

# Co-optee Board Member Vacancy Information Pack

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## INTRODUCTION

This information pack has been prepared to give individuals who may be interested in becoming a Co-optee Board Member of Shropshire Towns and Rural Housing (STAR Housing) a better understanding of what is involved. Becoming a Co-Optee Board Member represents a real and exciting opportunity to help shape the future of social housing and regeneration in Shropshire.

STAR Housing are looking for two Co-Optee board members one for the Human Resources and Remuneration Committee and one for the Development, Sustainability and Strategic Investment subcommittee.

## ABOUT STAR HOUSING

STAR Housing is a Council Housing Company also known as an Arm’s Length Management Organisation (ALMO), which is responsible for managing around 4,100 Shropshire Council owned homes in the Bridgnorth and Oswestry areas.

### Our Vision

 *“Listening to our residents, together we create quality homes and vibrant communities.”*

### Our Values

### We will be enterprising

We don’t want to stand still; we want to welcome new ideas. We will challenge ourselves to think differently and be innovative. We want the people who live and work in our communities to get outstanding services and communities.

* **We will act with integrity**

We are committed to being open and honest, and will hold ourselves and others to account. We will use our resources in areas that people have said are a priority. We know there are difficult decisions to take, we will address these issues and explain how we reach our conclusions. We will consult and listen to residents before we address issues and explain how we reach our conclusions.

* **We will take responsibility**

If we promise something we will deliver it. We will always stand by our actions and be accountable. We will listen to all of our customers and be non-judgemental in our approach.

* **We will be reliable and supportive**

We will help residents in our communities to be confident and achieve. We will be dependable and reliable and listen to the concerns in our neighbourhoods. We will be welcoming and approachable recognising that everybody is an individual.

* **We will use our resources wisely.**

We recognise that we work in a challenging economic environment that makes us more determined to ensure our money and people are used in the best possible way. We will be organised but flexible and provide a professional service that provides value for money.

### The role of a Board Member at STAR Housing

The role of Co-Optee to the Board is to give expertise and advice to the Board and the Executive team, providing leadership and considering key decisions. They should assist with setting strategic direction of the Company and ensure that STAR Housing delivers quality services to tenants and fulfils the requirements of the contract with the Council. They support the board and the Executive Team in setting the aims and policies for the company and are not responsible for the day to day management.

All Co-Optee Board members are expected to work together as part of a team and the first responsibility is to the wellbeing of the company, not to represent personal interests, the interests of sectional groups or other outside bodies.

There are also four subcommittees that support the work of the Board that are made up of Board Members and Co-Optee. All Co-Optee Board Members are expected to attend the main board and the designated sub-committee. The sub-committees are the:

* Finance, Audit & Risk Subcommittee
* Development, Sustainability and Strategic Investment Subcommittee.
* Human Resource and Remuneration Subcommittee
* Customer Service Subcommittee

A full **Statement of Obligations** will be provided as part of the recruitment process.

### The Composition of the Board

The Board is made up of 8 members in total:

* 2 Tenant members
* 3 Independent members
* 2 Council appointees
* 1 Staff member.

The council and STAR Housing have recently undertaken a governance review which is being undertaken by Anthony Collins Solicitor. The review will consider the current make up of the board, the governance arrangements between STAR Housing the council and changes which maybe required as a result of recent legislative changes within the social housing sector. The review will be reporting back to STAR Housing and the council in January 2024.

### **Commitment** Required

Being a Co-optee Board member will require a time commitment from you. At present Board meetings are held 5 times per year during the afternoon. The majority of our meetings are usually held at our Shrewsbury office, Board members will also be expected to attend our AGM and Board away days and undertake an annual appraisal and participate in any relevant training.

In addition to the Board, there are the following subcommittees:

* Development, Sustainability and Strategic Investment Subcommittee
* Finance, Audit & Risk Subcommittee
* Human Resources and Remuneration Subcommittee
* Customer Services Subcommittee

As a Co-Optee, you will be expected to attend Board meetings and be a Member of either the Human Resources and Remuneration or Development, Sustainability and Strategic Investment Subcommittees. Subcommittees meet every quarter on teams, however we are planning on having one meeting a year at STAR Housing, Shrewsbury offices.

