

Services Committee - Role Description

The Services Committee is part of the formal decision making structure of Poplar HARCA (PH) and provides assurance to the Poplar HARCA Board on the effectiveness of our services to residents (housing management, estate services, repairs and maintenance) and Communities and Neighbourhood services (including youth work and neighbourhood centres). The committee also monitors resident empowerment, input and recommendations from the Joint Estate Panel and Youth Empowerment Board, and operational risks for feedback to the Audit & Risk Committee.

The committee has ten members and the Chair sits on the PH Board. The *Services Committee Terms of Reference* lists the areas of work for which it is responsible and defines the decisions the Board delegates to it and the areas where it makes recommendations to the Board.



Time commitment and term of office

The committee has four meetings a year, usually from 6.30pm-8.30pm at Poplar HARCA, 155 East India Dock Road, London E14 6DA. We anticipate that members will need to commit at least two hours a month to their role, taking into account reading papers in preparation for meetings, training and development. We invite committee members to serve an initial three-year term, and they can sit for two additional terms of three years.

Remuneration/payment

Committee and Board members are not paid roles, however Poplar HARCA will reimburse out-of-pocket expenses (such as travel to meetings), and provide members with a company iPad for the duration of their role. We will also cover the expense of training courses and events relevant to their role.

Relationships

Committee members report directly to the Chair of that Committee, which is responsible for carrying out powers delegated by the Poplar Board. They also work with the relevant members of the Corporate Management Team to achieve the objectives of the committee.



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Responsibilities of a committee member

1. To promote Poplar HARCA's strategic objectives, vision and values.
2. To work with, support and challenge the relevant members of the Corporate Management Team to achieve these objectives.
3. To work within the Terms of Reference for the committee.
4. To ensure the cost of any actions or decisions does not exceed the approved budget.
5. To make recommendations to the Poplar Board and to provide advice to other committees.
6. To ensure that the interests and needs of Poplar HARCA residents are considered in all matters.
7. To measure and review performance regularly and make recommendations for improvement where appropriate.
8. To promote openness and transparency in dealings with all stakeholders.
9. To demonstrate Poplar HARCA's commitment to equality and diversity in all decisions made and in personal conduct.
10. To act in accordance with the Code of Conduct and the best interests of Poplar HARCA and to deal appropriately with confidential information.
11. To inform themselves on the key issues considered at the Committee through appropriate background reading, training and development.
12. To act as an ambassador for Poplar HARCA.

Person specification

In order to be effective as a committee member you will need to be able to demonstrate the competencies set out below. We can provide training to help you develop in the areas in which you feel less confident.

- An empathy with Poplar HARCA, its roots, mission, values and ethos
- Ability to think creatively and apply this to the challenges and problems encountered by the organisation
- Willingness to speak their mind whilst maintaining tact and diplomacy
- Understanding and acceptance of the legal duties, responsibilities and liabilities of the role
- Ability to work effectively as a member of the diverse team
- Adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Strategic vision
- Understanding of the principles and practice of equality and diversity

We welcome applications from Poplar HARCA residents. If you are concerned about being able to demonstrate any of the characteristics in this section, we may invite you to act as an observer for a minimum of two Committee meetings, undertake Committee membership training, and be subject to an appraisal by the chair of the Committee.