

Independent Member - Audit & Risk Committee Candidate Pack

June 2026

Contents

Welcome Letter	3
About Saffron Housing Trust	4
Saffron Housing At a Glance	5
Saffron Housing Trust Governance & Accountability Structure	6
Saffron Housing Trust Board Members & Senior Leadership Team	7
Location of our Homes	8
Independent Member ARC Role Profile	9
Independent Member ARC Person Specification	11
Terms & Time Commitment	12
Key Dates & How to Apply	13



Welcome Letter

Thank you for your interest in joining Saffron Housing Trust's Audit & Risk Committee. I hope this pack will encourage you to apply for our Independent Member vacancy.

Saffron owns and manages around 6,700 homes in Norfolk and Suffolk. Our 'Inspiring Saffron' Strategy sets out our Purpose and Ambitions, focusing on three elements – Inspiring Communities, Inspiring Organisation, and Inspiring Innovation. We have been awarded the highest possible G1 rating for Governance by the Regulator of Social Housing, the highest possible C1 grade under the Consumer Standards, and a V2 compliant grade for Financial Viability – ratings that our Audit & Risk Committee plays a central role in helping us achieve and maintain.

The Committee provides vital oversight of our systems of internal control, risk management and assurance, and of our external and internal audit functions. We take our responsibilities seriously, and are looking for Members who bring independent judgement, rigour and genuine curiosity to the table.

We are now seeking to appoint one Independent Member to join our Committee. We are particularly keen to hear from candidates with previous experience serving on an Audit and Risk Committee (or a similar audit, risk or assurance forum), and who can bring strong professional skills that provide the confidence to interrogate financial statements, risk reports and audit findings.

If this sounds like you, take a look through the pack in more detail then contact our retained recruitment consultant Denise Kirkham, at Distinctive People, on 07833 475669 for an informal discussion.

We look forward to receiving your application.

Best wishes



Robyn Llewellyn
Audit & Risk Committee Chair



About Saffron Housing Trust

Saffron Housing Trust was created in May 2004 when 4,345 properties were transferred from South Norfolk Council. Today, we are a housing association with over 6,600 homes in Norfolk, Suffolk and across East Anglia.

Saffron is a parent company with 3 non-charitable subsidiary companies, Crocus Homes Limited (Crocus), Saffron Housing Finance plc and Crimson Development Homes Limited.

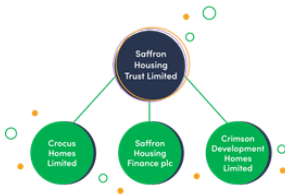
Click on the links below to find out more about us!



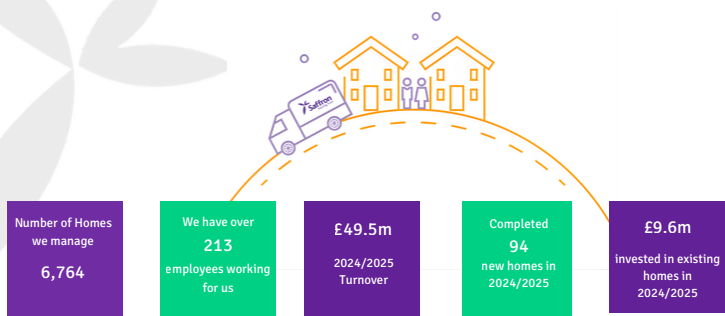
Saffron Housing Trust Annual Report
2024/2025



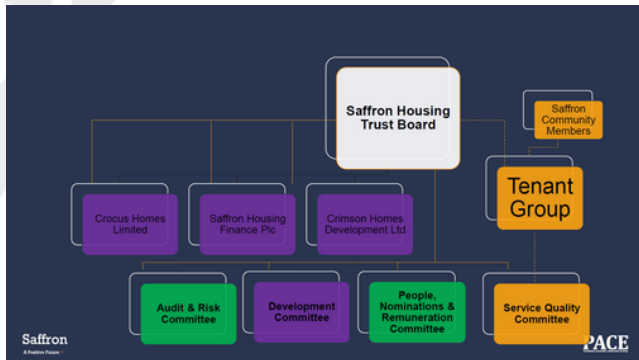
Inspiring Saffron Strategy



Saffron Housing At a Glance



Saffron Housing Trust Governance & Accountability Structure



Board Members & Executive Team

Saffron's Board is made up of 11 Board Members, including the CEO. The Board Chair and Members bring with them a diverse range of knowledge and skills to the Board.

Board Members



Kim Newman
Chair



James Francis
Board Member



Jason Margetts
Board Member



Rob Lantkey
Senior Independent Director



Talia Langston
Board Member



Thomas Fadden
Board Member



Robyn Llewellyn
Audit & Risk Committee Chair



Chariselle Harrison
Tenant Board Member



Ashley Harrison
Board Member



Don Evans
Service Quality Committee Chair



Martin Aust
Board Member



Steve Hammond
Board Member

Chief Officers & Company Secretary



James Francis
Chief Executive Officer



Ian Irnes
Chief Commercial Officer



Julia Prichard
Chief Tenant Officer



Malcolm O'Brien
Chief People and Change Officer



Alison Dennis
Head of CEO Office



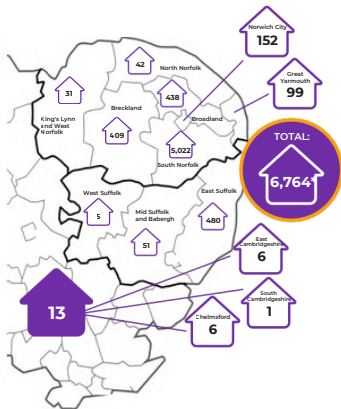
Tom Riches
Company Secretary

Location of our Homes

Saffron Housing Trust provides a range of warm and affordable homes suitable for tenants with different housing needs. We offer properties for rent, for sale through shared ownership, and specialist homes for people over 55 who may need additional help and support.