The agenda and reports for meetings are issued one week in advance using Microsoft Teams and SharePoint

Meeting dates set for 2024

Board

* 1.00 – 5.00pm 11th March 2024
* 1.00- 5.00pm 24th June 2024
* 1.00-5.00pm 16th September 2024
* AGM w/c 7th October 2024
* 1.00- 5.00pm 9th December 2024

 Development, Sustainability and Strategic Investment Subcommittee

* 2.00- 4.00pm 14th February 2024
* 2.00- 4.00pm 24th April 2024
* 2.00- 4.00pm 24th July 2024
* 2.00- 4.00pm 23rd October 2024

Human Resources and Renumeration Subcommittee

* 12th January 2024

(further meeting dates to be confirmed)

### Eligibility to Apply for the Role of Co-optee Board Member

The following individuals will not be eligible to apply:

* Employees of Shropshire Council.
* People with convictions that could have a detrimental effect on the company’s work and good reputation (for example fraud, theft or antisocial behaviour).
* People who have been disqualified from being a company director, charity trustee or holding positions of public authority.
* People who are an undischarged bankrupt or have made an arrangement with their creditors.
* People who are suffering a mental disorder and either:
	+ admitted to hospital under the Mental Health Act 1983,
	+ or have a court order made relating to the illness or to appoint someone to look after their property or other affairs.

A full statement in relation to the **Disqualification Criteria** will be provided should your expression of interest be taken to the next stage. You will be asked to state that you are not disqualified as part of the application process.

### Skills and Experience Required

A Co-Optee **Board Member Role Specification** can be found at the bottom of this information pack and gives details of the skills and attributes we are looking for.

If selected we will help you to carry out your role effectively, we will make sure that you would receive:

* Appropriate training and information on all aspects of our work and on being a Board Member.
* Copies of all relevant policies and plans.
* Full information on the roles and responsibilities of Co-Optee Board Members.
* Board papers and meeting agendas in advance of meetings to give Co-Optee Board Members sufficient time to read them and ask questions before the meeting.

As a Co-Optee Board member, you will be able to develop skills and knowledge in a wide variety of areas, support STAR Housing during a time of transition and improve the services STAR Housing tenants receive.

### Co-Optee Board Members Remuneration

* Remuneration of: £1,500. This is not pensionable and does not imply any employment contract nor other benefit. This payment is optional.
* Out of pocket expenses are paid.
* Course fees and out of pocket expenses are paid for when Co-Optee Board Members attend conferences.
* Child care/carers payments can be paid to enable you to attend meetings and training.

## THE APPLICATION PROCESS

### How do I apply?

If you feel you have the skills, knowledge and experience that we are looking for as a Co-Optee Board Member we look forward to receiving your submission.

Please submit an expression of interest to STAR, including a covering letter and a copy of your CV. Please also include in your letter why you want to be a STAR Housing Co-Optee Board Member. Please note and fill in the declaration that you are not disqualified from Board membership.

Please submit your expression of interest, CV and your preferred subcommittee to HR@starhousing.org.uk

The closing date for applications is **Friday 8th December 2023.**

### How are Board Members selected?

We will shortlist eligible candidates that fulfil the Board Member specification and invite them to an interview to discuss your application and why you should be a Co-Optee Board Member.

### How can I find out more?

To find out more please see the last summary **Business Plan** and the **STAR Housing Governance Guide** and **Governance Strategy**, along with further information about STAR Housing, please visit our website at [www.starhousing.org.uk](http://www.starhousing.org.uk).

If you want to find out more about becoming a Board Member you can also contact Harpreet Rayet, Managing Director, for an informal discussion on 07931 727809.

