



Re: Tenant Board Member vacancy

Thank you for showing interest in this role within Radcliffe Housing Society. I have great pleasure in attaching the application pack including some additional supporting information regarding the role.

If you have any questions relating to the application process, please contact us on:
jobs@radcliffehs.org

I look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "D Donoghue".

Daren Donoghue

Chef Executive

Tenant Board Member

Appointment Process and Timescales

Please note the appointment process and expected timescales for the recruitment of a Tenant Board Member is as follows:

| | |
|--|---|
| Tuesday 5th July | The deadline for receiving your application. Both parts 1 and 2 of the application form and your personal statement need to be received by this date. |
| w/c Monday 11th July | The Chair and Chief Executive will assess all application forms received. No feedback will be given to unsuccessful candidates at this stage. |
| Interview date to be confirmed | Shortlisted applicants will be invited to an interview with at least the Chief Executive and Chair of the Board. |
| To be confirmed | The Board will formally appoint the successful Tenant Board Member |

Radcliffe Housing Society
Privacy Notice for Tenant Board Member Applications

Information provided in support of your application for the Tenant Board Member role will be processed and stored in line with the General Data Protection Regulations and The Data Protection Act 2018 and will only be used for that purpose.

We will retain your information 6 months after the appointment of the successful candidate.

The unsuccessful candidates' data will then be destroyed securely.

Radcliffe Housing Society will not share your information with any third parties.

| | |
|--|--|
| Title: | Board Member |
| Responsible to: | Chair of Radcliffe Housing Society |
| Responsible for | |
| <ul style="list-style-type: none"> • Act in the capacity of a Non-Executive Director under company legislation. • Ensure the necessary financial, risk and performance management systems are in place to deliver efficient, effective, value for money housing services to meet customer needs and priorities. • Adhere to the vision, mission, values, and culture of RHS as a tenant centred housing management organisation. • Direct, control and scrutinise RHS affairs, ensuring compliance with the values, vision, mission, and strategic objectives of RHS, ensuring its long-term success. | |
| Remuneration | None but out of pocket expenses will be paid. |
| Term of Office | A period of 3 years and subject to re-election, up to a maximum of 6 years in total. |
| Main areas of responsibility and specific duties | |
| <p>Strategic Direction, Leadership and Compliance</p> <ul style="list-style-type: none"> • Provide strategic leadership for the direction, oversight, and control of RHS. • Ensure that the service is governed correctly in line with its constitutional, statutory, and regulatory obligations, its Code of Conduct, legislation, and best practice, and that the Company acts within its powers. • Contribute to and share responsibility for the RHS Board's decisions, including its duty to exercise reasonable care, skill, diligence, and independent judgement. • Set, monitor and review the short- and long-term objectives, strategy, and performance of RHS. • Approve key Company policies and strategies. • Foster a culture which enhances commitment, enthusiasm, and excellence within RHS and of working together to achieve success. <p>Financial Management and Control of Risk</p> <ul style="list-style-type: none"> • Approve and monitor annual budgets for both revenue and capital expenditure and seek to identify and to manage risk at all times. • Maintain financial control by approving and monitoring the business plan, the accounts, cash flow, and any borrowing facilities and loan repayment plans. • Establish and oversee a risk management framework in order to safeguard the assets and reputation of RHS. | |

- Drive the development, implementation and monitoring of the business and strategic plans and the improvement of quality standards and performance by providing constructive challenge to RHS Chief Executive and the Senior Management Team.
- Contribute to the review and evaluation of present and future strengths, weaknesses, opportunities, and threats in both the internal and external environment, to support the development of an effective, forward looking organisation.

Governance

- Appoint (and where necessary remove), monitor the performance of and decide upon the remuneration of the Chief Executive of RHS.
- Oversee and review a framework of delegation and systems of internal control.
- Ensure that RHS meets its legal and moral obligations to its employees, tenants, leaseholders, customers, and contractors.
- Ensure all decisions reflect a commitment to and compliance with Equality & Diversity and Health and Safety legislation.
- Adopt safe working practices.

