



BOARD MEMBER AT HOMES IN SEDGEMOOR

Recruitment pack

Homes in Sedgemoor

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Welcome to Homes in Sedgemoor

Dear Applicant,

Thank you for your interest in becoming a Board member at Homes in Sedgemoor (HiS).

Following a comprehensive review of our Governance Framework we have moved to a skills-based Board.

This is an exciting time for HiS as we launched our new corporate strategy in the Summer of last year. We are fully committed to supporting the Executive Team and colleagues to achieve our vision of providing healthy homes and inspiring stronger communities in Somerset.

Due to a current member stepping down at the end of their term, we are now looking to recruit an additional member of our Board. We are looking to recruit an Ordinary Board member and as such, would welcome applications from people either as an existing customer of Homes in Sedgemoor or members of the public. Ideally, we would like you to have expertise in one or more of the fields of property development, risk management, corporate or housing law, change management or finance, although this isn't essential as we provide full training as part of the induction process.

The role of a Board member is remunerated, please see the details within this pack.

As part of its succession planning, the Board would like to initially co-opt this post as an additional member of the Board from January 2025, observing the work of the Board and associated groups, with the aim of being appointed as a full member from July 2025 when the incumbent Board member steps down. During this period, you would be remunerated at the rate of a full Board member.

If you would like to find out more about our Board and Executive team, please visit our website www.homesinsedgemoor.org/about-us

Thank you again for your interest in Homes in Sedgemoor. The closing date is 5pm on Friday 15 November. We look forward to receiving your application.



If you have any questions regarding this position or would like to arrange an informal conversation with our Chief Executive, Peter Hatch, please don't hesitate to get in touch with the People Team at 0800 585 360 or jobs@homesinsedgemoor.org.

Kind regards,



Paul Stephenson
Chair of the Board

About Homes in Sedgemoor

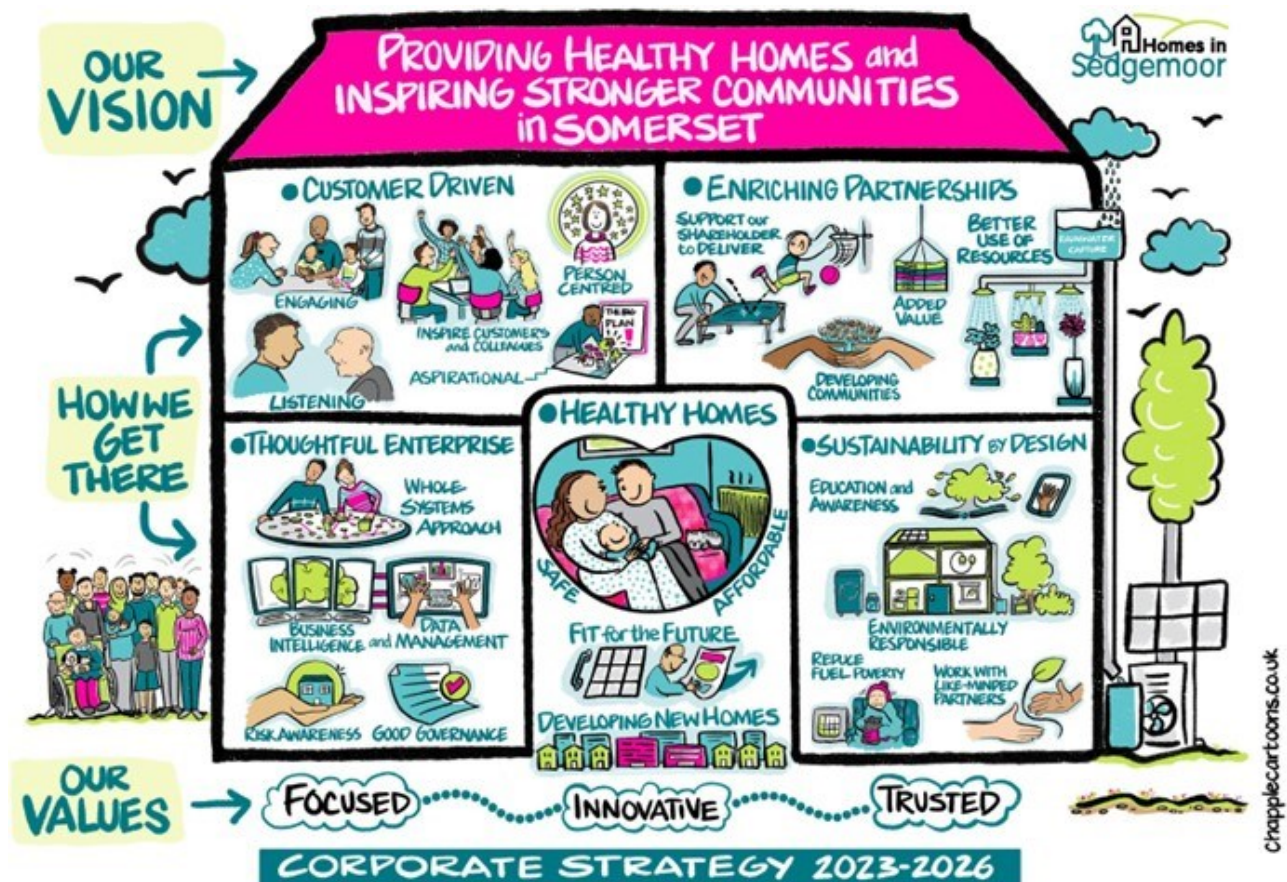
Here at Homes in Sedgemoor, our customers are at the heart of everything we do.

