



Audit Committee Recruitment Pack

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About EPIC

Who are we?

Empowering People Inspiring Communities Limited (EPIC) is a charitable company which was established in 1997 to take a transfer of stock from Stoke City Council. Initially 920 units were transferred to EPIC. It now owns and manages 1,183 units, almost all of which are general needs.

Over the current Business Planning period to 2022 EPIC will be utilising its remaining Homes England grant allocation of £5.563 million to purchase and refurbish 100 Rent to Buy homes; in addition to receiving circa £914 thousand of grant receipts from Stoke-on-Trent local authority to purchase and refurbish an additional 29 units.

Vision

To extend the range of good quality housing choices available for people on below average incomes.

Mission

To deliver an intelligent housing service which creates value for the household and the wider community.

Key Objectives

1. Growth and diversification of our housing offer
2. Improving efficiency and achieving value for money
3. Delivering high quality homes and services
4. Excellence in governance and future viability

Strategy

Our current strategy is to grow our stock portfolio, modernise our services, minimise operational costs and to improve asset management.

Our aims include:

- Growing the dwellings in ownership from 1,100 in 2017 to over 1,300 in 2022.
- To work with the local council and adjacent councils to help meet housing needs, bring empty housing back into use and raise the quality of existing housing.
- To make the best use of available ICT to deliver a better quality of service at a lower cost.
- To extend the range of housing options available by working with Homes England to create new Rent to Buy housing.
- To work with local employers and organisations to help safeguard the economic future of the area.
- To help create sustainable tenancies and successful places to live.

EPIC's General Statement of Risk Appetite

EPIC faces a broad range of risks reflecting its responsibilities as a not for profit social landlord. These risks include those resulting from its responsibilities in the areas of financial viability, customers and governance as well as its day-to-day operational activities.

The risks arising from EPIC's strategic goals and objectives to fulfil our responsibilities can be significant. These risks are managed through detailed processes that emphasise the importance of integrity, intelligent inquiry, maintaining high quality staff, and customer accountability.

EPIC is also exposed to some significant financial risks, largely due to its commitment to deliver high quality homes and services; and provide an intelligent housing service which creates value for the household and the wider community.

EPIC's approach to planning and delivery is to only make promises we can keep, we use careful scenario planning and ensure that we allocate the right resources at the right time.

In terms of operational issues, EPIC has no more than a cautious appetite for risk. EPIC makes resources available to control operational risks to acceptable levels. EPIC recognises that it is not possible or necessarily desirable to eliminate some of the risks inherent in its activities, and recognises that some risk is often necessary to foster innovation within business practices.

Organisational Values

We operate proudly as a values based organisations; with a set of defined corporate values:

Value	Behaviour
<i>Fairness</i>	<ul style="list-style-type: none"> • Treating people equally • Making decisions on the facts not personal opinions
<i>Respect</i>	<ul style="list-style-type: none"> • Courtesy • Punctuality
<i>Understanding</i>	<ul style="list-style-type: none"> • Seeing things from the point of view of others • Getting to the heart of issues • Being approachable
<i>Integrity</i>	<ul style="list-style-type: none"> • Being honest with others • Being dependable • Keeping promises
<i>Teamwork</i>	<ul style="list-style-type: none"> • Working with colleagues and customers to ensure a better service • Using our strengths within the team to help achieve success
<i>Excellence</i>	<ul style="list-style-type: none"> • Striving to improve services • Taking pride in what we do • Helping others • Being accurate in what we do and say

