



PEAK District
Rural Housing Association



Peak District Rural Housing Association

Board Member Recruitment Pack

Tel: 0300 1234 009

Website: www.peakdistrictrha.org.uk

BOARD MEMBER RECRUITMENT PACK

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1 WELCOME LETTER

Thank you for your interest in joining the Board of Management at Peak District Rural Housing Association. Once you have read the information available, I hope you feel that you would like to make a positive difference by applying to joining our Board.

For more than 30 years, Peak District Rural Housing Association has been providing local affordable homes for local people where they are needed most. With the demand for houses in rural areas rising, driving house prices and rents upwards, providing affordable rural housing is more important now than ever before. Our primary aim has always been to provide affordable, good quality, well managed homes in villages across the Peak District, to help sustain our rural communities.

Partnership working is at our heart. We work closely with rural communities to forge strong relationships with a host of key partners. These include local residents and community groups, parish councils, local authorities, private developers, housing associations and funding bodies. The new housing developments we provide might only be small-scale, but each benefits an entire community, and new generations of villagers to come.

We aim to build a balanced Board and have a number of skills shortages, shown up by our recent Skills Audit. We do not expect applicants to have all the desired skills, and we would provide an induction into how we operate, in partnership with Midlands Rural Housing, and look to meet the training needs of members. The role of Chair of PDRHA is also becoming vacant in September, so if anyone is interested in this position, please feel free to discuss it with us.

If you would like to have a conversation about the Association or its board, then please feel free to contact Company Secretary, Richard Mugglestone on 0300 1234 009 or richard.mugglestone@midlandsrural.org.uk and he will be happy to help or arrange a discussion with both of us.

Yours sincerely,

David

David Frederickson
Chair of Peak District Rural Housing Association

2 ABOUT PEAK DISTRICT RURAL HOUSING ASSOCIATION

“PDRHA exists to provide affordable housing within rural Peak District. We work closely with District Authorities and Parish Councils in order to ensure that our developments meet the needs of local people who cannot access housing in their communities.”

Peak District Rural Housing Association currently provides over 250 affordable homes in the Peak District and are continuously looking to work with new partners to bring new schemes to fruition. All our schemes are unique and are carefully designed to meet the housing needs we have identified in each rural community.

The Association’s strategic focus is around the following subject areas:

- ✓ Delivering Development and Growth
- ✓ Service delivery to residents
- ✓ Asset Management
- ✓ Financial Planning
- ✓ Risk Management
- ✓ Incorporating Community Cohesion into our core activities
- ✓ Governance and Board control

The Association is also focused on consumer regulation and the quality of service to residents. We are also committed to supporting our residents through challenging economic times whilst developing our business to grow fit for the future.

Further detail on how Peak District Rural Housing Association delivers its aims can be found in the [Annual Report](#) and [Financial Accounts](#), whilst wider information is available on the [website](#).

3 ROLE PROFILE

Job title: Board Member

Responsible to: Chair

Overall purpose

The primary role of the Board is to ensure excellence in governance, support the executive team to manage the business and maintain its financial viability.

As a board member you will be working with a team of talented and respected professionals deciding the strategic direction of the Association, including setting and monitoring the annual business plan and budget.

You will represent PDRHA and ensure that the board is fully accountable to the residents, stakeholders and communities it serves for the decisions it has taken and actively engages with them to demonstrate this accountability.

Board Member Role Description

Key Responsibilities:

As a member of the Board of Management

1. To oversee and set the long-term strategic direction for the organisation, in support of the Association's Business Plan
2. To ensure that the board fulfils its duties and responsibilities for the proper governance of the organisation including compliance and monitoring risk
3. To ensure an effective business plan and budget is in place
4. To ensure that performance is monitored and managed through internal controls and delegation
5. To approve key policies to allow the organisation to achieve its objectives

Duties and tasks to fulfil the key responsibilities:

1. To oversee and set the long-term strategic direction for the organisation including monitoring risk

- To collectively set the strategic objectives and high-level policies for the organisation;
- To contribute to establishing a framework for approving policies and plans to achieve those objectives
- To uphold and promote the core policies, purpose, values and objectives of the Association
- To ensure major risks are reviewed regularly and an effective risk management framework is maintained
- To keep abreast of current developments and thinking in the sector including matters relating to housing, social policy, regulation and investment.

