**Re: Tenant 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.

I would also like to invite you to an information session on Thursday 19th July 2018, which will be held at:

Westbridge Depot

St James Mill Road

Northampton

NN5 5JW

This event will start at 4pm and will give you an insight to the role of a Board Member. You will hear more about the appointment process and have the opportunity to access additional support in completing your application.

If you have any questions relating to the application process, please contact the Governance & Corporate Support Team on 01604 838583 or email [governance@northamptonpartnershiphomes.org.uk](mailto:governance@northamptonpartnershiphomes.org.uk)

I look forward to receiving your application.

Yours sincerely,



David Latham  
Chair of Northampton Partnership Homes Board

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

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| **Thursday 19th July 2018** | Interested candidates are welcome to attend an information session at 4pm on Thursday 19th July 2018 at:  Northampton Partnership Homes  Westbridge Depot  9-13 St James Mill Road  Northampton  NN5 5JW  The session is to provide insight to the role, meet existing board members and access support in completing your application. |

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| **Midday 3rd August 2018** | 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. |

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| **Friday 17th August 2018** | The Remuneration and Review Committee will assess all application forms received. Following this process, feedback will be given to advise whether or not you have been shortlisted. |

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| **Thursday 6th September 2018** | Shortlisted applicants will be asked to present their personal statement from their application at a Tenants’ Panel meeting from 10am on Thursday 6th September 2018 at:  The REC Centre  Towcester Road  Far Cotton  Northampton  NN4 8LG  The Tenants’ Panel will elect the Tenant Board Member after hearing all Personal Statements from shortlisted applicants. |

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| **Friday 19th October 2018** | The Board will formally appoint the successful Tenant Board Member at the 2018 Annual General Meeting. |

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 Bill 2018, and will only be used for that purpose.

We will retain your information 18 months after the appointment of the successful candidate on Friday 19th October 2018. The unsuccessful candidates’ data will then be destroyed securely.

Northampton Partnership Homes (NPH) will not share your information with any third parties. NPH’s full Privacy Notice can be accessed here <https://www.northamptonpartnershiphomes.org.uk/privacy-policy>

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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 Remuneration and Expenses Policy | |

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 be appointed to the Board.

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| **Essential Experience:** |
| A tenant and receiving housing management services from the Northampton Partnership Homes |
| 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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| Tenant Board Member Application Reference No |



**Northampton Partnership Homes Board Member**

**Part 1 Tenant Board Member Application**

**Information about you, your eligibility to apply to be a Tenant 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 a Tenant 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 either the principle or joint tenant named on the tenancy agreement or licence (if aged between 16 - 18 years) |  |
| I am **not** in breach of my tenancy agreement or licence 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. *If you have declared that you are a tenant who is in breach of your tenancy agreement/licence please give details on a separate sheet* |  |
| 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 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**  in the opinion of a registered medical practitioner who is treating me (and who gives written notice to NPH confirming such opinion), physically or mentally incapable of acting as a director and may remain so for more than three months |  |

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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 3rd August 2018.**

**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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| Tenant Board Member Application Reference No |

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**Northampton Partnership Homes Board Member**

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

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

Please refer to the Northampton Partnership Homes 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:

[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 3rd August 2018.**

**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 a tenant board member being?** |
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| 1. **What do you believe you will bring to the role as a tenant 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** |
|  |
| 1. **What is your vision for the future of NPH?** |
|  |

Please prepare a statement that you may be required to deliver to the Tenants’ Panel on:

Thursday 6th September 2018.

In no more than 250 words (½ 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 Northampton Partnership Homes

Please complete and send to NPH Governance with your application by midday 3rd August 2018, to:

[Governance@northamptonpartnershiphomes.org.uk](mailto:Governance@northamptonpartnershiphomes.org.uk) or

**FAO Governance Team**

**Northampton Partnership Homes**

**The Guildhall**

**St Giles Square**

**Northampton**

**NN1 1DE**

Thank you

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