## Role Description and Person Specification for Co-Optee HR and Remuneration Committee

|  |  |
| --- | --- |
| **Title** | **Co-Optee HR and Remuneration Committee** |
| **Responsible to** | **Chair of the Board** |
| **Responsible for:*** Providing leadership, direction and control to STAR Housing’s strategic direction, policies and vision.
* Provide advice and expertise to the Chair and Chair of the sub committee on HR and Remuneration matters
 |
| **Remuneration** | **£1,500 per annum** |
| **Term of Office** | 3 years. A period of 3 years with a maximum of 9 years in office |
| **Main responsibilities:*** To provide leadership for the direction and control of STAR Housing.
* To work with other Board members to ensure that the Board operates effectively.
* To ensure that the service is governed correctly in line with its constitutional, statutory and regulatory obligations, its Code of Conduct and best practice.
* To set the short and long-term objectives and strategy for key HR and Remuneration policies and proposals.
* To drive the development of the business plan and provide a constructive challenge to the Managing Director and the Senior Management Team.
* To contribute to the review and evaluation of present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks in the internal environment.
* To ensure all decisions reflect a commitment to Equality & Diversity and Health and Safety.
* To approve key Company policies.
* Review the framework for the remuneration and terms and conditions of employment of the chairman of the board and of executive directors.
* Monitor the level and structure of the remuneration of senior managers.
* Set detailed remuneration of the executive directors and chairman including termination payments
* Ensure that executive directors are fairly rewarded for their contribution to the performance of the company
* Ensure transparency to shareholders that remuneration of the executive directors is set by individuals with no personal interest in the outcome of the committee decisions
* To attend Board meetings and, where required, Subcommittee meetings.
* To fully prepare for Board/Committee meetings.
* To participate fully in Board meetings.
* To set targets, monitor and regularly review progress on overall performance.
* To fully participate in learning and development relevant to the role of a Board Member.
* To participate in reviews of their own performance and that of the Board.
* To establish and oversee a framework of delegation and systems of control.
* To develop effective working relationships with other Board Members and officers.
* Ensure that the Company meets its legal and moral obligations to its employees, customers and contractors.
* To adopt safe working practices.
* To respect confidentiality of information.
* To lead by example at all times, maintaining the highest standards of Probity.
* Participate in the recruitment and selection of future Board Members.
* To declare any relevant interests and act in accordance with the requirements of the constitution in relation to those interests.
 |

**Board Member Specification**

|  | *Essential* | *Desirable* |
| --- | --- | --- |
| **Commitment** |
| To develop and be committed to the vision and values  | ✔ |  |
| To uphold the principles of Equality & Diversity | ✔ |  |
| To observe and comply with the Board Code of Conduct | ✔ |  |
| To respect confidentiality of information | ✔ |  |
| To act in the best interests of the company | ✔ |  |
| To be committed to the involvement of tenants in decision making | ✔ |  |
| To be committed to the development of own skills and knowledge | ✔ |  |
| To high standards of governance | ✔ |  |
| To attend and prepare for Board meetings | ✔ |  |
| To excellence in service delivery | ✔ |  |
| To providing services that offer Value for Money  | ✔ |  |
| **Experience** |
| Finance and Accounting |  | ✔ |
| Governance  |  | ✔ |
| Legal  |  | ✔ |
| Housing Management  |  | ✔ |
| Asset Management  |  | ✔ |
| Human Resource Management |  | ✔ |
| Knowledge or experience of social housing |  | ✔ |
| Strategic management  |  | ✔ |
| Working in the not for profit sector |  | ✔ |
| Managing organisations |  | ✔ |
| Delivering projects/programmes |  | ✔ |
| Identifying the needs and aspirations of the people in the community |  | ✔ |
| **Skills** |
| Listening and communication skills | ✔ |  |
| Ability to manage personal and corporate relationships | ✔ |  |
| Creative problem solving  | ✔ |  |
| Time management skills | ✔ |  |
| Questioning skills, including the ability to challenge appropriately | ✔ |  |
| Working as a team | ✔ |  |
| Effective networking skills |  | ✔ |
| Analytical skills |  | ✔ |
| Leadership |  | ✔ |
| Ability to use I.T and familiarity with Microsoft packages inc..Word and Excel | ✔ |  |

