

# 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 Board Member (Director) of Shropshire Towns and Rural Housing (STAR Housing) a better understanding of what is involved. Becoming a Board Member represents a real and exciting opportunity to help shape the future of social housing and regeneration in Shropshire.

## 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

All Board Members are legal Directors of the company. The role of the Board is to govern the company providing leadership and control. They should set the 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 set the aims and policies for the company and are not responsible for the day to day management.

All 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 three subcommittees that support the work of the Board that are made up of Board Members. All Board Members are expected to take part in one of following sub-committees. They are the Finance, Audit & Risk Subcommittee and the Development Subcommittee. Some Board Members also sit on the Remuneration Panel.

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 10 members in total:

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

### **Commitment** Required

Being a Board member will require a time commitment from you. At present Board meetings are held 4 times per year during the afternoon. The majority of our meetings are usually held at our Shrewsbury office (they are currently taking place virtually using Microsoft Teams), 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. We are recruiting Tenant Board for an initial 1 year appointment but this may be extended by mutual agreement.

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

* + Development Subcommittee
  + Finance, Audit & Risk Subcommittee
  + Remuneration Panel

As a Board Member, you will be expected to attend Board meetings and be a Member of one of the Subcommittees. Board Members also sit on the Remuneration Panel. Subcommittees meet approximately once per quarter.

The agenda and reports for meetings are issued two weeks in advance using Microsoft Teams.

### Eligibility to Apply for the Role of 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 **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 Board Members.
  + Board papers and meeting agendas in advance of meetings to give Board Members sufficient time to read them and ask questions before the meeting.

As a Board member, you will be able to develop skills and knowledge in a wide variety of areas. It could help expand your CV and you may be able to use the expertise you gain as a Board member in other areas of your work

### Board Members Remuneration

* + Only the Chair and Vice-Chair of STAR Housing receive remuneration for their work on the Board.
  + Board Members undertake their work on a voluntary basis but should never be out-of-pocket because of their work.
  + Out of pocket expenses are paid.
  + Course fees and out of pocket expenses are paid for when 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 Tenant Board Member we look forward to receiving your submission.

Please submit an expression of interest to STAR, including a covering letter, outlining what experience and skills you have that make you particularly suitable to be a Board member, including any relevant voluntary work you may have done. Please also include in your letter why you want to be a STAR Housing Tenant Board Member. If you have a CV we would love to see this as well. Please note and fill in the declaration that you are not disqualified from Board membership.

Please submit your expression of interest to [jobvacancies@starhousing.org.uk](mailto:jobvacancies@starhousing.org.uk) or post to STAR Housing, The Spruce Building, Sitka Drive, Shrewsbury Business Park, SY2 6LG.

The closing date for applications is **Friday 15th October 2021**.

### 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 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 Sue Adams, Managing Director, for an informal discussion on 01743 210201.

## Role Description and Person Specification for Board Member

|  |  |
| --- | --- |
| **Title** | **Board Member** |
| **Responsible to** | **Chair of the Board** |
| **Responsible for:**   * Acting in the capacity of a Director under company legislation. * Providing leadership, direction and control to STAR Housing’s strategic direction, policies and vision. * Establishing control and risk management frameworks. * Ensuring the necessary financial and human resources are in place and robust systems of performance management. | |
| **Remuneration** | None but out of pocket expenses will be paid |
| **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 the company. * 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 agree annual budgets for both revenue and capital expenditure * To establish and maintain financial control by:   - Approving the business plan  - Approving the accounts  - Approving the budget  - Approving new borrowing facilities   * To ensure all decisions reflect a commitment to Equality & Diversity and Health and Safety. * To approve key Company policies. * To ensure that STAR engages with the local communities and supports and develops the capacity and effectiveness of the community. * 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.**