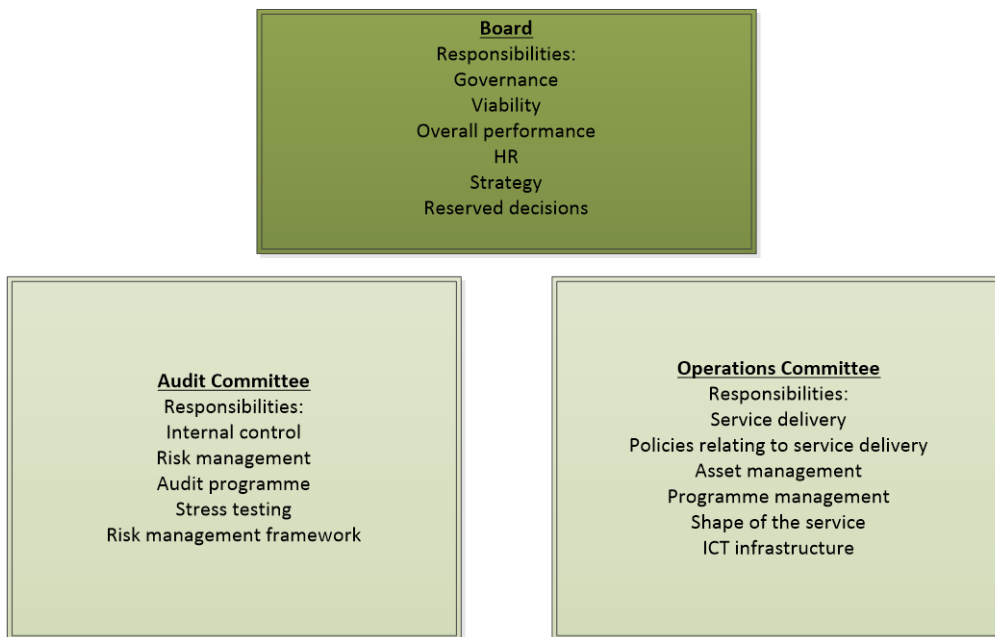
Governance Principles

The Chair and all Board Members are expected to uphold the “Seven Principles of Public Life” taken from the Committee on Standards in Public Life, 1995 (Nolan Committee), these are:

Principle	Behaviour
<i>Selflessness</i>	Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
<i>Integrity</i>	Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
<i>Objectivity</i>	In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
<i>Accountability</i>	Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
<i>Openness</i>	Holders of public offices should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
<i>Honesty</i>	Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
<i>Leadership</i>	Holders of public office should promote and support these principles by leadership and example.

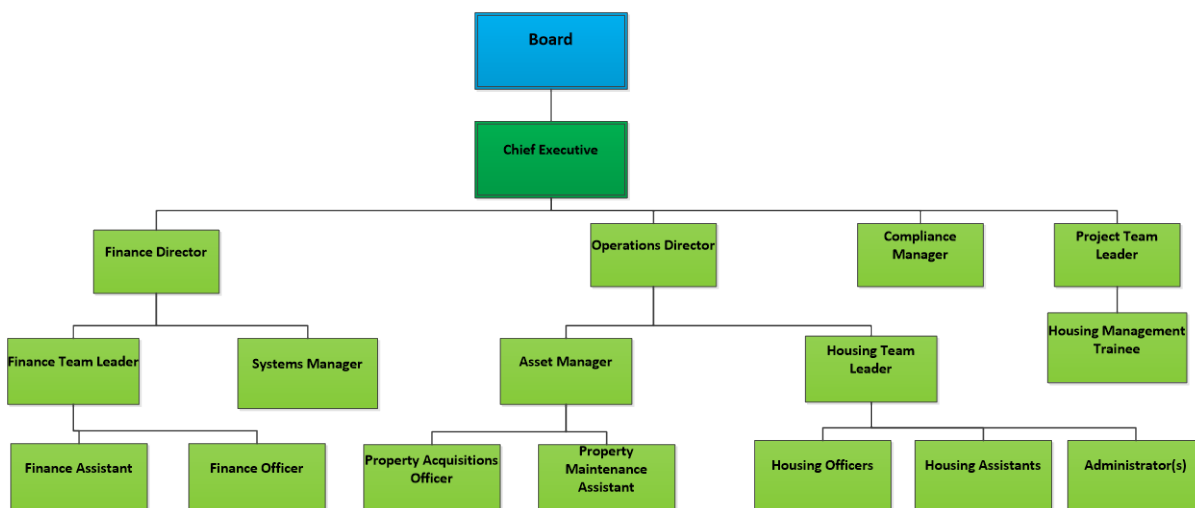
Organisational Structure

Governance Structure:



The Board is usually made up of 9 Board Members, including one tenant member, one local authority member and the remainder are independent members. In addition, the Board can co-opt up to another 5 Board Members.

