



TRUSTEE ROLE BRIEF

WELCOME

Thank you for your interest in becoming a Trustee of LHA London. Our purpose as a charity is to provide affordable accommodation for students and young working people of limited means working or studying in London. A number of Trustees are now reaching the end of their tenure so we wish to strengthen our Board in terms of our oversight and support of our charitable services. We are looking for people with a passion for our purpose, with a background that corresponds with our charitable activities of delivery of accommodation services, volunteer programme and social impact, and with the skills and motivation to make a real contribution to the Board and the charity as a whole. We have a strong Board of committed and energetic Trustees with a range of skills and experience that cover many aspects of construction, legal, finance, marketing and the law. We hold quarterly half day Board meetings in London. Each year we hold a full day strategy session. Trustees also join one or more of our sub committees (Social Policy, Property, People and Risk) which involves up to four further half day meetings a year. On this occasion the opportunity exists to join our Social Policy and an opportunity to join the Property Oversight Committee. There will of course be additional opportunities to support our work, attend events and represent the charity with Trustees participating according to their skills, interests and diaries.

This is a great opportunity join the Board and to be part of a very worthwhile charity. We have a strong sense of purpose; a good culture of teamwork and I am proud to be the Chair. I hope what you find out from this pack will encourage you to take your application forward. Do feel free to ask questions at each stage as you explore this opportunity and I look forward to meeting you.





LHA is a charity committed to equality, diversity and inclusion committed to creating a genuinely inclusive workplace, where they embrace the differences of all their colleagues, celebrate diversity, promote equality and challenge discrimination.

They are especially keen to encourage applications from people currently under represented within Board positions. These include, but are not limited to, women, those from the LGBT+ community, people with disabilities, and those from a Black, Asian or Minority Ethnic background.

We would love to hear from you if you feel that you would add value to the Board of Trustees at LHA London. Please read on and follow the application process described at the end.

David Conroy
Chair of the Board of Trustees

ABOUT LHA LONDON

LHA London provides affordable accommodation for young working people and students living in Central London. LHA London operates 14 Central London hostels providing nearly 2000 bed spaces. LHA London provides accommodation in the boroughs of Westminster, Kensington and Chelsea, Camden, Southwark, Tower Hamlets and Islington. A structure of 70 paid staff and over 170 volunteers provide support services. LHA London offer accommodation services which provide a steppingstone to enable young people to advance their careers and education, whilst meeting the reasonable needs and enhancing the well-being of residents. In addition, LHA London will develop a concept providing even more affordable accommodation for less well-off beneficiaries, possibly outside zone 1 and 2 but within the M25.



Social Policy Committee Statement

Their primary focus in the Social Policy Committee is to understand the needs and priorities of their residents. From their regular surveys they know that their residents value their locations, their comfortable accommodation and their helpful staff. They also know that value for money is essential and so they continue to offer a range of options for shared or single rooms. They make regular comparisons with similar accommodation to ensure that all their residents can be confident that they are getting a good deal. This year they have extended their discount scheme to all residents aged 18 to 29 choosing to stay in shared rooms, making their accommodation even more affordable for the younger age group.

They continue to build relationships with other London charities supporting young people in housing need through their LHA Fund. They made grants to a value of over £350,000 this year and were delighted at the positive feedback from the charities they helped at a round table event they held with them in June this year. The LHA Fund is proving to be a significant way to magnify the social impact of their charity.

ABOUT LHA LONDON

Property Oversight and Projects Committee Statement

Their primary focus in the Property Oversight and Projects Committee is focused on the maintenance, upgrading and modernisation of the LHA's important property assets in order to maximise their potential and support our charitable aims. We are also focused on the drive to expand by property acquisition and development.

A core driver in the 5-year strategic plan is to increase our bed numbers by identifying suitable locations through land acquisitions and conversions. We aim to now focus on accelerating the acquisition process and reviewing our sustainability strategy on the existing portfolio with suitable sustainable initiatives.



AT A GLANCE



Number of beds in shared rooms

990



Number of volunteer placements in 2020-21

230



Supporting

16

charities through the LHA Fund

FOOD HYGIENE RATING



VERY GOOD



Number of properties across London

14

WHAT DOES THE FUTURE HOLD?

LHA's strategic objectives and vision are by 2026 to own and manage secure, diverse, good quality and affordable accommodation of more than 500 additional beds. The Trustees held their annual Trustee Strategy Day in November 2020 to consider implementing an appropriate 5-year plan and have already updated the plan at a meeting after year end. The outputs of the Away Day included: commissioning a review of the existing property portfolio, introduce a mechanism for the measurement and improvement of social impact, a review of the housing needs for London and a comprehensive review of the needs of young people of limited means. The global pandemic and Brexit's effect on accommodation needs and work/life balance changes will be closely assessed to ensure LHA's future offer is fit for purpose.

We offer accommodation services which provide a steppingstone to enable young people to advance their careers and education, whilst meeting the reasonable needs and enhancing the well-being of residents. In addition, LHA will develop a concept providing even more affordable accommodation for less well-off beneficiaries, possibly outside zone 1 and 2 but within the M25. Our zone for project will be the first with eligibility criteria to focus solely on those earning London Living wage and under 25 years of age.

The minimum standards will be defined by research carried out by the Social Policy Committee - a committee of the main Board – This year's Social Impact Report will guide our impact benchmarking and the search for suitable properties will be coordinated by the Property Oversight and Projects Committee to ensure that the appropriate technical considerations are taken into account.