We are the largest housing provider in the former Sedgemoor area of Somerset, managing more than 4,000 properties on behalf of Somerset Council. Our long-term vision is to provide healthy homes and inspire stronger communities in Somerset.



Just a few of our accolades include a Top 50 Landlords Award, Investors in People Gold Award, and UK Customer Experience Awards, and we have big plans as set out in our Corporate Strategy below:

Our current strategy



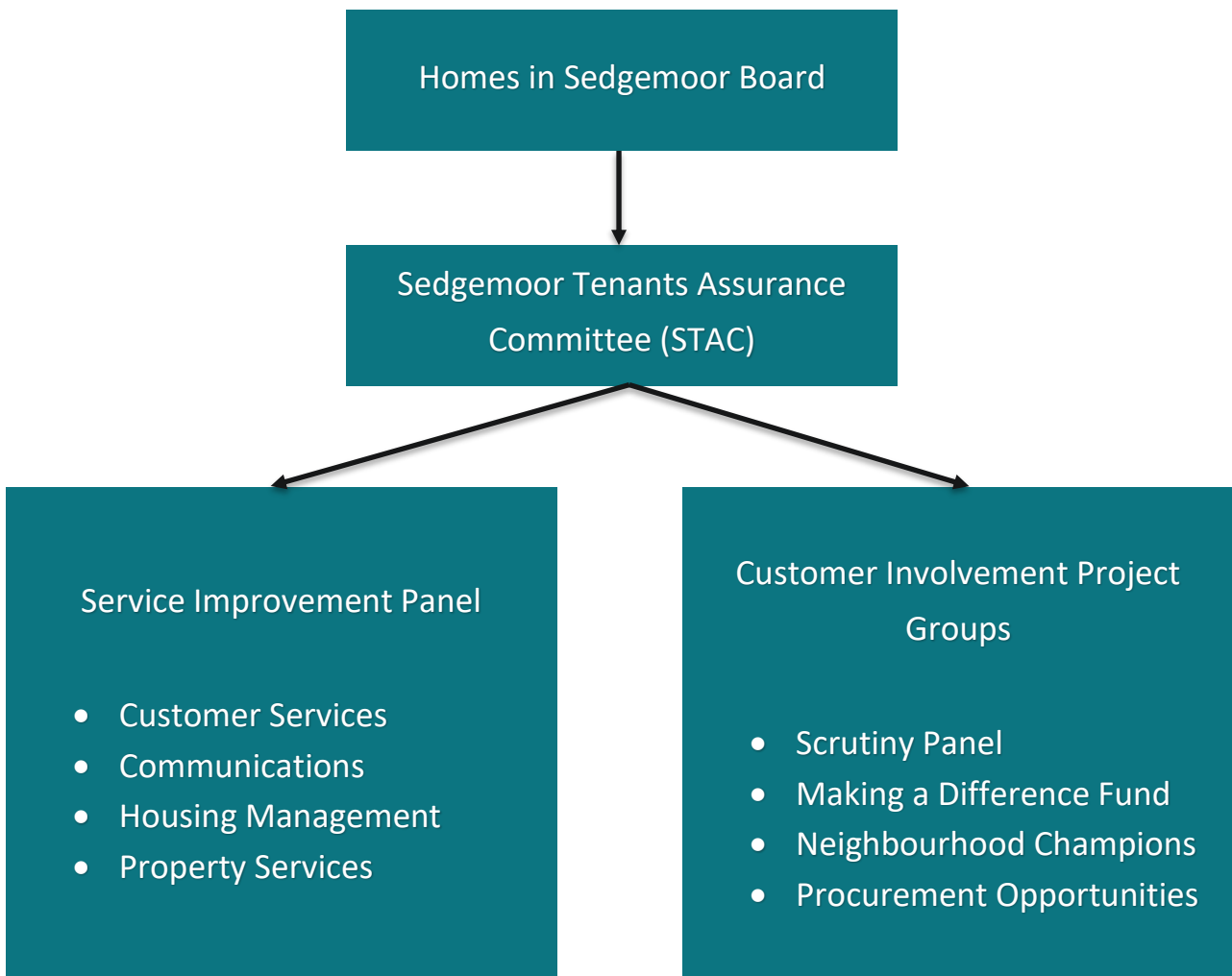
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Customer Engagement and Influence

