



TAI CANOLBARTH CYMRU  
MID-WALES HOUSING

Yn barod **amdani** **Equal** to the challenge

# Independent Board Member Recruitment Pack

## Mid-Wales Housing Group



Gofal a Thrwsio ym Mhowys  
Care & Repair in Powys

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## Introduction

Dear Applicant,

Thank you for your expression of interest in joining the Mid-Wales Housing Group as a Board Member.

We are looking to recruit extremely enthusiastic and motivated individuals to join the Boards of Management of Mid-Wales Housing Association or Care & Repair in Powys. As such, you will help determine the strategy and direction of our businesses and in particular, help us to continue to provide quality affordable homes and services to people in Mid-Wales, along with specialist advice and adaptations for older people to enable them to stay living independently in their own homes.

Whilst we welcome applicants with an 'independence of mind' from all areas of life, we are particularly seeking potential Board Members with knowledge and experience in the following areas:

- Development
- Law
- Accountancy
- Customer Care
- Asset Management
- Welsh Language fluency
- Tenant perspective

We particularly encourage applicants who are younger people, female and/or living in our area of operation (Powys and Ceredigion) - even if your skills are not listed above.

We believe that knowledge of and experience in such subjects will provide the opportunity for Board Members to contribute to the leadership of a caring and forward-thinking organisation whilst growing and developing their skills and knowledge of being a Board Member.

Appointment to the Board is for an initial three-year term, and after this period, Board Members can seek re-election for up to two further terms. The maximum term of office as a Board Member is therefore nine years.

As a potential Board Member, you will need to allocate sufficient time to this role; preparing for and attending the various Board, specialist committee meetings and training events. You will therefore be expected to attend, on average, between seven and 12 meetings or events a year, maybe more.

This is not a paid role, though the Association will pay all reasonable expenses (e.g. travel expenses, child care) to enable you to undertake the role.

These are senior and important appointments that require a high level of commitment. As a Board Member you will be expected to contribute to developing and maintaining an effective Board. This may also include chairing Boards or committees. It is recognised that prospective Board Members may not have all of these necessary skills and therefore we will provide the necessary support, training and development where required.

All our Board Members are expected to assist in setting strategy, policy and objectives; making decisions; implementing and communicating decisions and overseeing the financial controls and risk management of the Group.

This pack contains all the information you will need to know about the organisation including our services and facilities, our existing Board Members, what will be expected of you on joining the organisation and the application process. It also has the documents we require completing as part of the application process.

The table below provides a guide of the forms enclosed in the appendices:

	<b>Form</b>	<b>Instructions</b>
1.	Board Member Job Description and Person Specification	For your information only (pages 18-20)
2.	Board Member Application Form	Please complete and return before the deadline date (pages 22-27)
3.	Skills Audit Form	Please complete and return with the application form before the deadline date (pages 29-30)

Please complete and return the required documents for consideration by **Monday, 17th October 2016.**

In the meantime, should you require any further information or have any queries with respect to this pack or the recruitment process, please contact the Governance Officer via the details provided on page 15.

We trust you will find this pack useful and we look forward to receiving your duly completed form.

Yours faithfully,



**DAVID O. EVANS F.R.I.C.S.,  
Chair, Board of Management.**

## About Mid-Wales Housing Group

The Mid-Wales Housing Group, comprises Mid- Wales Housing Association and its subsidiary Care & Repair in Powys.

Mid-Wales Housing Association (MWAHA) was set up in 1975 by a group of local people interested in offering good quality, low-cost accommodation to those in need, especially single people and couples. Its original role was to complement that of the local authority which, at the time, provided mainly three-bedroomed housing for families. Since that small beginning over 40 years ago it has expanded its role to meet the needs of all sectors of the community: single people of all ages, families, older people, and those with additional care and support needs.

MWAHA is registered as a Community Benefit Society under the Co-operative and Community Benefit Societies Act 2014, registered as a Registered Social Landlord with the Welsh Government, and is a Member of Community Housing Cymru. It operates under the National Housing Federation's Model Rules 2005 (Revised). It gained charitable status in 2011.

