

unipol

Chair of the ANUK/Unipol National Codes Audit Panel

Role Description and Application Pack



nationalcode 

unipolcode 

Help us make a difference.

The National Codes for Larger Student Accommodation is seeking a new independent Chair of the Audit Panel to lead the body overseeing verification, compliance and improvement actions.

This is an important and rewarding position and plays a significant role in upholding and raising standards in student accommodation across the UK.

Ideal for a senior decision-maker with strong values and commitment to protecting student tenants and promoting professional, safe accommodation.



Overview of the ANUK/Unipol National Codes

The ANUK/Unipol National Codes are voluntary accreditation schemes that set professional standards for large student developments across the UK, ensuring transparent management, fair treatment of tenants, clear complaints processes, and proactive verification. Members commit to maintaining safe, well-managed accommodation and are held accountable through verification, improvement actions and the independent Tribunal system.

The Codes have the status of Government approved Codes of Practice under the Housing Act 2004, and Members have recently been exempted from the tenure reforms brought about by the Renters Rights Act 2025.

There are two Codes in operation:

[The ANUK / National Code for accommodation owned or managed by non educational establishments](#)

[The ANUK / National Code for accommodation owned or managed by educational establishments](#)

The Codes are operated by Unipol Student Homes, the national not-for-profit student housing charity. They are owned by a Consortium of organisations: the National Union of Students, the Accreditation Network UK and Unipol Student Homes.

You can find more information about the Codes and their operation here: www.nationalcode.org

The National Codes are going through a period of change and growth, as Membership expands linked to the exemption from the Renters' Rights Act, meaning Membership and continued compliance with verification processes will be a matter of close scrutiny. The Chairs' role is therefore significant in leading effective and robust decision making.

Background to the Role

The Audit Panel of the ANUK/Unipol National Codes for Larger Student Developments performs a critical role in the National Codes membership model, with responsibility for independent decision making in respect of the verification procedures and membership applications.

The purpose of the Chair is to lead the Audit Panel in the performance of its functions in respect of membership, ensuring decisions support compliance and retain confidence in the National Codes.

The Chair provides independent leadership of the Audit Panel and ensures that the [Terms of Reference and Standing Orders](#) are upheld, and that verification activity is undertaken in line with the established procedures. The Panel meets at least five times a year. The Chair is supported in their role by two Deputy Chairs. The Audit Panel is comprised of six Members – the Chair, two deputies, and then one representative each from the Cambridge Colleges, Unipol Student Homes, and the National Union of Students (or an elected student officer).

Also in attendance at meetings are members of the verification team, whose role it is to report on the outcomes of their visits and make recommendations to the Audit Panel for decision. The Panel is supported by the National Codes Standards Manager and the National Codes Administrator, who provide advice on the correct operation of the verification system as required.

Accountability and Reporting

The Audit Panel reports annually to the Consortium which has ownership of the Codes.



Purpose and Key Outcomes

- Uphold [Terms of Reference and Standing Orders](#).
- Ensure verification takes place as determined within the Codes and monitor Action Points
- Lead decisions on membership, improvement actions and immediate suspensions where there is sustained non-compliance
- Determine applications to the Codes, approving new Membership subject to satisfactory verification outcomes
- Oversee complaints summaries and trigger additional verification where needed
- Ensure accurate reporting to the Consortium in respect of the performance and outcomes of the Audit Panel



Key Responsibilities

The Chair leads the Audit Panel, working with the National Codes team. They provide senior leadership and contribute to the direction of the verification and Audit Panel regime, ensuring the Panel operates beyond reproach and inspires public confidence.

The Chair's duties are to ensure that meetings are conducted in such a way that the business is properly attended to. This includes ensuring the appropriate engagement, pace, and professional behaviour of attendees to enable robust decision making.

The Chair will decide upon the agenda and will sign off the Minutes on their own authority.