Customer involvement is our framework that provides an opportunity for customers to influence decision making processes to help shape service delivery.



Role Profile

Job Title: Board Member

Remuneration: £2,500 per year (next review Oct 2025), plus reasonable expenses

Time Commitment: Board meetings (in-person) every other month, on a Tuesday plus two-day Board Away days held twice a year, spotlight sessions (primarily virtual) and ad-hoc ambassadorial work. There will also be an opportunity to join other committees such as the Audit and Risk Committee or the Tenants Assurance Committee and this would increase any time commitment required. You will also have an annual appraisal.

Job Purpose:

Board Members are responsible for the overall governance and strategic direction of the Company, developing its vision, business goals and strategic objectives in accordance with our Articles of Association, the Management Agreement in place with Somerset Council, the law, and regulatory requirements. Day-to-day management is the responsibility of the Chief Executive, the Executive Team (ET), and their teams.

Main Responsibilities of the Board as a Whole

- To ensure that the Company functions in line with its Articles of Association and within the legal and regulatory framework of the sector.
- To uphold the financial duty and the duty of skill and care invested in the positions of Board Members undertaking such duties in a way that adds to public confidence in the Company.
- To determine the overall strategic direction and development of the Company.
- To set and ensure compliance with the values, vision, and strategic objectives of the company, ensuring its long-term success.
- To ensure that it has adequate information to make informed, clear, and strategic decisions.
- To ensure that the needs of present and future beneficiaries of the Company's activities inform the decisions that are taken.
- To ensure that the Executive Team exercise effective control over the operations of the Company by establishing and overseeing a framework of delegation and systems of internal control
- To develop and promote the highest standards of governance.
- To set a positive culture, with a strong customer focus
- To ensure the Company operates effectively, efficiently, and economically.
- To provide oversight, direction and constructive challenge to the Company's Chief Executive, and the Executive Team
- To appoint and, if necessary, dismiss or terminate the services of the Chief Executive

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- To satisfy itself as to the integrity of financial information, approving each year's budget and annual accounts before publication
- To establish and oversee a risk management framework to safeguard the assets and the reputation of the Company.

Key Tasks and Responsibilities of Individual Board Members

To function as an accountable member of the Board by:

- Upholding the values.
- Focusing on achieving the vision as set out in the corporate strategy,
- Adhering to all organisational policies and procedures.
- Abiding by the Board Member's Code of Conduct; always respecting the confidentiality of information; and
- Adhering to the principles of collective responsibility and ensuring that decisions made by the Board are upheld publicly and privately.

To make an effective contribution to the Board by:

- Having an independent mind but able to operate collectively as a team.
- Making informed and constructive contributions.
- Collaborating effectively with the Executive Team and other senior colleagues and maintaining good working relationships with all colleagues.
- Develop and maintain productive working relationships with Executive members.
- Being initiative-taking to seek out information and to ask for training where it is needed.
- Preparing well for meetings by reading and assessing all relevant papers and reports; Preparing well for training sessions and other events and attending with a willingness to participate.
- Paying particular attention to strategic and creative thinking when formulating policy and avoiding operational detail; and
- Debating in a proper, respectful manner, addressing only matters in hand, keeping contributions relevant.

