

In-house Seminar

The 5 responsibilities of the Management Board.

Responsibility 1. To act within powers

1. Act in accordance with the constitution

Question Where will you find the constitution?

2. Exercise powers for which they were conferred

Question: What documents tell you this?

Responsibility 2. To ensure Good Governance

What do we mean by Governance?

The process of decision making and the process by which decisions are made or not made.

What do we use to ensure that we are making good decisions?

Constitution – also known as the rules

Management Agreement

Policy and Procedures

TMO stated vision and values

What is our Vision?

Haddonhall Residents TMO is committed to working for the people of Haddonhall Estate in order to provide excellent services and improve the quality of life for residents through resident management and community empowerment.

We will achieve this by:

- o Providing the best housing service possible for our residents
- o Improving the estate and homes of our residents
- o Undertaking projects and initiatives which will benefit local people
- o Working with other groups and the council to improve a wide range of services for residents
- o Strengthening our community
- o Acting as a voice for the residents of the estate

We will do this by ensuring we continue to communicate, consult and involve all members of the community in the TMO and local decision making

PEOPLE – HOMES – ENVIRONMENT

What are our values?

Haddonhall TMO has adopted the following values in order to reflect our commitment to providing excellent services and the empowerment of local people:

- o We are a responsive organisation and strive to improve continuously
- o We respect our community and care about people
- o We celebrate the diversity of our community and will strive to ensure we represent and serve all of our residents in a fair and equitable manner
- o Estate residents are our customers and their contribution to the TMO is key to our success
- o We believe in participation and community empowerment and encourage our people to have the confidence and imagination to create innovative solutions
- o We do what we say
- o Each of us will work to make Haddonhall better and to enhance the quality of life for local people
- o We are part of a wider community and we recognise that what we do has an impact on others.

These values apply equally to our staff, partners and our other stakeholders.

Responsibility 3. Financial management and monitoring

What does this mean?

Setting a realistic Budget.

Regular monitoring of budget versus actual expenditure

Ensuring that there are proper financial controls and checks in place

To ensure proper decision making in spending decisions and to reduce the opportunities and chances of fraud.

Internal audits to ensure that financial policy and procedures are followed

Responsibility 4. To undertake the business of the board

In general this means that there are some things that need to take place in meetings

To ensure that we have the policies and procedures that we need in place to ensure good governance and to ensure these are regularly reviewed

To regularly review performance indicators to ensure the business of the TMO is going in the right direction, to review and take action on indicators that are not meeting expected performance

Estate Manager's Report

Highlights key points that the manager wants to bring to the board, as well as decisions required from the board

Responsibility 5. Plan for the future

The Board has a responsibility to plan the future development and sustainability of the TMO, this can include:

- Gap analysis of policy and procedures

- Risk assessment and mitigation

- Identify future and potential projects

- 'Blue Sky' thinking

Which document contains how and when we will do these things?

Business plan

Summary: Responsibilities of the Board

1. Act in accordance within powers given
2. To ensure good governance
3. Financial Management and Monitoring
4. To Undertake the business of the board
5. Plan for the future

Core Documents - summary

1. Constitution
2. Modular Management Agreement
3. Standing Orders & Code of Conduct
4. Policies and Procedures
5. Budget
6. Estate Managers Report
7. Action Plans and Business Plan

These are all documents we should be familiar with or know how to obtain if needed.