



Department/Section:	Manager of Boards and Committees
Reports to: Accountable to:	Assistant Director of Governance & Risk
Salary	£50,000 - £55,000
Type	Fixed Term Contract – 12 Months

HFL is a group of four companies wholly owned by Lambeth Council set up in 2017. We aim to build thriving communities and better homes that are sustainable, affordable and high-quality homes. We provide services to our tenants and we have an ambitious development programme to provide new homes within the Borough of Lambeth.

The Role:

This is initially an interim role to:

- Ensure the effective management and operation of HFL’s Boards and Committees and that all meeting requirements, including forward agenda planning, are planned effectively.
- Provide assurance on 1. To the AD Governance & Risk
- Oversee the provision of quality services to Board and Committee Members
- Manage one or more members of team staff, as required.

Key Responsibilities

Board and Committee Meetings

- To manage and oversee the effective operation of each of HFL’s Boards and Committees, ensuring that the meetings are reliably organised and well supported both pre- and post-meetings.
- Manage and lead the agenda planning process of the Boards and Committees, ensuring that the master agenda planner is kept up to date, and ensure the early drafting of agendas for Boards and Committees across the HFL financial year.
- Ensure that HFL’s Executive and Senior Leadership Team receive early notice of Board and Committee agendas and ensure that these officer groups are well briefed on agendas and reports expected in a timely fashion.
- Lead on the above responsibilities with a “business partnering approach” and work to continuously improve the support to Boards and Committees in conjunction with other members of the Governance Team and AD of Governance & Risk.
- Act in the role of an Assistant Company Secretary, attending and minuting Board or Committee meetings and ensuring that minutes and actions are produced/circulated within laid down time protocols.
- Deal with “between meetings” Board/Committee matters or decisions, ensuring that these are conducted in accordance with governing documents and that appropriate records are kept.



HOMES FOR
LAMBETH

- Provide a quality assurance service in relation to reviewing draft Board reports, correcting typographical errors, reformatting documents, with the aim of improving the quality of Board reports.
- Operate digital Board administration software, continuously seeking to maximise or improve use within HFL, where agreed as relevant.
- Support actions to provide training to Board Members or others on digital board administration software.
- Lead the process to form the annual Board and Committee meetings calendar and ensure that all attendees are issued with meeting invitations or amendments within the agreed timescales.
- Contribute narrative or information for draft Board and Committee reports and be an author of certain reports as requested.

Services to Board & Committee Members

- Provide and manage the provision of a professional, supportive, and customer-oriented service to Board Members, including but not limited to, supporting their effectiveness reviews, appraisals, documentation, training, and development.
- Ensure that questions or requests from Board Members are dealt with in a timely manner.

Additional responsibilities

- Deputise for the Assistant Director of Governance & Risk, where feasible, in her absence.
- Maintain an accurate and efficient electronic and/or paper filing system and be responsible for records management including archiving whilst improving paperless working by scanning to the HFL SharePoint system.
- Be responsible for own health and safety at work and comply with the company health and safety policy at all times.
- Adhere to the Risk Management Policy and notify the line manager of any identified risk.
- Demonstrate support for HFL's EDI approach, policies or strategies. Ensure an EDI perspective is reflected in your behaviours and in the carrying out of the post.
- Any other duties commensurate with the grade of the post as required by the line manager.

Personal Specification

- Significant experience as a governance or secretariat manager within a Company Secretariat or Governance Team, and of managing and motivating a small team
- Proven ability to manage a very busy suite of Board and Committee meetings across a financial year with the ability to forward plan efficiently, effectively and resolve challenges as they arise
- Significant experience of minuting formal Board and Committee meetings
- Knowledge and experience of working within the social housing sector, local authority or third sector or within the housing/house building sectors



HOMES FOR
LAMBETH

Competencies and abilities

- Strong and proven influencing skills, particularly with senior staff
- Ability to demonstrate a solutions and outcomes approach
- Demonstration of flexible approach
- Able to communicate effectively at all levels and to write clearly and concisely
- Ability to focus on detail, whilst multitasking, and undertake a range of activities meeting deadlines as required
- Able to plan and organise own and team's work in order to deliver an excellent and timely service Able to set up and run a number of administrative systems
- Proven ability to maintain strict confidentiality requirements in relation to Boards, Committees, and other matters within the team functions
- Proven ability to draft accurate documents and strong editing skills
- Good proven experience of using Microsoft office products including SharePoint.
- Demonstrable experience of using digital Board administration software packages

Qualifications and Education

- ICSA qualification (desirable but not essential)