

Board Member Recruitment Information and Application Pack



1	Welcome
1.1	Thank you for your interest in Waverley Housing. This pack has been compiled to provide you with further details about the work of Waverley Housing and to clarify the expectations we have of our Board members.
2	Recruitment Requirements
2.1	<p>We are committed to ensuring that we are able to maintain a balanced Board that is fit for purpose, covering:</p> <ul style="list-style-type: none"> ▪ Governance ▪ Strategic Planning ▪ Risk Management ▪ Housing Management ▪ Finance & Treasury Management ▪ Property Management & Maintenance ▪ Employment ▪ Information Technology ▪ Public Relations ▪ Tenants' Needs and Concerns
2.2	<p>We would expect all Board members to possess the following core competencies:</p> <ul style="list-style-type: none"> ▪ Strong communication skills ▪ Effective team player ▪ Ability to use initiative ▪ Willing to openly challenge ▪ Open to learning and development ▪ High attendance at Board meetings ▪ Enthusiastic and committed to Waverley's values and objectives ▪ Committed to equality and diversity – treating people equally and fairly ▪ Respect and maintain confidentiality ▪ To represent Waverley Housing positively and effectively
3	Board Member Commitment
3.1	<p>Board members are encouraged to attend all meetings which are normally held on the last Tuesday of each month. These meetings usually start at 5.30pm and are held in the Boardroom at our office premises at 51 North Bridge Street, Hawick.</p> <p>In addition to the monthly Board meetings there are one or two strategic planning sessions per annum.</p>

<p>3.2</p>	<p>We also have an Audit and Internal Control Committee which supports the Board and if you opt to sit on this committee there will be three or four additional meetings to attend per annum.</p>
<p>3.3</p>	<p>Reading and preparation time will also be required of Board members. It should be noted that the Board member position is voluntary. There is no remuneration attached to this post, although all reasonable incidental expenses incurred and training costs will be met.</p>
<p>4</p>	<p>To Support You</p>
<p>4.1</p>	<p>To support you in your role, new Board Members are expected to take part in an Induction Programme which offers opportunities to meet staff and find out more about what we do. An experienced Member of the Board who will also be identified to act as your mentor for the first six months or as required.</p> <p>All Board Members are expected to participate in training to keep their knowledge up to date: this might take the form of:</p> <ul style="list-style-type: none"> ▪ Briefings provided by staff ▪ In-house training from an external source ▪ Attendance at conferences and events ▪ Reading publications and journals ▪ On-line research.
<p>5</p>	<p>How to Apply</p>
<p>5.1</p>	<p>If you wish to apply to join our Board the following forms (which are included within this pack) should be completed.</p> <ul style="list-style-type: none"> ▪ Application Form ▪ Equality & Diversity Monitoring Form ▪ Board Members Declaration of Interest Form ▪ Personal Statement Form ▪ Skills Analysis Form
<p>6</p>	<p>Further Information</p>
<p>6.1</p>	<p>If you are interested in becoming a Board member and would like further information, or want help to fill in the application form, please contact June Wilson, Executive Assistant (Governance) on 01450 364203.</p>

Background Information



Waverley Housing is a Registered Company incorporated under the Companies Acts, limited by guarantee as well as a Scottish Registered Charity.

Waverley Housing operates across a wide, sparsely populated rural area in the central Scottish Borders. We have just over 1520 properties which are dispersed over a number of towns, villages and small settlements, with the main towns being Hawick, Galashiels, Jedburgh and Kelso.

We provide factoring services to around 500 owners who live in neighbourhoods where we are the landlord. We generate sufficient income to cover the costs of providing this service which contributes to maintaining neighbourhoods as places where our tenants feel safe and want to live.

Our Vision

Working together to make a difference.

Our Objectives

Our strategic objectives are:

- To deliver quality homes
- To deliver quality services
- To create great places to live
- To be a strong, successful organisation

Together, these objectives help guide our activities towards making our vision a reality.

Our Values

- **EQUALITY** - We will treat everyone fairly and with dignity, meeting the diverse needs of our tenants and other stakeholders.
- **EXCELLENCE** - We will work together to deliver high quality services and will strive to always be open and accountable.
- **ENGAGEMENT** - We will listen and communicate effectively with our tenants and other stakeholders, sharing information and responding to their needs.

Our People

The organisation is run on a day-to-day basis by an Executive Management Team, comprising the Chief Executive and Operations Director. We employ a staff team of 60 people, covering housing and property management. We have our own inhouse trade's team covering day to day direct labour, repairs, major works, estate works and void works to bring empty properties to standard to relet. We also have a Financial Inclusion Officer assisting tenants with money advice, welfare rights and benefits.

