

Role Profile & Person Specification

Heylo Housing Group Limited
(HHGL) Board Member and
Remuneration & Nominations
Committee (RNC) Chair



Reports into

Chair of the HHGL Board

Role Purpose

heylo are looking for an outstanding and committed individual for this role, who brings a strong background in managing remuneration or governance arrangements within a business.

This Committee Chair will play a central role along with the CEO, wider leadership team, wider corporate group Boards and other executive colleagues in shaping how heylo resources and delivers its strategy and particularly, ensuring that the business is appropriately resourced with appropriate staff, remuneration recruitment and retention policies to deliver the HHRP goals.

The HHGL RNC Chair will ensure HHGL RNC meetings are effectively governed and will collaborate and co-operate with the HHRP Board Chair, as well as the parent board and other boards and committees within the heylo structure. The Chair will ensure the RNC fulfils its central functions including but not limited to:

- Oversee the process for board and committee appraisals, training and development, and the recruitment, induction and succession planning of board and committee members as well as reviewing and making recommendations to the Boards as appropriate for the Executive Leadership Team, including the Chief Executive's remuneration, benefits and terms of employment in accordance with the RGC terms of reference.
- Oversee matters of governance, and in particular compliance with the chosen Code of Governance.
- Approve key policies and take decisions about matters reserved to the Boards or delegated to the RNC.

Key Responsibilities and Accountabilities

- As part of the Board, oversee and set the long-term strategic direction of Heylo; set the risk appetite and monitor risk; ensure an effective business plan and budget is in place and remains viable; monitor and manage performance through internal controls and delegation and ensure the Board fulfils its duties and responsibilities for the proper governance of Heylo including compliance.
- Lead the RNC in scrutinising and recommending as appropriate remuneration and governance services/operational strategies to the Board
- Through the RNC, set and oversee the long term strategic direction for the organisation in relation to strategies or activities delegated by the HHRP Board including ensuring that the business is appropriately resourced with appropriate staff, remuneration recruitment and retention policies to deliver the organisation's goals.
- Through the RNC, oversee matters of governance, including the choice of and compliance with the organisations Code of Governance
- Approve key policies and take decisions about matters reserved to the Board or delegated to the RNC.
- Lead the RNC in annually reviewing its role, activities, membership and terms of reference.
- Make decisions on behalf of and in the name of the Committee when an urgent decision is required outside of the usual meeting cycle.
- Report to the HHRP Board on the activities of the RNC as part of the annual assurance process and at any time alert the Board to any matters of concern.
- Define and ensure compliance with Heylo values, objectives and regulatory requirements.
- Be or become knowledgeable about Heylo activities and the strategic context within which Heylo operates.
- Foster positive working relationships within the HHRP Board, between the Board and Committees, RNC members, the executive team, across Heylo Group legal entities, and the customer panels or other customer engagement strategies and opportunities.

Person Specification

The successful candidate will be a dynamic, entrepreneurial, and communicative leader, capable of winning trust, and will bring:

- Experience or knowledge of Chairing a Board, Committee or equivalent governance body.
- Experience of an organisation which provides large-scale people and governance services.
- Knowledge and/or experience of people engagement and governance arrangements.
- Understanding of the political environment relating to housing matters.
- Experience of reviewing performance data and monitoring performance of a complex, diverse, and developing organisation.
- Providing leadership and strategic direction to Boards, Committees or similar organisations.

In addition, we look for all non-executives in our group structure to meet all or most of the following competencies/behaviours:

- Strategic leadership;
- Analysis and scrutiny;
- Team working;
- Personal effectiveness, including time commitment;
- Decision making;
- Chairing (for Chair and anyone leading a Sub-Committee);
- Inspire others, to motivate them and secure commitment;
- Able to see the 'big picture';
- Able to understand the role of a profit-making subsidiary within a wider group structure;
- Positive influence on the Board;
- Respect decisions which may not reflect preferred approach;
- Keep up with change in the social housing sector;
- Handle conflict and difficult situations;
- Adopt and maintain an inclusive approach Represent and advocate for the company outside of the boardroom.

Commitment

Board members are expected to:

- Attend board meetings, any additional board meetings, and board away days devoting sufficient time and energy to heylo business.
- Sit on one or two committees of the board, attend the meetings of these committees and take a special interest in the relevant area.
- Contribute to the direction of heylo by supporting the executive in particular projects or areas on request, e.g. recruitment and complaint panels.
- Participate in training and development.
- Keep abreast of developments in the sector.

A flexible approach is needed to meet business needs with evening meetings or events and occasional weekend commitments. The role is expected to require 12-14 working days a year.

Standard Responsibilities

Adopt and comply with Heylo values, policies and procedures, and regulatory frameworks.

No role profile can cover every issue that may arise within the post at various times. The post holder is expected to carry out other duties from time to time, which are broadly consistent with those described. Duties may be changed, after discussion, to suit the operational requirements of HHRP.

Organisational Competencies

We want to make Heylo a great place to work and a great organisation that really delivers for its customers. Our values guide how we work, every day. Everyone within the organisation is expected to demonstrate the following:

- **Innovation** – We will always be striving to improve the quality of our execution to improve our service to our customers and our returns for our business.
- **Results focused** – We enjoy providing affordable housing for highly satisfied customers leading to dynamic growth and sustainable profitability for our business.
- **Collaboration** – We work together as a team and communicate effectively with our partners, customers and stakeholders.
- **Integrity** – We will act with honesty and aim to meet the highest ethical standards in our dealings with our colleagues, customers and stakeholders and in full compliance with our regulatory obligations.
- **Respect** – We support each other and value the contribution and ideas of others.

Heylo Housing
Group Limited



heylo

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