a team
- Able to read, understand and analyse written and numerical reports and information
- Ability to make balanced and informed decisions
- Flexible and adaptable to meet the needs of the association
- Commitment to quality service provision
- Ability to exercise discretion and maintain confidentiality
- An ability to contribute to forming a consensus with other board members when making decisions
- Ability to consider the long-term implications and broader issues when making decisions
- At all times to act in the best interests of Broadacres and in accordance with corporate decisions

Communication:

- Able to express views clearly and effectively in a formal meeting making reasoned contributions
- Able to communicate at all levels
- Able to challenge constructively while respecting the roles, views and feelings of others

Personal Qualities:

- Commitment to the provision of good quality services to customers
- A high degree of probity and integrity
- A commitment to the interest of current and future tenants, residents and leaseholders
- A commitment to equal access and treatment in employment and service

Equality:

- Understand and demonstrate a commitment to equality of opportunity

Audit Committee Terms of Reference

Constitution:

By resolution of Broadacres' Board.

Membership:

The Committee shall comprise of four Broadacres board members appointed by the Broadacres' Board together with an independent member selected to ensure that the committee has the right balance of skills. A quorum to be three members. Membership will exclude the Chairman of the Board.

The Chairman of the Committee will be appointed by the Board.

Frequency of Meetings:

Meetings will be held not less than three times a year. The Chairman of the Committee, External Auditors, Internal Auditors, the Chief Executive or the Finance Director may request a meeting if considered appropriate.

Attendance at Meetings:

At least once a year the Committee shall meet with the External Auditors and Internal Auditors without any member of staff present.

Authority:

The Committee is authorised by Broadacres' Board to undertake any activity within its Terms of Reference. It is authorised to request information from any employee. All employees are required to co-operate with any reasonable request made by the Committee.

The Committee is authorised by Broadacres' Board to obtain independent professional advice and to secure the services of consultants if the Committee considers it appropriate.

Duties:

Principal duties of the Audit Committee:

- A. Overview of financial viability:
 1. to establish a formal and transparent arrangement for considering how the organisation ensures financial viability.
 2. to assist Broadacres' Board in ensuring the integrity of financial reports to external parties, ensuring in particular, that the annual financial statements, are accurate, balanced and fair and conform to accounting standards;
 3. to confirm to Broadacres' Board that there are no outstanding matters of disagreement between management and the external auditor;
 4. to learn from the external auditors of their principal matters of concern.