You As A Board Member



Governance

Waverley Housing is governed by a voluntary Board which oversees our strategic direction and comprises of an independent Chair and 9 Directors. We are anxious to ensure the Board has the right skills, knowledge and experience to further the core business and charitable purposes of the company. Equally we are keen to prioritise tenant membership on the Board of directors and currently have 2 tenant members participating.

Member directors hold office for a period of 4 years, at any one time, but are eligible to seek re-election to the Board after that time. There should be no fewer than 7 and no more than 10 Members and, for each meeting of the company to be considered quorate, it is essential that a minimum of 5 member directors are in attendance.

The Board meets monthly however this is dependent upon the need for decisions to be taken. Traditionally the Board has set aside July and December as non-business months. The Board is supported by an Audit and Internal Control Committee which oversees the internal and external audit functions.

Overall, the Board is structured to include a wide range of skills and representation to ensure the efficient and effective running of the organisation. All Board members are committed to the long-term provision of social housing and to delivering quality homes and services.

The Board delegates some areas of business to the Audit and Internal Control Committee (AICC).

Role

As a Member of the Board you must always act in the best interests of Waverley Housing and you must not be influenced by any personal, business, financial or other interests. In order to be a member of the Board, you must sign and agree to uphold the Code of Conduct for Governing Body Members. You must also accept collective responsibility for decisions that the Board has taken (provided the decision has been taken properly and is in accordance with our Articles of Association, Standing Orders and other associated documentation).

All Board Members are expected to use their skills, knowledge and experience for the benefit of Waverley Housing. Some Members will offer life experience whilst others will bring professional expertise: it is essential that our Board has an appropriate range of skills, knowledge and experience.

All Board Members are expected to contribute positively to our governance by being well prepared for meetings, willing to contribute your views and opinions and ensuring that we are seen to operate to the highest standards.

Collective Key Responsibilities

Every Board Member shares the same level of responsibility regardless of their background: a Board Member who is a lawyer or accountant, for example, has the same level of responsibility as someone who has no professional qualifications or who is not in employment. These responsibilities are set out below.

Being a Board Member is a voluntary role which carries legal responsibilities. These include:-

- Using your skills, experience and judgement to help make the business successful
- Following the Company's Memorandum and Articles of Association and ensuring it meets its legal obligations
- Making decisions for the benefit of the company, not yourself
- Declaring any personal interests
- Ensuring that the company keeps accurate records
- Making sure the accounts present a "true and fair view" of the company's finances
- Complying with the law (e.g. health and safety, employer responsibilities).

We are also a Scottish Charity: this means that Board Members are also Charity Trustees with legal responsibilities which include:

Acting in the charity's best interests at all times

- Ensuring that the charity's activities comply with its aims and objectives
- Acting with care and diligence
- Complying with all relevant legislation

Induction

Potential Board members will undertake the induction process as detailed below:

Recruitment Stage

Stage 1 – Informal Meeting with Chief Executive

Prior to Formal Appointment

Stage 2 – Meeting with Chairperson

Stage 3 – Attendance at a Board Meeting(s) as an observer

Stage 4 – Meet with Executive Assistant

Stage 5 – Meet with Company Secretary

Following Formal Appointment

Stage 6 – Meet with Business Support Manager

Stage 7 – Meet with Operations Director

Stage 7 – Meet with Operational Managers

Stage 8 – Review Meeting with Chair



FORMS

**TO BE COMPLETED IF APPLYING TO BECOME A
BOARD MEMBER**

**Application to
Become a Board Member
of Waverley Housing**



Please complete in block capitals

Name:
Address:
Are you a tenant of Waverley Housing:
Contact Telephone Number:
Email Address:

I wish to apply to become a Board Member of Waverley Housing.

Appointment to the Board is subject to certain legal requirements as set out in the Companies Act 1985, the Company Directors' Disqualification Act 1986, the Insolvency Act 1986, and the Financial Services and Markets Act 2000. Please therefore confirm you have read the following declarations by ticking each box then sign your name in the space provided.

- I am not currently an undischarged bankrupt who does not have leave of the court to act as a director of a company.
- I am not currently insolvent within the meaning of the Bankruptcy (Scotland) Act 1985. I
- I am not currently a director of another company which is insolvent.
- I have not been found liable for fraudulent or wrongful trading under the terms of the Insolvency Act 1986.
- I have not been convicted of an indictable offence in connection with the setting up, management or liquidation of a company.
- I am not currently subject to any legal proceedings by or against the Company.
- I have not been removed from or barred from being the member of a governing body of another social landlord by the Scottish Housing Regulator, the Housing Corporation or Tai Cymru.
- I know of no other reason which would disqualify me from being appointed as a Director of Waverley Housing.

