

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 the office premises at 51 North Bridge Street, Hawick or virtually via Microsoft Teams Conference Call.</p> <p>In addition to the monthly Board meetings there are 3-4, 2 hourly development sessions prior to Board meetings and as there is no Board meeting in August a Strategic Session is schedule for this month.</p>

3.2	WH 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.
3.3	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.
4	To Support You
4.1	<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 WH do. An experienced Member of the Board 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 learning and development 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
5	How to Apply
5.1	<p>If you wish to apply to join WH 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
6	Further Information
6.1	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 Support Officer on 01450 364203 or 07713097756.

Background Information



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

WH 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.

Presently WH are carrying out a Regeneration Project in the main town of Galashiels in the Upper Langlee area demolishing 159 properties and 64 garages and replacing them with 109 new properties consisting of:

- An Amenity Block of 20 flats
- 1 bed cottage flats
- 2, 3 & 4 bed townhouses
- 2 & 3 bed terraced houses
- 4 bed wheelchair accessible townhouse

The detailed planning application was approved by Scottish Borders Council following a meeting of their Planning and Building Standards Committee on 29 March 2021.

WH provide factoring services to around 470 owners who live in neighbourhoods where they are the landlord. WH generate sufficient income to cover the costs of providing this service which contributes to maintaining neighbourhoods as places where the tenants feel safe and want to live.

WH Vision

Working together to make a difference.

WH Objectives

Our strategic objectives are:

- To deliver quality homes
- To deliver quality services
- To be a strong, successful organisation

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

WH Values

EQUALITY - WH will treat everyone fairly and with dignity, meeting the diverse needs of tenants and other stakeholders.

EXCELLENCE - WH will work together to deliver high quality services and will strive to always be open and accountable.

ENGAGEMENT - WH will listen and communicate effectively with tenants and other stakeholders, sharing information and responding to their needs.

WH People

The organisation is run on a day-to-day basis by an Executive Management Team, comprising the Chief Executive, Operations Director and Corporate Services Director. WH employ a staff team of approx. 60 people, covering housing and property management. WH have their own inhouse trade's team covering the 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 WH strategic direction and comprises of an independent Chair and 9 Directors. WH 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 WH are keen to prioritise tenant membership on the Board of directors and currently have 1 tenant member 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 the governance by being well prepared for meetings, willing to contribute their views and opinions and ensuring that WH are seen to operate to the highest standards.

Role Descriptions

Role Description for the Chair

Introduction

This role description sets out the particular duties and responsibilities that attach to the Chair of WH and to the Chair of WH's AICC committee and any other sub committees. The responsibilities described here are additional to those set out in the Governing Body Members' (GBM) role description. It should be considered alongside WH's Articles of Association and Standing Orders, Code of Conduct and Entitlements, Payments and Benefits Policy.

This role description will be used to support the annual review of the Governing Body's effectiveness. It will be used to appoint the Chair and AICC Chair after each AGM. GBMs who wish to be considered for this office will be invited to say how, if elected, they will carry out the duties that are set out here before the election takes place.

In the event that the Chair is unable to fulfil their responsibilities, the Vice Chair will carry out the duties of the Chair.

As set out in the Scheme of Delegation (section 6.2), the Chair of Waverley Housing (WH) may **not** also serve as the Chair of the AICC.

An overview of the Role of the Chair at general meetings is outlined in Rule [27-30] of WH's Articles of Association and more fully in the Governance Handbook available at www.waverley-housing.co.uk/about-us/board/governance-handbook/

The Chair and Vice Chair will be elected by the Governing Body each year at the first Governing Body meeting following the AGM. Also, at this meeting membership of sub committees will also be determined. The Chair cannot serve a continuous term of more than five years. Following an AGM all office bearers will be elected at the next Board Meeting. There is no expectation that the Chair must serve the full five year maximum term.

In the spirit of WH's rules, if an individual has served five years as Chair, they should not be subsequently re-elected as Chair at any point.