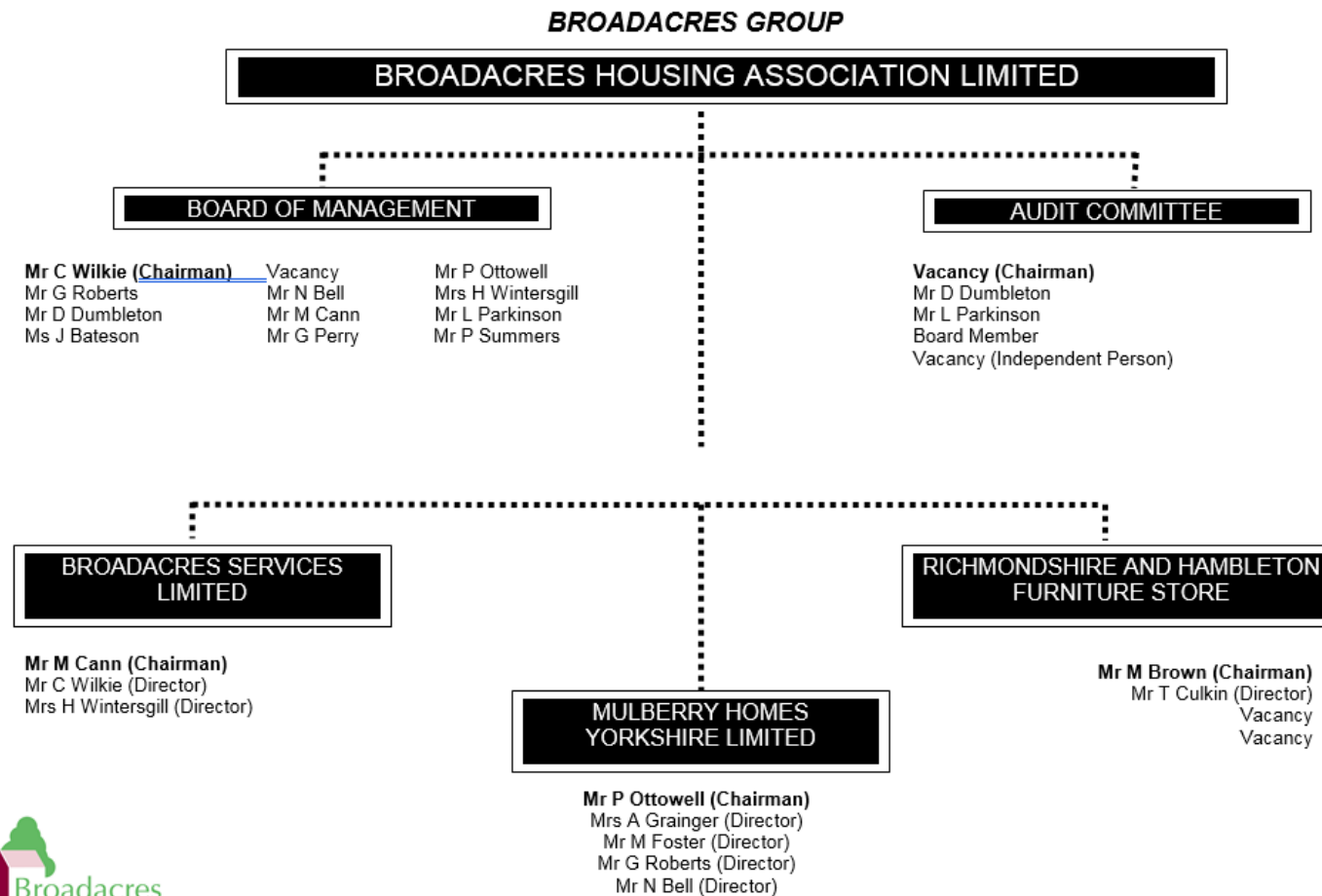
- B.** Overview of external audit:
1. to consider whether or not Broadacres and its subsidiary companies (“the Group”) are getting good value for money from the external auditor;
 2. to review the external audit work on behalf of Broadacres’ Board;
 3. to recommend to Broadacres’ Board the external auditor through a proper and transparent procedure for the selection and periodic review of the appointment of external auditors.
- C.** Overview of internal control:
1. to provide the board with independent assurance through scrutiny and oversight of the internal and external audit functions.
 2. to satisfy Broadacres’ Board that there is a sufficient systematic review of the internal control arrangements of the Association and any subsidiary organisations of the Association, both operational (relating to effectiveness, efficiency and economy) and of financial reporting controls, providing an annual report to the Board to this effect;
 3. review and approve the internal auditors annual Internal Controls Statement.
 4. review and approve, the Internal Audit Plan (IAP) on an annual basis, ensuring it is risk based; meets the needs of the organisation; that the function has the necessary resources and access to information to enable it effectively fulfil its role and is equipped to perform in accordance with the professional standards for internal audit.
 5. to ensure that audit reports are received on a timely basis; review and monitor managements response to the internal auditors findings and recommendations, ensuring any identified weaknesses in controls are addressed promptly within the agreed timeframe;
 6. in the event of any critical weaknesses, significant frauds or legal prosecutions being identified the Chair of Audit should be notified immediately;
 7. to consider the external auditor’s management letter;
 8. to review the adequacy and security arrangements of the Group’s arrangements for its contractors and employees to raise concerns in confidence through whistleblowing procedures relating to detecting fraud, for the prevention of bribery and other wrongdoing.
 9. to commission special investigations into matters of concern relating to internal control;
 10. to learn from the internal audit function of any major audit findings, and to advise thereon;
 11. to meet with the Internal Auditor at least once a year without the presence of management.
- D.** Risk Management:
1. to monitor on behalf of Broadacres’ Board risk management within the Association and any subsidiary organisations of the Association;
this will include:
 - recommend to the Board for approval the risk management framework which includes the mechanisms for defining risk and the assessment and management and reporting of risk and defines the risk appetite;
 - reviewing and approving the risk map, for ratification by the Board, noting changes to the risk scores.

- regularly reviewing the individual and combined material risks faced by the organisation and ensuring plans and strategies are in place to mitigate and manage them effectively.
 - arranging audits/investigations to confirm the risk management process is being adhered to;
 - challenging the cost of mitigation against the potential impact of the risk;
 - proactively championing risk management and helping establish a culture of risk management within the organisation.
 - 2. to report annually to the Board on the effectiveness of the Group's risk management.
- E. Health and Safety**
1. To ensure that there is an effective policy for health and safety at work for all those persons within their employment and those persons affected by the Group's various undertakings.
 2. To ensure that such information, instruction, training and supervision are provided as is necessary to ensure the health and safety of all staff of the Group.
 3. To monitor compliance with the health and safety policy ensuring as far as possible, the maintenance of a safe and healthy working environment in all the Group's varied undertakings, reporting findings to the Board.
 4. To ensure through Broadacres' management team that a copy of the Group's Health and Safety Policy and any subsequent amendments is made available to all staff.
- F. Fraud and probity**
1. To review procedures for the detection of fraud, the prevention of bribery and whistleblowing, for approval by the Board.

