

Dovecotes Tenant Management Organisation Ltd

Board Members - Job Description

Dovecotes Tenant Management Organisation has been successfully managing Wolverhampton City Council housing stock on the estate since 2006 when 860 council owned properties were transferred under the Right to Manage Regulations. Governed by a board of tenants and owner-occupiers Dovecotes is a locally managed service led by local people. Our most valuable asset is our people, they have the knowledge, experience, and skills to deliver a high-quality housing management service.

The Housing Services provided by us include the letting of properties, sustainability of tenancies and taking appropriate action where a tenant has breached their tenancy conditions. Our Repairs Team manage the physical maintenance of the Council's housing stock but not capital improvements, this is delegated by the Council to Wolverhampton Homes.

We have a strong focus on service delivery and planning for future provision. This is to ensure that services achieve an appropriate balance between quality and cost. In addition, we aim to ensure that our services encourage integrated positive communities and sustainable areas where people want to live.

Our mission is *'Together we will listen to our community to provide a safe, supportive, accessible and inclusive environment where people want to live'*

The Dovecotes Tenant Management board members will be expected to support the activity of the Board.

The main strands of work will be:

Housing and Tenancy Management

Repairs and Maintenance

Supportive Communities, Engagement and Growth

Governance

Our values reflect what is important to us, describing our individual and collective motivations. We seek to attract people who share our values and exhibit them in all that we do helping us to grow and develop. To ensure that this is embedded across the system, board members are expected to act in a way that reflects our values of respect, honesty, integrity, inclusivity, and collaboration.

Board members are also expected to.

- Ensure the organisation embraces and acts upon the organisations mission and objectives in line with the strategies and policies of the TMO
- Proactively bring key strategic issues to the Board for discussion
- Support and act upon key issues identified by the Chief Officer, other board members and staff

- Act collaboratively in the best interests of Dovecotes residents
- Work together to engage in honest conversations with Dovecote’s residents
- Attend meeting’s regularly & propose / discuss agenda items
- Attend induction and annual training events
- Receive management & other reports
- Take decisions & instruct TMO Manager
- Question manager on performance
- Set and review management targets
- Discuss finance and budgets & set targets
- Long term planning and proposals
- Bring to the attention of the committee local management issues and raise concerns of residents who have gone through all the proper channels via the staff
- Report back on any tasks which may be undertaken
- Keep the estate informed, unite & promote the estate
- Make decisions on management policy
- Keep up to date with current local & national housing policies
- Manage the Manager & receive reports on any staffing / supervisory issues to have arisen monitor staff performance & welfare

As a Board member or appointed official, your behaviour and actions are governed by the principles set out in the organisations Code of Conduct. It is your responsibility to ensure that you are familiar with, and comply with, all the relevant provisions of the Code. At the same time, the Board must operate within the organisations Memorandum of Articles of Association (as a company limited by guarantee) and the terms of the Management Agreement.

Document Log		
Adopted	January 2023	CO/Chair
Reviewed		