



LAWLEY MANAGEMENT COMMITTEE ROLE AND PERSON SPECIFICATION

Role Profile

The role of the Lawley Management Committee member is to work with other members primarily to:

- Consider and propose the annual budget to the Telford Estates & Development Committee.
- Develop and recommend approval of an annual service plan (setting out targets and improvement actions).
- Develop and recommend approval of the annual planned maintenance programme.
- Develop and recommend approval of amendments to the design guides.
- Receive quarterly financial reports on expenditure against budget, estate management activities, community engagement and local partnership working and development in Lawley.
- Receive and reach a decision on appeals against the implementation of the design guide.
- Uphold BVT's values, aims and policies as the Committee fulfil the governance duties, acting within and in accordance with the governing documents across the BVT Group.
- Ensure that we hear the voice of our customers at every level of our governance.
- Ensure that we comply with statutory and regulatory requirements including the Regulatory Frameworks in which we operate.
- Ensure that we comply with the adopted Code of Governance and Code of Conduct, Standing Orders and Financial Regulations and any organisational policies.

Member responsibilities

Lawley Management Committee members will be expected to:

- Demonstrate the Group's values of Partnership, Fairness, Quality, Integrity and Innovation.
- Contribute to and share responsibility for the decisions of the Committee.

- Attend induction, training and performance review sessions and other such sessions or events as are reasonably required, including representing the Committee when requested.
- Attend all meetings of the Committee and to read Committee papers before meetings.
- Support and contribute towards the delivery of responsibilities defined within the Committee Terms of Reference.
- Add value to the work of the Committee by contributing experience, expertise and insight.
- Act in the best interests of the Group and its key stakeholders.
- Build a constructive relationship with other Committee Members and with BVT's Executive team and officers.
- Participate in group decision making by contributing to debate and positively challenging the views of others where appropriate.
- Use skills and knowledge to analyse issues presented to the Committee.
- Ensure high standards of probity and integrity in all aspects of the BVT's activities.
- Work with the Chair to identify personal development needs.

Time commitment

Members will need to prepare for and attend around 4-8 Committee meetings each year plus occasional additional activities and events. Meetings last approximately 2 - 2½ hours and you will need to allow time to fully read your Committee papers.

Meetings usually take place in the afternoon or early evening.

What we will provide

To support Committee members in their roles, we will provide:

- A tailored induction programme with appropriate levels of support and access to learning opportunities.
- Ongoing learning and development activities.
- Access to IT equipment to support you in your role (if required).
- Our roles are not remunerated but reasonable, allowable expenses such as mileage can be claimed.