Key Responsibilities

The Chair must act, and be seen to act, at all times on behalf of the Governing Body.

The Chair's key responsibilities are:

- To lead the Governing Body, AICC or sub committee constructively, provide direction and manage meetings effectively;
- To develop and maintain a constructive and positive working relationship with the Chair and Chief Executive and senior staff;
- To uphold WH's Code of Conduct and promote good governance;
- To ensure decision making complies with Standing Orders and Scheme of Delegation;
- To be a positive and effective ambassador for WH;
- To ensure that WH's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required;

- To be accountable for the actions of the Chair.

Leadership and Direction

The Chair is expected to:

- Represent WH positively and effectively;
- Set the style and tone of Governing Body, AICC or sub committee meetings to ensure effective and participative decision making;
- Promote and uphold the Code of Conduct for WH's Governing Body;
- Ensure that the necessary arrangements are in place to enable WH to honour its obligations, achieve its objectives and meet agreed targets;
- Demonstrate and support the principles of good governance at all times;
- Ensure that the Governing Body has access to the range of skills, knowledge and experience necessary for the achievement of WH's aims and objectives and for the fulfilment of the Governing Body's responsibilities;
- Ensure that the Governing Body has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought;
- Provide support to new and experienced Governing Body Members by promoting access to relevant induction, training and development opportunities.

Working with the Chief Executive Officer (CEO)

The Chair should:

- Establish a constructive relationship with the CEO and ensure that their respective roles of leading and managing are recognised and promoted effectively. The AICC Chair should establish similar relationships with the relevant senior staff member;
- Ensure that the conduct of WH's business continues effectively between meetings of the Governing Body and act under delegated or emergency authority when necessary;
- In the event of a vacancy, ensure that effective arrangements are implemented for the recruitment and appointment of a CEO, in accordance with WH's agreed recruitment practices;
- Carry out, with at least one other Governing Body Member, the CEO's annual appraisal and report to the Governing Body;
- Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the CEO;
- In the event that it is necessary, be responsible for dealing with a grievance or disciplinary action in respect of the CEO, in accordance with WH's agreed procedures.

Promoting Good Governance

The Chair is required to:

- Promote and demonstrate the highest standards of ethical conduct and integrity;
- Build and sustain constructive relationships with other office bearers, members of the governing body and senior staff;

- Initiate any investigation under the terms of WH's Code of Conduct;
- Chair all general meetings of WH in accordance with the Articles of Association;
- Chair all Governing Body meetings of WH, in accordance with the Articles of Association and Standing Orders;
- Ensure that all Governing Body members have access to appropriate information and have an opportunity to contribute to discussion and consideration of all matters requiring their attention;
- Ensure that effective induction and ongoing training and support are provided to all governing body members and that annual performance reviews are conducted in accordance with WH's Policy;
- Manage meetings effectively to ensure that there is sufficient time for the consideration of all relevant issues; for performance to be monitored effectively and for risk to be assessed realistically;
- Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively.

Conduct of WH's Business

The Chair is expected to:

- Ensure that WH's business is efficiently and accountably conducted between Governing Body meetings;
- Sign cheques and documents requiring the Governing Body or the Chair's authorisation, in accordance with WH's scheme of delegation;
- Take decisions on behalf of the organisation in the event of emergencies that occur outside the regular meeting cycle and report these back to the Governing Body for ratification;
- Ensure the range of skills, knowledge and experience required to lead WH effectively is available to the governing body and that the governing body is able to access specialist support where necessary and;
- Lead the governing body's succession planning and recruitment to ensure good governance and regulatory compliance.

Role Description for the Vice Chair

Introduction

This role description sets out the particular duties and responsibilities that attach to the Vice Chair of WH. The responsibilities described here are additional to those set out in the Governing Body Members' (GBM) role description. It should also be considered alongside:

- the Role Description for the Chair of WH;
- WH's Articles of Association; and
- WH's Standing Orders.

In the event that the Chair of WH is unable to fulfil their responsibilities, the Vice Chair will carry out these duties.