In 2024/25, Saffron Housing Trust completed the development of 94 new affordable homes comprising 66 for Social or Affordable Rent and 28 for Shared Ownership.

All the new homes are located in Norfolk and Suffolk.



Independent Member Role Profile

Audit and Risk Committee members oversee:

- Systems of internal control, risk and assurance
- External audit function
- Internal audit function

Accountabilities

Annual Report & Financial Statements / External Audit

- Recommend to the Board the appointment, reappointment, performance and fees of the external auditor, and review and monitor their work throughout the audit cycle, raising any problems, reservations or issues arising.
- Review the Annual Report and Financial Statements for completeness and integrity, significant judgement areas and compliance with Saffron's Accounting Policies, including the Internal Control Statement and Code of Governance compliance statement, recommending these to the Board for approval.
- Obtain assurance that agreed external audit recommendations are implemented as timetabled.

Internal Audit

- Scrutinise internal audit reports and monitor implementation of their findings, working together to set the priorities for the Strategic and Annual Internal Audit Plan.
- Lead the tender process and oversee the appointment, reappointment, performance and independence of the internal audit provider, making recommendations to the Board.
- Review the annual opinion from the Internal Auditor on the adequacy and effectiveness of the framework for risk management, governance and internal control.

Fraud, Whistleblowing and Compliance

- Receive and scrutinise reports on whistleblowing (Speaking Up), actual or attempted fraud, bribery, money laundering and statutory compliance breaches, ensuring control improvements are identified and implemented.
- Annually review the fraud register, the Gifts & Hospitality and Declarations of Interest registers, and assure that appropriate anti-bribery and conflict-of-interest controls are in place.

Risk Management and Assurance

- Develop and oversee the application of Saffron's risk appetite, taking a risk-aware (rather than risk-averse) approach, always acting in the best interests of the organisation.
- Oversee Saffron's Risk Management and Assurance Framework, scrutinising the Strategic Risk Register, Assurance Map and relevant operational risk registers, and conducting 'deep dive' reviews of strategic risks as required.
- Review stress testing approaches and results, and the appropriateness of business continuity and disaster recovery planning.

Data Protection, Cyber Security and Policies

- Review and advise the Board on Saffron's compliance with data protection legislation, including data breach reporting, and on arrangements for cyber security and business systems resilience.
- Review and approve policies relating to Procurement, Speaking Up, Business Continuity, Information Security, IT Security, Data Protection, Probity, Fraud, Bribery and Money Laundering.
- Assess reports and provide challenge on cyber security performance and infrastructure, including recommendations for tightening security.

Wider Oversight

- Review Saffron's compliance with the Economic Standards and relevant legal and regulatory requirements, providing assurance to the Board for inclusion in the Annual Report & Financial Statements.
- Monitor procurement compliance and waivers, contract management and supplier resilience, the Assets and Liabilities Register, insurance cover, and progress of technology and data projects.
- Champion the voice of customers and communities throughout the organisation, ensuring their views are fundamental to the Committee's decision-making.

Independent Member Person Specification

Experience

- Previous experience as a member of an Audit and Risk Committee (or an equivalent senior audit, risk, or assurance forum), contributing to governance, oversight, and organisational accountability.
- A professional background that provides candidates with the confidence to interrogate financial statements, risk reports and audit findings.
- Experience and understanding of risk management frameworks, assurance mapping and the design of effective internal controls.

Organisational

- An interest in the issues and challenges facing the housing sector.
- Broad understanding of the legal duties, responsibilities and liabilities of being an Independent Committee Member.
- Time and commitment to the role.
- Awareness and understanding of equality, diversity and inclusion issues.

Personal Qualities

- Good independent judgement
- Confident in providing constructive challenge, asking probing questions and scrutinising information to support robust decision-making
- Ability to mediate
- Impartiality, fairness and confidentiality
- Tact and diplomacy
- Respect for others, including Tenants
- Respected and trusted by other Board Members
- Effective networking skills and ability to build partnerships
- Team player
- Good communication and interpersonal skills
- Strategic vision
- Creative thinking
- Integrity



Terms and Time Commitment

Remuneration

£3,455 per annum payable monthly.

Payment of travelling expenses.

Learning and development opportunities.

Time Commitment

Four meetings per annum, face to face at Saffron Barn.

One away day per annum, face to face.

Opportunities to attend stock and community tours and board training sessions from time to time.



How to Apply

- 1. Read the candidate pack carefully:** Take some time to understand who we are, what we do, and what we're looking for in this role.
- 2. Tailor your CV:** Make sure your CV clearly demonstrates the skills, experience and qualities you can bring to both the role and the organisation. Please keep it to a maximum of three pages.
- 3. Submit your application:** Send your CV, quoting the role title in the subject line to: denise.kirkham@distinctivepeople.co.uk.

Key Dates

Closing Date: Mid-July 2026

Interviews: Wednesday 22nd July 2026





distinctive/people
HR & OD CONSULTANCY

Saffron Barn
Swan Lane
Long Stratton
Norfolk
NR15 2XP