WHERE DO YOU COME IN?

The role of a Trustee is to support and contribute to the Board, giving strategic direction, defining goals and setting targets while evaluating performance against all of the above. Alongside this, you will ensure that the organisation complies with the necessary legislation and regulations associated with the charity sector.

You will help to make key decisions individually and collectively as a Board, taking ultimate responsibility and accountability for LHA London's actions. Although LHA London wants serious governance, they also want humour and humanity. With these responsibilities comes the satisfaction and empowerment from knowing that your commitment will make a direct difference to LHA London and some of the poorest people in society - you don't have to be a hero or famous to change lives for the better, trusteeship allows you to do just that.

You will be joining a team of Trustees and becoming part of the 900,000 charity trustees in England and Wales. Effective Trustee Boards need a range of people with a good mix of skills. The best Boards are also diverse, with people who have a real understanding of the needs of those they are here to help as well as skills spanning technology, marketing, communications, philanthropy, international development, financial, business and management experience. These roles are not remunerated but working with and learning from people from different backgrounds and skills is continually rewarding.





WHAT IS LHA LOOKING FOR?

Purpose

LHA London's trustees are responsible for the governance and delivery of their services to young working people and students. Trustees work through the Board of Trustees, through sub committees of the Board, and often through individual input into aspects of their work.

LHA aims to build a diverse board which includes expertise in strategy, service delivery, governance and management. However, they also recognise the value of 'lay' input into their governance, and particularly the value of life experience, enthusiasm and passion for their area of work, and the unique expertise which comes from personal experience of the issues faced by their service users.

Trustees, whatever their skills and background are encouraged and expected to work as a multi-faceted team with other Board members and their senior staff to develop an organisation which has a special and effective contribution to some of the most difficult but rewarding work impacting on the lives of communities.

WHAT IS LHA LOOKING FOR?



LHA London is a registered charity and a company limited by guarantee. In charity law, trustees have three particular duties compliance, care and prudence which are set out below using the wording given by the Charity Commission.

Duty of compliance: Trustees must:

- Ensure that LHA London complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that LHA London does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there
- Comply with the requirements of other legislation and other regulators which govern the activities of LHA London
- Act with integrity, and avoid any personal conflicts of interest or misuse of LHA London funds or assets

Duty of care - Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that LHA London is well-run and efficient
- Consider getting external professional advice on all matters where there may be material risk to LHA London, or where the trustees may be in breach of their duties

WHAT IS LHA LOOKING FOR?



Duty of prudence - Trustees must:

- Ensure that LHA London is, and will remain solvent
- Use LHA London's funds and assets reasonably, and only in furtherance of LHA London's objects
- Avoid undertaking activities that might place LHA London's endowment, funds, assets or reputation at undue risk
- Take special care when investing LHA London's funds, or borrowing funds for LHA London to use

Specific duties

In addition, LHA London's Board of Trustees' terms of reference require trustees to:

- Be responsible for setting the strategic direction of LHA London, in partnership with its staff and in consultation with service-users and other stakeholders
- Monitor and evaluate progress and achievement against strategic objectives
- Ensure that the organisation has a well-functioning staff team
- Ensure that the organisation is compliant with all statutory regulation and guidance in its areas of work



WHAT IS LHA LOOKING FOR?

Time commitment

Term of office and level of commitment

Initial appointments are for a maximum term of three years. At the discretion of the Board an individual may also be invited to serve for additional three year terms subject to a maximum of 9 years continuous service.

Trustees are expected to attend five Board meetings per year, plus an annual away day. These are currently held on Tuesdays in Victoria, Central London, starting at 3PM. The away day is also held in Central London.

Trustees will also attend the Social Policy Committee or Property Oversight Committee which also meet up to four times a year.

Each trustee should have:

- A commitment to the organisation
- The ability to identify with LHA London beneficiaries
- A willingness to devote the necessary time and effort
- Strategic vision, and good, independent judgement
- An ability to think creatively
- A willingness to speak their mind coupled with the ability to work effectively as a member of a team
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, and uphold Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

WHAT IS LHA LOOKING FOR?

Schedule of Trustee Meetings 2022

Time	Date	Meeting
12.30pm	16th February	Property Oversight and Projects Committee
3pm	22nd February	Board Meeting
2.30pm	29th March	AGM and Board Meeting
9.30am	26th April	Social Policy Committee
9.30am	17th May	Property Oversight and Projects Committee
3pm	28th June	Board Meeting
3pm	27th September	Board Meeting
9.30am	11th September	Property Oversight and Projects Committee
9.30am	21st September	Social Policy Committee
9am	3rd November	Strategy Away Day
9.30am	25th November	Social Policy Committee
3pm	13th December	Board Meeting

APPOINTMENT PROCESS

After applications have been assessed against all criteria, we will interview shortlisted candidates.

Application closing date: 7th March 2022

First stage interviews: 18th March 2022

Final interviews via Zoom / tour of hostels: week commencing 21st March.

Shadow Board Meeting: 3pm, 29th March 2022

[Click here](#) to view our Annual Report

[Click here](#) to view our Social Impact Report

[Click here](#) to view the Social Policy Terms of Reference

[Click here](#) to view the Property Oversight & Projects Committee Terms of Reference



HOW TO APPLY



Please submit a CV and Cover Letter detailing your suitability for the role

Your CV and a covering letter combined should not exceed 5 sides in total.

All applications should be uploaded [here](#).

We look forward to hearing from you soon.