The position of Vice Chair will be elected by the Governing Body, every year at the first meeting following the AGM.

The Chair cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five year maximum term.

When the Chair stands down, the Vice Chair in post will be asked if they wish to stand for election to become Chair.

The role of Vice Chair must be carried out by a Governing Body member, and may also be carried out by a former office bearer.

Role of Vice Chair

The role of the Vice Chair is to deputise, support and (where required) stand in for the Chair of WH. Therefore, this role description must be read in conjunction with the Role Description for the Chair of WH.

When known in advance, the Vice Chair should ensure that they are available for any Governing Body meeting that the Chair is unable to attend – e.g. where the Chair has booked a holiday. Close liaison with the Chair is a key requirement of the role.

The individual holding the post of Vice Chair will gain training and insight as to whether they would like to consider performing the role of Chair in the future.

Role Description for Governing Board Members

Introduction

“The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.” Regulatory Standards of Governance and Financial Management, Standard 1

This role description has been prepared to set out the responsibilities that are associated with being a Governing Body Member (GBM) of Waverley Housing (WH). It should be read in conjunction with WH's Articles of Association and Standing Orders Policy.

WH is a Registered Social Landlord and a Scottish Charity. The role description reflects the principles of good governance and takes account of (and is compliant with) the expectations of the Regulatory Standards of Governance and Financial Management for Scottish RSLs and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).

WH encourages people who are interested in the Company's work to consider seeking election as a GBM and is committed to ensuring broad representation from the communities that it serves. GBMs do not require 'qualifications' but, from time to time, WH will seek to recruit people with specific skills and experience to add to or expand the existing range of skills and experience available to ensure that the governing body is able to fulfil its purpose. WH have developed a profile for the GB which describes the skills, qualities and experience that is considered needed to lead and direct WH and will carry out a review of the skills that they have and those that are required to inform any recruitment activities.

This role description applies to all members of the Governing Body, whether elected or co-opted, new or experienced. It is subject to periodic review.

Primary Responsibilities

As a GBM your primary responsibilities are, with the other members of the Governing Body, to:

- Lead and direct WH's work;
- Promote and uphold WH's values;
- Set and monitor standards for service delivery and performance;
- Control WH's affairs and ensure compliance;
- Uphold WH's Code of Conduct and promote good governance.

Responsibility for the operational implementation of WH's strategies and policies is delegated to the Chief Executive Officer.

Key Expectations

WH has agreed a Code of Conduct for Governing Body Members which every member is required to sign on an annual basis and uphold throughout their membership of the governing body.

Each GBM must accept and share collective responsibility for the decisions properly taken by the Governing Body. Each GBM is expected to contribute actively and constructively to the work of WH. All members are equally responsible in law for the decisions made.

Each member must always act only in the best interests of WH and its customers, and not on behalf of any interest group, constituency or other organisation. GBMs cannot act in a personal capacity to benefit themselves or someone they know.

Main Tasks

- To contribute to formulating and regularly reviewing WH's values, strategic aims, business objectives and performance standards;
- To monitor WH's performance;
- To be informed about and ensure WH's plans take account of the views of tenants and other customers;
- To ensure that WH operates within and be assured that WH is compliant with the relevant legal requirements and regulatory frameworks;
- To ensure that risks are realistically assessed and appropriately monitored and managed;
- To ensure that WH is adequately resourced to achieve its objectives and meet its obligations;
- To oversee and ensure WH's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants;
- To act, along with the other members of the governing body, as the employer of WH's staff and;
- To ensure that WH is open and accountable to tenants, regulators, funders and partners.