2. To ensure that the board fulfils its duties and responsibilities for the proper governance of the organisation including compliance

- To act reasonably and always in the best interests of the organisation and comply with its code of conduct; to act as an ambassador for the Association.
- To contribute to and share responsibility for decisions of the Board and any committee of the Board of which you are a member;
- To work in partnership with the Company Secretary and Senior Managers; to challenge colleagues constructively;
- To satisfy yourself that the Association's affairs are conducted lawfully and in accordance with regulatory requirements and generally accepted standards of performance and probity;
- To engage effectively with key stakeholders as required, particularly residents;
- To comply fully with the organisation's Governing Instrument including policies, procedures and standing orders

3. To ensure an effective business plan and budget is in place

- To satisfy yourself as to the integrity of financial information, and ensure that all loan covenants are complied with;
- To approve each year's accounts prior to publication and approve each year's budget and business plan;

4. To ensure that performance is monitored and managed through internal controls and delegation

- To ensure there are appropriate mechanisms, both internal and external, to verify that the board receives a balanced and accurate picture of how the organisation is performing
- To ensure that internal controls and systems are audited and reviewed regularly;
- To monitor performance at a strategic level in relation to plans, budgets, controls and decisions;
- To participate in regular reviews of Board performance, and in Board Member appraisal; to participate in Board development and training, and in other learning activities as required.

Person specification

Essential:

- **Passion for providing affordable rural housing for local communities;**
- Experience of contributing to the development and delivery of strategic vision and objectives, and steering an organisation to meet them;
- Understanding and experience of good organisational governance and adherence to good practice;
- Experience of undertaking organisational performance review;
- Experience of developing policy in line with organisational objectives;
- Some experience of risk management;
- Effective communication skills and ability to engage with external stakeholders of all backgrounds;
- A team player;
- Ability to scrutinise and challenge constructively in a positive manner;
- Willingness to maintain knowledge of housing environment.

Desirable:

The Board are particularly keen to fill identified skills gaps and welcome those with knowledge and experience of one or more of the following:

- Housing finance
- Business development
- PR, media and communications, including social media and digital engagement
- Legal expertise
- An appreciation of the resident experience
- Experience of operating in a regulated environment

Board members should be available to offer advice to the Association on areas where they have specialist knowledge.

4 OTHER INFORMATION

Period of appointment

Board members are appointed by the members at the AGM or Full Board Meeting, having been selected by the agreed recruitment process and their recommendation agreed by the Board.

Tenure is in three-year terms for a maximum period of 9 years subject to satisfactory appraisal.

Time commitments

PDRHA plan for five or six board meetings a year.

Board meetings are usually held in Bakewell, although recently meetings have also been available for online engagement. It is likely that a hybrid approach will apply in the future.

Meetings normally last around two hours (mostly from 10:30am) although this can vary.

You will also be expected to attend the AGM which is held on the same day as the September Board meeting and other key PDRHA events. You may also be involved in a specific business plan project group where appropriate.

Please note that this position is unpaid but reasonable expenses will be paid.

Chair of PDRHA

The role of Chair of PDRHA is becoming vacant in September, so if any potential applicants have an interest in this position, please feel free to request a discussion with the current Chair and Company Secretary to find out more about this opportunity.

5 HOW TO APPLY

To apply for the board member position with PDRHA, please download and complete the Application form and Equalities form, or you can request this pack in hard copy and complete the forms enclosed, clearly in black ink. It is important that you provide the information in this format. Separate CVs are not required. You may use additional sheets for the section 'Reasons for applying.'

If replying by email, please return your Application Form to:

richard.mugglestone@midlandsrural.org.uk

and the Equalities form to:

enquiries@midlandsrural.org.uk

If replying by post, please post to:

Midlands Rural Housing
Memorial House
Stenson Road
Coalville
Leicestershire
LE67 4JP

Your Equalities form will be separated from your Application form and retained by the Company Secretary and the Directorate & Governance Secretary. It will not be made available to anyone else.

Your application will be acknowledged and treated with strictest confidence.

If you have any questions about the role, the application or PDRHA in general please call Richard Mugglestone (Company Secretary) on 0300 1234 009 or email richard.mugglestone@midlandsrural.org.uk

PDRHA Board of Management

Terms of Reference

The Board of Management is responsible for the overall running of the housing association and delegating authority where applicable. It is primarily responsible for determining strategy and policy, monitoring the Association's performance, ensuring that it is financially solvent, effectively governed, and fulfils the delivery of its Mission Statement and values. In accordance with the Rules of the Association, five Board Members or half the Board (whichever is the lower) will form a quorum.

The specific duties of the Board of Management are as follows:

- (i) To meet at regular intervals and consider reports dealing with the Association's affairs and take appropriate decisions or endorse decisions already taken under delegated authority by Sub-committees and Officers.
- (ii) To set up sub-committees and task groups as are necessary, provide them with terms of reference and delegate powers to act upon their recommendations.
- (iii) To agree the policy and strategic direction of the Association and monitor its overall performance.
- (iv) To review its membership, ensuring that it has an appropriate range of skills and experience and that its meetings are properly conducted and recorded.
- (v) To comply with the principles of Good Governance as set out the National Housing Federation document "Code of Governance – promoting Board Excellence for Housing Associations".
- (vi) Satisfy itself that the Association's affairs are conducted lawfully and in accordance with accepted standards of performance and propriety.