Reporting:

The minutes of the Committee Meeting will form part of the agenda of Broadacres' Board. The Board will review the work of the Audit Committee once a year, based on a formal report by the Committee Chairman.

Current membership of Broadacres Audit Committee



Principal terms and conditions

Position:

Independent Advisor to the Audit Committee

Remuneration:

The annual remuneration for the role £450 per meeting attended, plus reasonable expenses.

Time Commitment:

The estimated time commitment for the Independent Advisor to the Audit Committee is 25 hours per year.

Terms of Office:

The tenure length for a Board member is three years. This can be renewed subject to a satisfactory appraisal and the Board's skills requirements at the time. All members are restricted to a maximum of nine years' continuous service (i.e. three terms, each of three years).

Location:

Meetings of the Audit Committee are held at Broadacres House, Mount View, Standard Way, Northallerton, North Yorkshire, DL6 2YD.

Meeting Dates/Times:

Audit Committee meet not less than three times each year.

Meetings of the Audit Committee commence at 5.00pm.

The meetings currently scheduled for 2017:

- Monday 16 October
- Monday 11 December

Key dates and selection process

Closing date:

Tuesday 29 August 2017 (12 noon)

Candidates will be advised of the outcome of their application by **Thursday 31st August**. All unsuccessful candidates will be offered feedback.

Interviews:

Week beginning 04 or 11 September 2017

Appointments Process:

In general the appointments process followed is that:

- Vacancies are advertised.
- An Appointments Panel from the board will sift all the applications received against the required criteria.
- Candidates may be interviewed either face to face or via video-link/telephone, to assess how they meet the skills requirement for the role.
- Some roles will be filled by selection and some will go forward for election.

The following general principles will apply:

- Merit – the choice of individual should be based on skills, experience and qualities required by the board to operate effectively.
- Equality and diversity – encouraging a wide range of high calibre applicants in the spirit of Broadacres commitment to inclusion.
- Probity - those involved in making appointments should act with integrity.
- Transparency – the appointments process should be fair and accessible to all suitable candidates.
- Focus on outcome - the quality of skills required by the board rather than process.

Supplementary information

Please click the below links to download the further documentation and information:

[Customers](#)

[Services](#)

[Board Meeting Minutes](#)

[Policies](#)

[Corporate Plan](#)

[Annual Report 2015/16](#)

[Annual Performance Reports](#)

[Value for Money](#)

[Development Spend](#)

[HCA Regulatory Judgement](#)

Corporate Plan 2012 – 2017 (Annex 1)

<http://www.broadacres.org.uk/About-Us/Performance-and-policies/>

Annual Report and Financial Statements (Annex 2)

<http://www.broadacres.org.uk/About-Us/Performance-and-policies/Annual-report-and-financial-statements/>

Annual Performance Report (Annex 3)

<http://www.broadacres.org.uk/About-Us/Performance-and-policies/>

Broadacres Probity Policy - including Board Member Code of Conduct (Annex 4)

http://www.broadacres.org.uk/SiteFiles/Content/MediaLibrary/Docs/About/Probity-Policy_2.pdf#view=fitV,100

To find out more please visit the <http://www.broadacres.org.uk> website:

Further information can be downloaded from <http://www.broadacres.org.uk>

Media advertisement




Independent Audit Committee Person

£450 per meeting - Northallerton

Broadacres is a successful, innovative, not for profit housing association based in Northallerton and operating across North Yorkshire.

Committed to delivering the highest levels of customer service, we provide a comprehensive range of services to approximately 6,000 homes.

We have been engaged in an improvement process of our governance arrangements during the last 8 months and a review of our internal structures highlighted the need to strengthen the skills of our Audit Committee through creating a new position as an Independent Audit Committee Person with the following skills:

- Financial expertise
- Risk Management
- Commercial leadership

The Audit Committee is key to monitoring risk and managing the internal and external audit functions. You will need to operate within our core values as well as demonstrating a track record and skill set within your field. Whilst recognising that we operate in an ever changing, highly complex and competitive environment, we are confident and excited about the future and recognise that our audit activities will contribute to our future success.

If you feel you have got what we are looking for then we would very much like to hear from you.

For more information on how to apply please visit: www.broadacres.org.uk.

For an informal discussion please contact Chris Fawcett, Company Secretary on chris.fawcett@broadacres.org.uk or 01609 767923.

Closing Date – Tuesday 29 August 2017 (12 noon)





Third Floor

Olympic Office Centre

8 Fulton Road

Wembley Middlesex

HA9 0NU

020 8830 6777