The Chair ensures that the procedures laid down for the inspection and verification of the Codes are being properly followed and in this respect the Chair will:

- Satisfy themselves that action is taken where conditions of the Codes are not being followed by members/applicants
- Ensure that action taken is fair, equitable and proportionate
- Avoid lengthy delays within the audit system when members are not meeting the standards set down in the Codes
- Draw to the attention of the Chief Executive of Unipol and the Chair of the Committee of Management any matters of concern to them in the administration of the Codes or the conduct or performance of Verifiers.
- Report to the Consortium on the effectiveness of the verification and compliance regime.

The Chair has the authority, if they feel that standards are so compromised as to warrant immediate action, to suspend any member, reporting this action immediately to the National Codes Administrator. The decision is open to proper and relevant challenges from the Tribunal, as are all decisions of the Audit Panel.

It is vital that the Chair is seen to be entirely independent in respect of decisions taken regarding the members of the Codes. Any connection with any member must be declared and, where appropriate, the matter may move for decision to a Deputy Chair if an interest is declared.

Key Responsibilities

The Chair has considerable authority outside meetings because they are seen as the spokespersons for the Audit Panel. The Chair has the authority to make statements on behalf of the Panel when it is not possible, or it is inappropriate, to seek further advice from Panel members.

The Chair of the Audit Panel may also be consulted by Unipol and/or the Code Consortium for their advice, views and authority in respect of certain matters between Panel meetings.

Such decisions would normally be reported to the next relevant Panel meeting.

The Chair will work with the National Codes team to identify and develop a programme of training for members of the verification team. They will also review and comment on the skills mix and composition of the verification team.

The Chair has a right to attend any meetings of the Committee of Management and the Tribunal, although they are not a member of either body. If they choose to attend, reasonable expenses will be met.

The Chair will oversee conflict-of-interest disclosures and ensure independence of the Panel.



Eligibility Criteria

Essential:

- Extensive experience of high-level decision-making in a governance or audit context
- Experience of leading collective decision-making with sensitivity and robustness, and adherence to good governance principles
- Demonstrate excellent verbal and written skills, which are reflective of open dialogue, inclusion and diplomacy when dealing with conflicting decisions and challenge
- Strong values: integrity, independence, and fairness
- Motivation to protect the interests of student tenants and uphold safe, professional standards
- Ability to interpret complex evidence and make proportionate decisions

Desirable:

- Experience within a high-level decision-making position such as a regulatory or tribunal environment, acting in the public interest applying principles of good decision making
- Experience of writing reports for oversight bodies on the performance and effectiveness and function of decision-making bodies
- Experience in contributing to the development of reform and change of procedures and process in respect of decision-making processes
- Knowledge of purpose-built student accommodation or the private rented sector, and housing standards.

Appointment, Remuneration, Time Commitment and Conflicts.

The Chair is appointed in the first instance for a three-year term, renewable for a maximum of two subsequent term of three years.

There are a minimum of five Audit Panel meetings per year, plus Chair's action and interim meetings as required, amounting to 1.5 working days per month. Remuneration: A competitive annual fee is offered. The appointment is on a self-employed consultancy basis.

Declaration of conflicts: It is essential that applicants and their immediate family members do not have any current or future interest in a Member of the National Codes, a list of which can be [found here](#). An annual declaration is required as part of this role.

Location: There are five meetings per year, at least two of which take place in person in either Leeds or London. Other meetings typically take place virtually.

Application Process

To apply, please submit the following to v.tolmie-loverseed@unipol.org.uk

- A supporting statement (max 2 pages) outlining how you meet the essential and/or desirable criteria, and any additional information that may support your application.
- An up-to-date CV

Interviews are likely to take place in person in Leeds.

The successful candidate will be asked for two professional references and will be invited to attend an in-person induction as soon as practical after appointment.

Closing date for applications: Monday 27th July at 5pm

If you have any questions about the roles or would like an information discussion, please contact:

Victoria Tolmie-Loverseed, Director of Standards
v.tolmie@unipol.org.uk or 0113 2043404.



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