Staffing Structure:



Terms of Reference for the Audit Committee

Objective

To ensure the integrity of the Company's financial, internal control and risk management systems.

Membership

- The committee shall consist of three Board members plus the Chair of the Board.
- The Chair of the Board must not chair the Committee and is a non-voting member.
- A quorum shall be three members of the committee.
- The committee may co-opt up to two members from outside the Board of EPIC.

Frequency of Meetings

- Meetings shall be held not less than three times a year.
- The internal auditors shall attend all meetings where internal audit reports are discussed.
- The external auditors shall attend meetings as and when required.

Duties

The duties of the Audit Committee shall be to:

- To consider the company's internal audit requirements and make any appropriate recommendations to the Board.
- Appoint the internal auditors.
- Review the internal audit programme.
- Consider the findings of the internal auditors and the management's response.
- Produce on an annual basis a report to the Board on the adequacy and effectiveness of the Company's internal control systems and a review of the internal auditors report.
- Recommend to the Board the appointment of the External Auditors.
- Review the External Auditor's performance, if required.
- To develop and monitor the annual risk management strategy and matrix.
- Monitor, review and approve the priority risks that are reported to the Board via the Key Performance Indicators Report.
- Ensure that the organisation complies with all statutory duties placed on the organisation.
- Carry out any other duties deemed appropriate and in keeping with the objectives of the committee.

Authority

- The committee is authorised by the Board to investigate any activity within its terms of reference.
- The committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary, provided that any costs are budgeted for and the Board are kept informed at all times.
- That both the external and internal auditors have direct access to the Audit Committee.
- In the case of disputes, the Board's decisions must override those of the committee, but the Chair of the committee has the right to report any such decision to the external auditors, after discussion at the Board about this proposed course of action.
- The committee must be able to meet without paid staff being present where needed.

Reporting Procedures

Minutes from all committee meetings shall be circulated to all members of the Board at the next scheduled Board meeting.

Serviced By

The Finance Director.

What we are Looking for?

Your expertise will be vital to optimising the Committee's effectiveness and in enabling us to provide assurance on the important work we do on behalf of thousands of tenants.

You should have experience of working on boards at a senior level as well as recent, relevant financial experience. Strong knowledge and an understanding of audit, risk management and corporate governance is essential, as is experience of a non-executive role on an audit committee.

You should have an understanding of the duties and responsibilities of a regulatory body and an interest in regulation and the social housing profession.

You will also need the ability to think and act strategically, influence others and consider the bigger picture as well as detail.

Commitment and Capacity

You must be able to attend and prepare for a minimum of 3 meetings per year and the Annual General Meeting. Most meetings are held in the early evening (around 5pm – 6pm) at venues in and around Stoke on Trent.

We expect all Audit Committee Members to read the papers in advance of the meeting and participate proactively in all discussions and votes.

Personal Qualities

- Commitment and enthusiasm
- Strong interpersonal and communications skills
- Able to challenge and negotiate
- Ability to work as part of a team
- Honesty and integrity
- Commitment to our mission and values.

Further Important Information.

You can visit our website, <http://www.epichousing.co.uk> for information about our company and some of the exciting initiatives that we operate. You can also look at our performance at <http://www.epichousing.co.uk/about-us/our-performance/> where you can see information including our Financial Reports and Key Performance Indicators. Other items of interest can be found under our publications tab, including our Risk Management Policy at <http://www.epichousing.co.uk/downloads-publications/policies/>

It is important that you are conversant with the Charity Governance Code, which can be found online at <https://www.charitygovernancecode.org/en>.

Selection Process

1. Closing date: 31st May 2019.

Please complete and return your CV along with a supporting statement to, Rachael Fullwood, Finance Director at recruitment@epichousing.co.uk alternatively, you may contact Rachael on 01782 252575 for an informal discussion about the role first.

2. Interviews by a panel to be held in either July or August 2019. Date to be confirmed.
3. Panel to report recommendations to the Board on 10 September 2019. Board will approve or reject the choice.
4. New appointments likely to take effect following AGM 10th September 2019 with the next Audit Committee meeting taking place on 29 October 2019.

If you are unsuccessful on this occasion, but suitable for the committee, we will keep your application on file.