Foster Positive and Effective Working Relationships

- Ensure effective working relationships are developed with other Board Members, with the Chief Executive, the Senior Management Team, and with employees and external partners in the interests of delivering the objectives of RHS and in meeting the needs of tenants.
- Ensure that RHS actively engages with tenants to identify and to meet their aspirations and contributes to the development of the local communities and the neighbourhoods in which tenants live.
- Through the Customer Engagement Strategy, provide practical support and resources to enable tenants to work effectively with RHS and its partners.
- Represent RHS when requested.

Operation of the Board

- Work with other Board members as a team to ensure that the Board operates effectively.
- Apply specialist skills, knowledge, experience, and perspectives in Board and Committee meetings to contribute and share responsibility for the Board's decisions including its duty to exercise reasonable care, skill, and independent judgement.
- Uphold the vision, mission, values, and objectives of RHS.
- Attend Board meetings and, where required, Committee meetings.
- Be fully prepared for and take an active role in Board meetings, Committee meetings and other events.

- Fully participate in learning and development relevant to the role of a Board Member
- Participate in reviews of your own individual performance as a member of the Board and that of the Board as a whole.
- Respect confidentiality of information.
- Lead by example at all times, maintaining the highest standards of probity.
- Participate in the recruitment and selection of future Board Members as and when required
- Declare any relevant interests and act in accordance with the requirements of the constitution in relation to those interests.

Time Commitment

All Board members should be able to allocate sufficient time to RHS to discharge their responsibilities effectively.

The frequency of meetings may vary. Currently Board meet: 5 times a year (includes the AGM)

Board members may also be asked to be involved in one or two Committees. Similar to Board meetings, members are expected to allow adequate time to prepare for meetings, so they are able to contribute and participate fully in discussion.

There will be induction training, followed by regular training and information for Board members to aid understanding, update and refresh their skills and knowledge in relation to their role and responsibilities. Training may be delivered collectively and/or to individual members. Training may last between 1 to 2 hours, or possibly to take the form of occasional full day or half day sessions.

Expenses

Board Members will not be paid for their time but are entitled to claim reimbursement of actual expenses incurred when undertaking official duties such as attending Board Meetings. All payments will be made in line with the Board Remuneration and Expenses Policy

Tenant Board Member Person Specification

The Tenant Board Member (TBM) Person Specification is designed to give applicants an idea of the range and type of experience, skills and personal values/qualities which are considered to be relevant for them to be appointed to the Board.

| |
|---|
| Essential Experience: |
| A tenant and receiving housing management services from RHS. |
| Demonstrate an understanding of the issues, concerns, and priorities of tenants in social housing |
| Essential Skills: |
| Listening, communicating, and getting on with others |
| Manage time effectively, to be able to identify and to focus on key issues and priorities |
| Ability to think at an overall strategic level and not get lost in the detail |
| Work as a team and share responsibility |
| Essential Values. To show commitment and contribute to: |
| Developing and upholding the vision, values, and culture of RHS |
| Acting in the best interests of the Society |
| Observing and complying with the RHS Board Code of Conduct |
| Uphold high standards of governance |
| Excellence in service delivery |
| Providing services that offer value for money |
| Respecting confidentiality of information |
| The development of your own skills and knowledge |
| Attending & taking an active part in Board meetings |
| Upholding the principles of Equality & Diversity |

Radcliffe Housing Society Board Member

Part I Tenant Board Member Application

Information about you, your eligibility to apply to be a Tenant Board Member and Equalities Monitoring Information

| About You | | | | |
|------------------|----------|--|----------|--|
| Preferred Title: | | | | |
| First name: | | | | |
| Last name: | | | | |
| Address: | | | | |
| | | | | |
| | | | | |
| | | | | |
| Post code: | | | | |
| Contact numbers: | Daytime: | | Evening: | |
| | Mobile: | | | |
| E-mail address: | | | | |

Declaration of Eligibility to Become a Tenant Board Member

There are certain people who cannot be, or might not be suitable to be, Members of the Board.