The Association has a subsidiary, Care & Repair in Powys (CRP). The origins of the Care & Repair Agency go back to 1988 and it has been part of the Mid-Wales Housing Group since then. The Agency specialises in providing advice and adaptations to enable older people to remain living independent lives in their own homes.

CRP is a registered as a Community Benefit Society under the Co-operative and Community Benefit Societies Act 2014, registered as a Registered Social Landlord with the Welsh Government, and is a Member of Care & Repair Cymru. It operates under the National Housing Federation's Model Rules 2005 (Revised).

## Where is it based?

The Association moved to newly-built offices in the centre of Newtown in 2010 at Tŷ Canol House. Its subsidiary, Care & Repair in Powys, moved to these offices from its base in Llandrindod Wells during October 2016.

## Where does it operate?

The Association operates over a very large area of Mid-Wales including Montgomeryshire, Radnorshire, North Brecknockshire and parts of Ceredigion. There are also a few properties in Shropshire. The largest proportion of properties is in Montgomeryshire.

The Care & Repair Agency operates across the whole of Powys.

## What sort of properties does the Association have?

It currently has more than 1,600 units in management. These range from 1-bedroomed flats, through to 4+-bedroomed houses for larger families. It also has sheltered schemes for the elderly and a significant number of specially designed schemes for more vulnerable Members of society, who require care and/or support. The care and support required is provided by specialist managing partners.

Most of the properties were new-build, though there are a number of refurbished (or rehabilitated) properties, mostly large Victorian houses split into self-contained flats.

The Association was appointed in July 2016 as the delivery partner for the Cylch Caron Extra Care scheme in Tregaron, Ceredigion, bringing health, social care and housing together under one roof in an innovative centre.

## How is the housing funded?

The new housing developments are funded by a mixture of public grant from the Welsh Government and a loan from a private lender such as a building society or a bank.

The Association sets its own rents, within a policy framework set by the Welsh Government. These rents need to meet all its outgoings – not only loan interest costs and repayments, but also the day-to-day costs of management and maintenance, along with providing funds for future planned maintenance expenditure. It is a delicate and often difficult balancing act to charge sufficient rent to meet these outgoings while, at the same time, keeping rent to a figure that is affordable by our tenants.

From time-to-time it has been able to develop housing using other funding streams and an important aspect of its work is to consider new and innovative ways of meeting housing need.

## What sort of services are provided by the Care & Repair Agency?

The Agency provides a range of specialist advice to individuals to help those people live independently in their own home. This advice can range from welfare benefit advice to the type of physical adaptations that would be helpful in their home to help them live there independently. In addition, the Agency can arrange those adaptations to be undertaken. These works can often be carried out by the Agency's experienced maintenance team.

## How is the Agency funded?

The Agency receives a core grant from the Welsh Government to fund the provision of advice, and a second grant for undertaking certain adaptations. In addition, the Agency receives fee income from Powys County Council for arranging adaptations to be done as part of the statutory role of the Council.

## Who can become a Member of the Association or Agency?

Membership of the Association or Agency is open to anyone upon payment of £1 for a share. Both the Association and Agency are limited companies by law and it is a legal requirement that each Member owns a share. While the Association and Agency aim to generate surpluses, none of these surpluses can be distributed to the shareholders. Therefore, there are no dividends!

The Association particularly encourages Membership from among its tenants.

## How are Board Members Elected?

Members are elected at the organisations' AGMs by its shareholders. If a casual vacancy arises on the Board during the year, an additional Member may be co-opted; alternatively, a person who is not a Member of the Association or Agency may be invited to join the Board if he or she has particular expertise or skills that will be useful to the organisation.

The Chair and Deputy Chair are elected annually. The Chair may hold office for a consecutive period not exceeding three years. The Deputy Chair may, but may not necessarily, be elected to the Chair when the current Chair stands down at the AGM.

## What does the Board of Management do?

There is a separate Board of Management for the Association and the Agency. It is the governing body of the organisation. For the Association It determines the key priorities, including how the properties are maintained and managed and how the income received from rents is spent. For the Care & Repair Agency it determines the key priorities for service delivery and where to seek new funding. Both Boards of Management exercise control of and holds to account the management of the respective organisations.