To ensure the effective management and promotion of the organisation by:

- (1) representing the Company in a professional manner; and
- (2) attending various events on behalf of the Company.

Common Responsibilities

All Board Members share responsibility for the decisions made by the Board. All decisions must be made in the best interests of the Company and cannot be made owing a greater allegiance to any other organisation or interest.

Person Specification

Introduction

This person specification is in two parts – a set of core qualities expected of all Board Members; and a set of knowledge, skills, competencies, and experience that the Board needs to have among its membership. Where specific gaps in core qualities are identified at the recruitment stage, support may be given to meet them.

All Board members are encouraged to expand their general knowledge of the sector and maintain their specialist knowledge if it is of positive relevance and benefit to the Company.

Core Qualities for all Board members

To have and demonstrate a commitment to:

1. The success of the Company.
2. Social housing and the development of sustainable communities.
3. Meeting the needs of vulnerable people.
4. Working effectively with other Board Members and with staff.
5. The vision of the organisation.
6. The Company's values.
7. The involvement and engagement of customers; and
8. Equality, diversity & inclusion

To have and demonstrate a sufficient standard of education to enable the proper assimilation of information presented to the Board and its Committees; to be able to raise relevant questions about them; and to reach informed decisions.

To have personal circumstances that enable:

- Time to attend an average of ten meetings a year, whether Board, Spotlight Sessions, Committee or working group meetings.
- Ad-hoc discussions to be held between Board Meetings with other Board Members and staff to help inform and develop the work of the Company; and



- Attendance at two Board Away Days (held twice per year and each is two days in duration) and a minimum of two days a year of training and related activities.

To have the ability to:

- Place customers at the forefront in all decision making
- Work effectively in groups.
- Understand the concepts of budgeting and monitoring financial performance.
- Understand the core elements of letting, managing, and maintaining property and monitoring performance; and
- Take rational decisions based on the information available.

Special knowledge, skills, and experience to be provided by Board Members

Each Board member is expected to contribute at a strategic level to at least one of these qualities and the Board will have at least one Board Member who can demonstrate each of these qualities:

- Knowledge of how tenants experience the services provided by the Company.
- Knowledge of how other key stakeholders experience the services provided by the Company.
- Experience in the housing sector at a senior level in a similar organisation.
- Experience in leading and directing the activities of others within a business environment.
- Experience operating at a strategic level within a medium-sized business.
- Experience in change management
- Experience in participating in community-led groups, developing solutions, and securing resources to tackle neighbourhood issues.
- Skills in evaluating detailed financial information and making major decisions on priorities and resources.
- Skills in developing solutions to complex problems.
- Skills in identifying and managing risk and developing and monitoring internal controls.
- Skills in corporate governance and housing law
- Skills in providing or managing large-scale housing maintenance, development, or construction-related services.

Any knowledge/skills/experience gaps will be a consideration when recruiting Board Members and succession planning.



Homes in Sedgemoor has adopted the NHF Code of Governance requirements and previously elected members of the Board are not permitted to apply unless a period of three years has elapsed.

Reasonable adjustments will be made for anyone requiring additional support with numeracy and literacy.



Recruitment Timetable

Activity	Proposed Dates
Recruitment opens	W/c 14 October 2024
Closing Date	5pm, Friday 15 November 2024
Shortlisting	18 November & 19 November 2024
Formal Interviews	Wednesday 27 November 2024
Reference checks and confirmation of appointment	W/c 2 December 2024
Attend first Board meeting as an observer	28 January 2025

How to Apply

If you require any help completing your application, please do contact the People Team on 0800 585 360.

Please visit our website www.homesinsedgemoor.org/about-us/work-with-us and select the 'apply now' button to complete our online application form.

You will be asked for full contact details for two referees (including your current employer if applicable). Please note we will not request references without your prior permission.

All appointments are subject to two satisfactory references, a DBS check and relevant checks linked to Board membership.

Alternatively, you can write us a letter to the Homes in Sedgemoor address:

The People Team, Homes in Sedgemoor, Bridgwater House, King Square Bridgwater
TA6 3AR.

The closing date for applications **is Friday 15 November, at 5pm.**

Homes in Sedgemoor is committed to equality of opportunity and welcome applications from people with relevant skills and experience, regardless of their background.