Signed: _____

Date: _____

EQUALITY & DIVERSITY MONITORING FORM

Waverley Housing has an Equality & Diversity Policy to ensure that all applicants are considered solely on their relevant merits and abilities. We therefore welcome applicants from all sections of the community regardless of age, disability, gender reassignment, marriage or civil partnership, race, religion or belief, sex and sexual orientation. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. We would therefore like you to answer the following questions. If you do not wish to fill in all or some of the form, it will in no way affect your application. The information will not be used as part of the selection process.

In order to enable us to ensure compliance with our policy, a system of monitoring has been set up. Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by our Human Resources section for the purpose of providing statistics for equality and diversity monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately. You can always mail this form separately if you wish.

Thank you for your assistance in completing this form.

EQUALITY & DIVERSITY MONITORING FORM

Role Applied for			
Age		Nationality	
Gender	Male <input type="checkbox"/>	Female	<input type="checkbox"/>
Marital Status	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Other <input type="checkbox"/> (If other, please specify)
Ethnic Origin	<p>White Scottish <input type="checkbox"/> Other British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy/Traveller <input type="checkbox"/> Polish <input type="checkbox"/> Any Other White Background <input type="checkbox"/></p> <p>Mixed or Multiple Ethnic Background Asian, Asian Scottish or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any Other Asian Background <input type="checkbox"/></p> <p>Black, Black Scottish or Black British Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any Other Black Background <input type="checkbox"/></p> <p>Other Ethnic Background Arab, Arab Scottish or Arab British <input type="checkbox"/> Any Other Group <input type="checkbox"/></p> <p>Unknown <input type="checkbox"/></p>		
Sexual Orientation	Heterosexual <input type="checkbox"/> Bi-Sexual <input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Other <input type="checkbox"/> (If other, please specify) _____		
Disabilities	None <input type="checkbox"/> Physical <input type="checkbox"/> Mental <input type="checkbox"/>		
Religion	My religion is (please specify) _____ I do not have a religion <input type="checkbox"/>		

For the purpose of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Waverley Housing processing the data supplied on this form for the purpose of equality and diversity monitoring.

Signed Date

**Board Member
Declaration on Disclosure of Interest**



The integrity of Waverley Housing's Board Members must be beyond question. If any Board Member has a personal interest or relationship, either direct or indirect, in any company or person with which Waverley Housing does business, then such an interest must be declared in writing to the Chief Executive as soon as practicable.

The company maintains a Register of Interests. All Board Members are required to declare any interests they have. These may include family relationships with Consultants, Contractors or Suppliers to the company, private work and membership of other voluntary organisations, statutory bodies etc. If in doubt, Board Members are advised to discuss the matter with the Chief Executive. The Register of Interests is designed to protect the company, its staff and Board Members and is maintained by the Chief Executive.

(Please tick whichever applies)

I have no personal interests to declare

I declare the following personal interests. (Please continue on a separate sheet if necessary)

NAME OF COMPANY OR PERSON OR ORGANISATION	NATURE OF PERSONAL INTEREST

Signed: _____

Date: _____

PERSONAL STATEMENT FORM

To be completed by the Applicant

Use the space below to tell us about yourself and why you want to join the Board. Tell us about the skills, experience and personal qualities you think you could bring to the role as detailed in 2.1 & 2.2 above and/or other Board/Committee Membership(s) you are involved in.

Signed: _____

Date: _____

SKILLS ANALYSIS/TRAINING NEEDS

	The Skills or Understanding You Already Have	Wish to Develop
CORE COMPETENCIES		
Good understanding of Governance arrangements		
Business development and growth		
Strategic Business Planning		
Identifying risk and risk awareness		
Housing Regulation and Tenancy management		
Financial planning, monitoring and reporting, audit, internal controls		
Asset management, repairs and maintenance		
Employment/Personnel Issues (including staff development)		
Value for money (including procurement)		
Diversity & Equality Issues		
Information Technology		
Communications, Public Relations and marketing		
Needs and expectations of our tenants and customers		
Performance management and continuous improvement		
SKILLS AND ABILITIES		
Ability to listen and respond, and to contribute to group discussions positively and objectively		
Ability to analyse information, present new ideas and to reach decisions		
Able to demonstrate high levels of commitment		
Supports the decisions of the Board at all times		
Any Others?/Additional Comments		

Signed: _____

Date: _____