CORE FUNCTIONS

- 1) The Board shall define and ensure compliance with the values and objectives of the Association.
- 2) Establish a Business Plan to achieve those objectives and review the same on an annual basis.
- 3) Satisfy itself as to the integrity of financial information, approving each year's budget, business plan and annual accounts prior to publication.
- 4) Establish and oversee an appropriate framework of delegation, and systems of control, and provide assurances on the same to the Regulator.
- 5) Oversee the Risk Management Framework and take key decisions on matters that will, or might, create significant risk for the Association.
- 6) Ensure compliance with the Regulator of Social Housing's regulatory standards and regularly review such compliance.
- 7) To periodically review the effectiveness of the Association to ensure the Board of Management maintains high standards of probity in its decision-making.

APPLICATION FORM FOR MEMBERSHIP OF THE BOARD OF PEAK DISTRICT RURAL HOUSING ASSOCIATION

Please return to:

Richard Mugglestone

Email: richard.mugglestone@midlandsrural.org.uk

Post: Company Secretary
c/o Peak District Rural HA
Memorial House
Stenson Road
Coalville
Leicestershire
LE67 4JP



Telephone: 0300 1234 009

PRIVATE AND CONFIDENTIAL

Title:	First name(s):
Surname:	
Home Address:	<u>Contact Numbers:</u>
	Home:
	Work:
	Mobile:
Post Code:	Email:
Date of Birth:	
How did you hear about the opportunity to become a member of the PDRHA Board?:	

Work history:

Current and past positions of responsibility in public, private or voluntary sector organisations

Reasons for applying for PDRHA Board Membership:

(Please indicate what qualities and skills you feel would be relevant)

Do you have any personal or business relationships with any person or organisation, which may lead to a potential conflict of interest? (If YES, please provide details)

Special Note: In accordance with Homes England / Regulator of Social Housing requirements, Associations are unable to award work to the companies or firms of Board members or their close relatives where they have managerial control of those firms.

References

Please give the names, positions, organisations, address and email details, and telephone contact numbers of two referees:

<p>1. Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Email</p> <p>.....</p> <p>Tel No</p> <p>.....</p>	<p>Please indicate whether referees can be approached without your prior permission.</p> <p>YES / NO (delete as appropriate)</p>
<p>2. Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Email</p> <p>.....</p> <p>Tel No</p> <p>.....</p>	<p>Please indicate whether referees can be approached without your prior permission.</p> <p>YES / NO (delete as appropriate)</p>

Signature:

Date:

Equal Opportunities

DIVERSITY MONITORING FORM

The Association wishes to ensure that the composition of the Board of Management reflects the communities that it serves.

In order to meet this commitment, we need to ensure that monitoring arrangements are in place and kept up to date. The completion of this form will help us to do this. Thank you.

Do you consider yourself to have a disability? ☐ YES ☐ NO

If YES, please state the nature of your disability:

.....

Are there any adjustments that could be made to enable you to carry out your duties as a Board or Committee Member more effectively? If YES, please provide details:

.....

.....

Ethnic or Cultural Origin

I would describe my ethnic origin as:

- | | |
|---|---|
| <input type="checkbox"/> Asian/Asian British: Bangladeshi | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Asian/Asian British: Indian | <input type="checkbox"/> Mixed: White and Black African |
| <input type="checkbox"/> Asian/Asian British: Other | <input type="checkbox"/> Mixed: White and Black Caribbean |
| <input type="checkbox"/> Asian/Asian British: Pakistani | <input type="checkbox"/> Mixed: Other |
| <input type="checkbox"/> Black/Black British: African | <input type="checkbox"/> White: British |
| <input type="checkbox"/> Black/Black British: Caribbean | <input type="checkbox"/> White: Irish |
| <input type="checkbox"/> Black/African/Caribbean | <input type="checkbox"/> White: Other |
| <input type="checkbox"/> Black/Black British: Other | <input type="checkbox"/> Other (Please specify): |

PEAK DISTRICT RURAL HOUSING ASSOCIATION LTD
c/o MIDLANDS RURAL HOUSING
MEMORIAL HOUSE
STENSON ROAD
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LE67 4JP

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EMAIL: enquiries@midlandsrural.org.uk



Peak District Rural Housing Association Limited is a registered provider, with charitable rules, under the Co-operative and Community Benefit Societies Act 2014 (26807R) and with the Regulator of Social Housing L3899.

A member of the National Housing Federation

Registered Office: Rural Action Derbyshire, Town Hall, Bank Road, Matlock, Derbyshire, DE4 3NN