**Re: Independent Board Member vacancy**

Thank you for showing interest in this role within Northampton Partnership Homes’ Board of Directors. I have great pleasure in attaching the application pack including some additional supporting information regarding the role. Please note the following dates:

* **The deadline for applications is midday, Friday 28th July 2017.**
* **Interviews will be held on Monday 21st August 2017.**

The application consists of two parts. Part 1, which includes the Equality and Diversity Form, assesses your eligibility to become a Board Member and Part 2 is a statement to support your application.

Please complete and return both parts, along with a copy of your CV to:

[governance@northamptonpartnershiphomes.org.uk](mailto:governance@northamptonpartnershiphomes.org.uk)

Or post to:

**FAO Governance Team**

**Northampton Partnership Homes**

**The Guildhall**

**St Giles Square**

**Northampton**

**NN1 1DE**

For questions relating to the application process please contact the Governance Team on 01604 837503 or email [governance@northamptonpartnershiphomes.org.uk](mailto:governance@northamptonpartnershiphomes.org.uk).

Yours sincerely,



David Latham  
Chair of Northampton Partnership Homes Board

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| **Title:** | **Board Member** |
| **Responsible to:** | **Chair of Northampton Partnership Homes Board (NPH)** |
| **Responsible for** | |
| * Act in the capacity of a Director under company legislation and within the powers and remit vested in NPH by Northampton Borough Council * 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 NPH as a tenant centred housing management organisation * Direct, control and scrutinise NPH affairs, ensuring compliance with the values, vision, mission and strategic objectives of NPH, 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 9 years in total in office |
| **Main areas of responsibility and specific duties** | |
| **Strategic Direction, Leadership and Compliance**   * Provide strategic leadership for the direction, oversight and control of NPH * 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 * Ensure all Board decisions comply with the Companies Act 2006 * Contribute to and share responsibility for the NPH 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 NPH * Show understanding of the external factors which influence the work of NPH, including: Government policy, the requirements of the Homes and Communities Agency as the social housing regulator, welfare reform, changes within society and the economy * Approve key Company policies and strategies * Foster a culture which enhances commitment, enthusiasm and excellence within NPH and of working together to achieve success   **Financial Management and Control of Risk**   * 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 NPH * 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 NPH 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 NPH * Oversee and review a framework of delegation and systems of internal control * Ensure that NPH meets it 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 NPH and in meeting the needs of tenants * Ensure that NPH 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 NPH and its partners * Ensure that NPH as ‘the contractor’ works closely with the Borough Council’s Head of Housing and Well-being, as ‘the client’ * Represent NPH 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 NPH * 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 NPH to discharge their responsibilities effectively.  The frequency of meetings may vary. Currently Board meet approximately every 6 to 7 weeks in the evening. Meetings usually last two hours. Board Members are also expected to allow adequate time to prepare for meetings so they are able to contribute and participate fully in discussion.  Board members may also be asked to be involved in one or two Committees, which also meet every 6 to 7 weeks and last between 1½ and 2 hours. 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 Expenses Policy. | |

The Independent Board Member (IBM) 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 be appointed to the Board.

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| **Essential Experience:** |
| General business, governance and management skills |
| 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 NPH |
| Acting in the best interests of the Company |
| Observing and complying with the NPH 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 |

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| Independent Board Member Application Reference No |



**Northampton Partnership Homes Board Member**

**Part 1 Independent Board Member Application**

**Information about you, your eligibility to apply to be an Independent Board Member and Equalities Monitoring Information**

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

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| **Declaration of Eligibility to Become an Independent Board Member** |
| There are certain criteria which must be met in order for you to be eligible for board membership in accordance with the Companies Act 2006 and NPH Articles of Association. There are certain people who cannot be, or might not be suitable to be, Members of the Board.  This is to make sure that Board appointments do not hinder the effective operation of the Board or damage the reputation of the company, as well as meeting certain legal requirements under the Companies Act 2006.  Please read the following page of criteria carefully and place a tick against each of the declarations, providing additional information where requested. Northampton Partnership Homes (NPH) will need to verify the information that you have provided**.** |

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| **Declaration** | **Tick to show you agree with the statement** |
| I am 16 years of age, or older |  |
| I am **not** a Councillor |  |
| I am **not**  employed by Northampton Partnership Homes |  |
| I am **not** a tenant, or about to become a tenant of Northampton Partnership Homes |  |
| 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** admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Acts 1983 and 2007 |  |
| I am **not**  subject to an order made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for my detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to my property or affairs |  |

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| **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 NPH. 3. I understand that if the Board reasonably believes that the behaviour of one of its Members is such to bring the Board or company 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 NPH 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**:

[governance@northamptonpartnershiphomes.org.uk](mailto:governance@northamptonpartnershiphomes.org.uk)

Or post to:

**FAO Governance Team**

**Northampton Partnership Homes**

**The Guildhall**

**St Giles Square**

**Northampton**

**NN1 1DE**

**The closing date for applications is midday 28th July 2017**

**Thank you**

**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 on the basis of 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”

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| Independent Board Member Application Reference No |

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**Northampton Partnership Homes Board Member**

**Part 2 - Statement to Support Your Independent Board Member Application**

**About Your Experience, Skills and Personal Qualities**

Please refer to the Northampton Partnership Homes Independent 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 an Independent 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:

[governance@northamptonpartnershiphomes.org.uk](mailto:governance@northamptonpartnershiphomes.org.uk)

Or post to:

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**The closing date for applications is midday 28th July 2017.**

**Thank you**

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| 1. **Please tell us about the skills you have which you can bring to this role** |
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| 1. **What do you see your role as an independent board member being?** |
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| 1. **What do you believe you will bring to the role as an independent board member?** |
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| 1. **Please provide examples of your experience and contribution to committee work, and detail how committees make a decision on a strategic matter** |
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| 1. **What is your vision for the future of NPH?** |
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