Duties

- Act at all times in the best interests of Waverley Housing;
- Accept collective responsibility for decisions, policies and strategies;
- Attend and be well prepared for meetings of the governing body and sub-committees;
- Contribute effectively to discussions and decision making;
- Exercise objectivity, care and attention in fulfilling your role;
- Take part in ongoing training and other learning opportunities;
- Take part in an annual review of the effectiveness of WH's governance and of your individual contribution to WH's governance;
- Maintain and develop your personal knowledge of relevant issues and the wider housing sector;
- Represent WH positively and effectively at all times, including in local communities and when attending meetings and other events;
- Respect and maintain confidentiality of information;
- Treat colleagues with respect and foster effective working relationships within the governing body and between the governing body and staff;
- Be aware of and comply with WH policy on the restrictions on payments and benefits and;
- Register any relevant interests as soon as they arise and comply with WH's policy on managing conflicts of interest.

What WH Offers GBMs

All GBMs are volunteers and receive no payment for their contribution. WH has adopted an Entitlements, Payments and Benefits Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with WH. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with WH. All out of pocket expenses associated with your role as a GBM will be fully met and promptly reimbursed.

In return for your commitment, WH offers:

- A welcome and introduction when you first join the governing body.
- A mentor from the governing body and a named staff contact for the first six months, with ongoing support.
- Clear guidance, information and advice on your responsibilities and on WH's work.
- Formal induction training to assist settling in.
- Papers which are clearly written and presented, and circulated in advance of meetings.
- The opportunity to put your experience, skills and knowledge to constructive use.
- The opportunity to develop your own knowledge, experience and personal skills.
- The chance to network with others with shared commitment and ideals.

Review

This role description was approved by the Governing Body on 28 July 2020 and will be reviewed annually in line with SFHA Guidance. It will form the basis of the annual review of the effectiveness of your contribution to WH's governance.

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 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).

WH 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 Executive Team Member

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 Support Officer

Stage 5 – Meet with Company Secretary

Following Formal Appointment

Stage 6 – Meet with Operations Director & Corporate Services 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.

Signature	
Date	

Equality Monitoring Form – Employees, Board Members and Job Applicants

Information for those completing the form

Why are we asking for equality information?

Waverley Housing wants to meet the aims and commitments set out in its Equality Opportunities and Diversity Action Plan. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce and Board in encouraging equality and diversity.

We need your help and co-operation to enable us to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes and to meet our legal and regulatory obligations.

What do we do with equality information?

We use equality information for a range of purposes, including to help us to:

- protect and promote your rights and interests;
- promote equality objectives across our services;
- identify and eliminate any form of discrimination.

Do you need to answer every question?

By answering as many questions as possible you will help us meet your needs better, but we provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form has space for you to tell us more about your needs if you want.

How do we process your equality information?

We process equality information strictly in line with data protection law, including by:

- processing your equality data confidentially;
- restricting access only to relevant staff members;
- retaining equality information only as long as necessary;
- sharing data only as lawfully permitted; and
- destroying data securely.

Who do we gather equality information about?

We gather equality information from:

- people who apply for a home;
- tenants;
- people who apply for a job with us;
- our employees;
- board and committee members.

Further information can be found within our Privacy Policy and Fair Processing Notice (Employees and Board Members).

Other formats: If you would like this form in any other format please let us know.

Name:	
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Age

Note: We may request a specific date of birth in certain forms when this is required in law. Under the Equality Act, you are protected from age discrimination in all aspects of your employment including recruitment, employment terms and conditions, promotions and transfers, training and dismissals.

What is your date of birth? (DD/MM/YYYY)	
Prefer not to say	

Alternative format:

Please tick the band for your age:	16–24		25–34	
	35–44		45–54	
	55–65		65+	
Prefer not to say				

Belief or religion

Please tick the box which best describes your belief or religion from the list below?