Please read the following page of criteria carefully and place a tick against each of the declarations, providing additional information where requested. RHS will need to verify the information that you have provided.

| Declaration | Tick to show you agree with the statement |
|--|---|
| I am either the principle or joint tenant named on the tenancy agreement (if aged between 16 - 18 years) | |
| I am not in breach of my tenancy agreement and I am not subject to any enforcement action by the Council e.g. Notice Seeking Possession for rent arrears, noise nuisance or action for non-payment of council tax. <i>If you have declared that you are a tenant who is in breach of your tenancy agreement, please give details on a separate sheet</i> | |
| I am not currently buying my home under the Right to Buy | |
| I am 16 years of age, or older | |
| I am not a Councillor | |
| I am not employed by RHS | |
| I am not an undischarged bankrupt | |
| I am not currently subject to a bankruptcy restriction order or undertaking made by the court | |
| I am not subject to a disqualification order made by the court or I have not given disqualification undertakings | |
| I am not prohibited by law from becoming a company director | |
| I have not made a composition arrangement with my creditors which is not being complied with | |
| I am not disqualified from elected membership of a local authority | |
| I am not in the opinion of a registered medical practitioner who is treating me (and who gives written notice to RHS confirming such opinion), physically or mentally incapable of acting as a director and may remain so for more than three months | |

Overall Declaration

Please read the following statement carefully and if you wish to proceed, sign and date this application form.

1. I declare that, to the best of my knowledge, the information contained in this application form is true and correct. I have read and understood the supporting documentation included with this application.
2. If appointed, I am prepared to comply with any relevant rules and obligations and to act in good faith and in the interests of RHS.
3. I understand that if the Board reasonably believes that the behaviour of one of its Members is such to bring the Board or society into disrepute, action may be taken to remove/exclude that person from the Board.
4. I know that Board Members are volunteers and are not entitled to receive payment (other than properly incurred expenses which will be reimbursed in line with the Board Expenses Policy).
5. I acknowledge that RHS will conduct any searches and checks necessary to verify this information. I understand that if I don't want these checks to go ahead my application will not be progressed.

Signature:

Date:

Please return your application form **(both Parts 1 and 2)** to:

jobs@radcliffehs.org

The closing date for applications is Friday 30th July 2021.

Equalities Monitoring Declaration Form

This section will be detached from the application form prior to short listing.

The information you provide will be used for monitoring and statistical data purposes **only** and will NOT be seen by the short-listing panel.

We are committed to ensuring that applicants are selected based on their abilities relevant to the job.

Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment.

Monitoring Equality and Diversity

Age:

Gender:

What is your sexual orientation?

What is your marital status?

If you selected 'Other' please give further details

Ethnic Origin: I would describe my ethnic origin as:

What is your religion?

If you selected 'Other' please give further details

Are your day-to-day activities limited because of a health problem or disability which has lasted or is expected to last at least 12 months?

Under the Equality Act 2010 a disability is defined as “A physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”

Radcliffe Housing Society Board Member

Part 2 - Statement to Support Your Tenant Board Member Application

About Your Experience, Skills and Personal Qualities

Please refer to the RHS Tenant Board Member Role Description and Person Specification, which are both included in your information pack to help you answer the following questions.

Wherever possible, include details about the **experience, skills, and personal qualities** that you have in relation to the requirements we have stated are relevant in a Tenant Board Member.

Please answer on no more than one A4 side per question. If your submission is being typed, please use size 12 font.

Please ensure you have **completed both Parts 1 and 2** of your application and **return both parts** to:

jobs@radcliffehs.org

The closing date for applications is Friday 30th July 2021.

Thank you.

1. Please tell us about the skills you have which you can bring to this role

2. What do you see your role as a tenant board member being?

3. What do you believe you will bring to the role as a tenant board member?

4. Please provide examples of your experience and contribution to committee work, and detail how committees make a decision on a strategic matter

5. What is your vision for the future of RHS?

Tenant Board Member

Personal Statement

Please prepare a statement that you may be required to deliver at your interview.

In no more than 250 words ($\frac{1}{2}$ page of A4), provide a brief introduction of who you are and detail what skills and experiences you would be able to bring to the role as a Tenant Board Member of Radcliffe Housing Society

Please complete and send to:

Jobs@radcliffehs.org

Thank you.