



NORTHAMPTONSHIRE
PARTNERSHIP HOMES

Northamptonshire Partnership Homes
Westbridge Depot
9-13 St. James Mill Road
Northampton
NN5 5JW

Your reference: BoardMarch2023
Contact: Liza Ellis
Direct Line: 01604 837853
Date: 6 March 2023
Email: governance@nph.org.uk

Re: Tenant Board Member vacancy

Dear

Thank you for showing interest in this role within Northamptonshire Partnership Homes' Board of Directors. Please see the attached application pack including some additional supporting information regarding the role. Please note the following dates:

- **The deadline for applications is midday, Monday 3rd April 2023.**
- **Interviews will be held on Friday 5th May 2023.**

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.nph@nph.org.uk or post to:

FAO Governance Team
Northamptonshire Partnership Homes
Westbridge Depot
9-13 St. James Mill Road
Northampton
NN5 5JW

For questions relating to the application process please contact Liza on the details above.

Yours Sincerely,

Liza Ellis
Company Secretary and Governance Manager



Role Description for Board Member

Title:	Board Member
Responsible to:	Chair of Northamptonshire Partnership Homes Board (NPH)
Responsible for	
<ul style="list-style-type: none">• Act in the capacity of a Director under company legislation and within the powers and remit vested in NPH by West Northants 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	The remuneration for a Committee Chair is currently set at £5k per annum, and for a Board Director is currently set at £3,500 per annum, in addition out of pocket expenses will also 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	
<ul style="list-style-type: none">• 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	



Role Description for Board Member

- 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 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 NPH and in meeting the needs of tenants



Role Description for Board Member

- 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 County 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



Role Description for Board Member

The frequency of meetings may vary. Currently Board meet approximately every 6 weeks in the evening. Meetings usually last approximately two hours. Board Members are 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 meet every 3 months and usually 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 can 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 Northamptonshire 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 Competencies:
Communicate effectively and work well within a team setting to deliver strategic objectives
Effectively respond to changing internal and external circumstances
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



Northamptonshire 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

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
<p>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.</p> <p>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.</p> <p>Please read the following page of criteria carefully and place a tick against each of the declarations, providing additional information where requested. Northamptonshire Partnership Homes (NPH) will need to verify the information that you have provided.</p>

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. <i>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>	
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 Northamptonshire 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	

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 Remunerations and 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.nph@nph.org.uk

Or post to:

**FAO Governance Team
Northamptonshire Partnership Homes
Westbridge Depot
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The closing date for applications is midday Monday 3rd April 2023.

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”



NORTHAMPTONSHIRE
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Northamptonshire 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 Northamptonshire 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 an 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.nph@nph.org.uk

Or post to:

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Thank you

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

2. How do you see your role as a Tenant Board Member?

3. What do you believe you will bring to the role as a Tenant Board Member?

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

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



Northamptonshire Partnership Homes Board Member Disqualification Criteria

Criteria applicable to **all** Board Members

You cannot become or remain a Board Member of Northamptonshire Partnership Homes (NPH) if any of the following circumstances apply to you:

- You are an undischarged bankrupt.
- You are currently subject to a bankruptcy restrictions order or undertaking made by the court.
- You are subject to a disqualifications order made by the court or you have given disqualification undertakings.
- You are under the age of 16 years.
- You are prohibited by law from becoming a company director.
- You have made a composition arrangement with your creditors which is not being complied with.
- You are disqualified from elected membership of a local authority.
- In the opinion of a registered medical practitioner who is treating you (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

You cannot remain a Board Member of NPH if any of the following apply:

- For more than three consecutive months, you have been absent without permission from all meetings of the Board Members (including meetings of any committee of which you were a member) held during that period and the Board resolves that your office be vacated.
- In any period of 12 months, you have been absent without the permission of Board Members for at least 50% of the meetings of the Board Members (including meetings of any committee of which you were a member) held during that period and the Board resolves that your office be vacated.

- You are removed from office by a resolution of at least three-quarters of all the other Board Members.
- You are removed from the office of Board Member by a resolution of the council member (i.e. the Council) pursuant to the company's articles.
- You have completed 9 years of service in total on the Board.
- You resign by written notice to NPH.
- Criteria which apply to specific constituents only of the Board as listed below:

Tenant Board Members	Independent Board Members
<p>You cease to be a tenant of NPH</p> <p>You are or become a Council Nominee Board Member or employee of NPH the company and this leads to a breach of the limits on numbers of Council Nominee Board Members or employees acting as Board Members</p> <p>You are (in the reasonable opinion of a majority of Board Members) in serious breach of your obligations as tenant</p>	<p>You are or become a tenant or a Local Authority Person or employee of the company</p>

In addition to the above, where a Council Nominee is also a tenant, they are entitled to become Council Nominee Board Members but not Tenant Board Members.



NORTHAMPTONSHIRE
PARTNERSHIP HOMES

Tenant Board Member

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 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 5th May 2023. The unsuccessful candidates' data will then be destroyed securely.

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