Buddhism:				
Christianity				
Catholic:		Protestant:		Other:
Hinduism:				
Islam:				
Judaism:				
Sikhism:				
Other religion (please state what this is):				
No specific belief in religion (for example, atheism or agnosticism):				
Other belief (for example, humanism):				
Prefer not to say				

Please use the space below to tell us about any particular requirements relating to your beliefs or religion:

--

Please tick here if you want to discuss this matter in confidence:	
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Disability

Are you a disabled person?	Yes		No	
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If yes, please tick the box which category you would use from the following list:

Autoimmune: (for example, multiple sclerosis, HIV, Crohn's/ulcerative colitis)	
Learning difficulties: (for example, Down's Syndrome)	
Mental health issue: (for example, depression, bi-polar)	
Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia)	
Physical impairment: (for example, wheelchair-user, cerebral palsy)	
Sensory impairment – hearing impairment	

Sensory impairment – visual impairment	
Other: If none of the categories above apply to you, please specify the nature of your impairment.	
Prefer not to say	

Please use the space below to advise us if you have any particular requirements:

--

Please tick here if you want to discuss this matter in confidence:	
--	--

Ethnicity

Please tick the box that best describes your particular ethnic group:

African

African, African Scottish or African British:	
Other African background (please specify):	

Asian, Scottish Asian or British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British:	
Indian, Indian Scottish or Indian British:	
Pakistani, Pakistani Scottish or Pakistani British:	
Chinese, Chinese Scottish or Chinese British:	
Other Asian background (please specify):	

Black or Caribbean

Caribbean, Caribbean Scottish or Caribbean British	
Black, Black Scottish or Black British	
Other Caribbean or Black background (please specify)	

Mixed groups

Mixed or multiple ethnic group (please specify)	
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White

English	
Gypsy Traveller	
Irish	
Polish	
Roma	
Scottish	
Welsh	
Other	
Other group (please specify your ethnic group)	
Prefer not to say	

Please use the space below to advise us if you have any particular requirements:

--

Please tick here if you want to discuss this matter in confidence:

--

Marriage and civil partnership

Are you presently in a civil partnership?	Yes		No	
Are you presently married?	Yes		No	
Prefer not to say				

Please use the space below to advise us if you have any particular requirements:

--

Please tick here if you want to discuss this matter in confidence:

--

Pregnancy and maternity

Are you pregnant?	Yes		No	
Have you taken maternity or paternity leave in the past year?	Yes		No	
Prefer not to say				

Please use the space below to advise us if you have any particular requirements:

--

Please tick here if you want to discuss this matter in confidence:

--

Sex

What is your sex?	Female		Male		Intersex	
Prefer not to say						

Please use the space below to advise us if you have any particular requirements:

--

Please tick here if you want to discuss this matter in confidence:

--

Gender re-assignment (trans/transgender)

Do you consider yourself to be a trans person?	Yes		No	
Prefer not to say				

Please use the space below to advise us if you have any particular requirements:

--

Please tick here if you want to discuss this matter in confidence:

--

Sexual orientation

What is your sexual orientation?

Bisexual	
Gay man	
Heterosexual/straight	
Lesbian/ gay woman	
Other	
Prefer not to say	

Please use the space below to advise us if you have any particular requirements:

--

Please tick here if you want to discuss this matter in confidence:

--

General

Please mark this box if there are any issues that you want to discuss with us in confidence

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Consent

I consent to Waverley Housing collecting and processing the above data to ensure that processes address any form of discrimination, promote equality objectives and address my needs.

I am aware that I can withdraw this consent at any time by telling Waverley Housing.

Signature:	
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

Signature	
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.

Signature	
Date	

SKILLS ANALYSIS/TRAINING NEEDS

PERSONAL SKILLS/ABILITIES	The Skills or Understanding You Already Have	Wish to Develop
Good understanding of Governance arrangements		
Business development and growth		
Strategic Business Planning		
Identifying risk and risk awareness		
Policy & procedures for GB members to raise concerns or whistle blow if they believe there has been fraud, corruption or other wrongdoing within the RSL		
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		
PERSONAL QUALITIES		
Attendance at meetings		
Reading papers before meetings		
Understanding the big picture		
Applying my knowledge and experience appropriately		
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		
Working effectively with colleagues		
Working effectively with staff		
My attendance at training, conferences or other events		
Being an ambassador for Waverley Housing		
Upholding the Code of Conduct		
Supports the decisions of the Board at all times		
Any Others/Additional Comments		

Signature	
Date	