## Role Description and Person Specification for Development, Sustainability and

|  |  |
| --- | --- |
| **Title** | **Co-Optee HR and Remuneration Committee** |
| **Responsible to** | **Chair of the Board** |
| **Responsible for:*** Providing leadership, direction and control to STAR Housing’s strategic direction, policies and vision.
* Provide advice and expertise to the Chair and Chair of the subcommittee on Development, Sustainability and Strategic Investment
 |
| **Remuneration** | **£1,500 per annum** |
| **Term of Office** | 3 years. A period of 3 years with a maximum of 9 years in office |
| **Main responsibilities:*** To provide leadership for the direction and control of STAR Housing.
* To work with other Board members to ensure that the Board operates effectively.
* To ensure that the service is governed correctly in line with its constitutional, statutory and regulatory obligations, its Code of Conduct and best practice.
* To set the short and long-term objectives and strategy for key Development, Sustainability and Strategic Investment activity.
* Monitor the delivery of the Development and Asset Management Strategy
* To drive the development of the business plan and provide a constructive challenge to the Managing Director and the Senior Management Team.
* To contribute to the review and evaluation of present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks in the internal environment.
* To ensure all decisions reflect a commitment to Equality & Diversity and Health and Safety.
* To approve key Company policies.
* To attend Board meetings and, where required, Subcommittee meetings.
* To fully prepare for Board/Committee meetings.
* To participate fully in Board meetings.
* To set targets, monitor and regularly review progress on overall performance.
* To fully participate in learning and development relevant to the role of a Board Member.
* To participate in reviews of their own performance and that of the Board.
* To establish and oversee a framework of delegation and systems of control.
* To develop effective working relationships with other Board Members and officers.
* Ensure that the Company meets its legal and moral obligations to its employees, customers and contractors.
* To adopt safe working practices.
* To respect confidentiality of information.
* To lead by example at all times, maintaining the highest standards of Probity.
* Participate in the recruitment and selection of future Board Members.
* To declare any relevant interests and act in accordance with the requirements of the constitution in relation to those interests.
 |

**Board Member Specification**

|  | *Essential* | *Desirable* |
| --- | --- | --- |
| **Commitment** |
| To develop and be committed to the vision and values  | ✔ |  |
| To uphold the principles of Equality & Diversity | ✔ |  |
| To observe and comply with the Board Code of Conduct | ✔ |  |
| To respect confidentiality of information | ✔ |  |
| To act in the best interests of the company | ✔ |  |
| To be committed to the involvement of tenants in decision making | ✔ |  |
| To be committed to the development of own skills and knowledge | ✔ |  |
| To high standards of governance | ✔ |  |
| To attend and prepare for Board meetings | ✔ |  |
| To excellence in service delivery | ✔ |  |
| To providing services that offer Value for Money  | ✔ |  |
| **Experience** |
| Finance and Accounting |  | ✔ |
| Governance  |  | ✔ |
| Legal  |  | ✔ |
| Housing Management  |  | ✔ |
| Asset Management  |  | ✔ |
| Human Resource Management |  | ✔ |
| Knowledge or experience of social housing |  | ✔ |
| Strategic management  |  | ✔ |
| Working in the not for profit sector |  | ✔ |
| Managing organisations |  | ✔ |
| Delivering projects/programmes |  | ✔ |
| Identifying the needs and aspirations of the people in the community |  | ✔ |
| **Skills** |
| Listening and communication skills | ✔ |  |
| Ability to manage personal and corporate relationships | ✔ |  |
| Creative problem solving  | ✔ |  |
| Time management skills | ✔ |  |
| Questioning skills, including the ability to challenge appropriately | ✔ |  |
| Working as a team | ✔ |  |
| Effective networking skills |  | ✔ |
| Analytical skills |  | ✔ |
| Leadership |  | ✔ |
| Ability to use I.T and familiarity with Microsoft packages inc. Word and Excel | ✔ |  |

**Please ensure that you state how you meet the essential and desirable criteria in the application**