The terms of reference of the Board are detailed in the Board Members' Handbook which you will be given should you become a Board Member.

The Board of the Agency meets approximately six times a year, according to its business reporting requirements, at its offices in Newtown. Ad-hoc meetings may also be called as and when required.

The Boards currently delegate some of their duties to three Group committees: the Audit & Scrutiny Committee, the Finance & Risk Committee and the Organisational Development Committee. These Committees meet between three and five times a year each.

In addition, the Boards may establish ad-hoc or task and finish working groups comprising Members and staff.

## Do Board Members receive payment?

No. The question of whether or not Members should be paid in Wales has recently been reviewed by the Welsh Government which has decided that it would not be appropriate for Members to be paid and that it is very important that the voluntary contribution made by Board Members continues. Therefore, attendance allowances, or similar, will not be paid.

Board Members may claim reimbursements such as travelling expenses when attending Board or Committee meetings or other official business of the Association. Board Members may also claim the cost of lunch or dinner where it is necessary to take this meal away from home and a meal is not provided. Given the large area over which the Mid-Wales Housing Group operates, Members may and do live a long distance from the Ty Canol House office in Newtown where most meetings are held. In these instances, Board Members can claim the cost of overnight accommodation. Receipts must be produced.

The Association will consider all other reasonable expenses, for instance, meeting the child care costs of a Member to enable them to attend a meeting.

## Current Group Structure

Mid-Wales Housing Group comprises Mid-Wales Housing Association (the 'parent') and Care & Repair in Powys (the 'subsidiary').

## Our Governance

The Association and Agency's rules allow each to have a minimum of seven, and a maximum of 15 Board Members, of which two spaces are maintained for co-opted Members. A maximum of four Members of the Association can be Tenant Board Members, while one of the places for the Agency is reserved for Powys County Council.

Members may serve for a maximum period of three terms of three years, a total of nine years, after which, they must step down for a minimum of 12 months before re-applying to become a Board Member.



Mid-Wales Housing Group has adopted Community Housing Cymru's Code of Governance and has its own Code of Conduct for Board Members. In fulfilling its obligations under these codes, it also makes use of good practice from the National Housing Federation's Principles of Good Governance. These outline the expected standards of behaviour, ensuring all business is conducted in an open and transparent way.

Board Members are appraised on a biennial basis and the Association is proud to have been independently assessed at Level 2 for its Governance by the Governance Forum; an excellent achievement for an Association of its size, while the Agency was assessed at Level 1.

## Association's Services and Facilities

Mid-Wales Housing offers the following complementary services based on the requests and needs of residents and service users:

- Repairs and Maintenance
- Community Housing
- Customer Services
- Community Engagement
- Income Management
- Welfare Benefit Advisors
- Corporate Services
- Finance
- New Business
- Performance Information

## Tenants' and Residents' Forum

The Association's Tenants' and Residents' Forum (T&RF) meets bi-monthly and welcomes tenants to all its meetings. In addition, the Association holds monthly "Chips and Chat" meetings throughout Powys and Ceredigion which give tenants an opportunity to meet with visiting officers, Board Members and Directors to ask questions and air views about the Association and their tenancies.

## Tenants' Resource Room

The Association reserves a room for the use of Tenants at its office in Newtown where free access to the internet and printers is available during working hours.

## Agency's Services and Facilities

The Agency provides a range of services to help older people live independently in their own homes. These services include:

- Advice on benefits entitlements;
- Advice on adaptations to the home;
- Arranging adaptations to be undertaken.

The Agency, from October 2016, is also based at the Ty Canol House office in Newtown. However, a number of their specialist staff are remotely based serving the residents in that particular locality.

## Association's Vision and Values

### Vision

Our vision is: Making quality homes affordable to more people in Mid-Wales.

### Values

- **Equality**  
We believe in equal access to quality homes for local people entitled to affordable housing.
- **Excellence**  
We believe in positively changing the attitude towards affordable housing.
- **Caring**  
We believe in putting the welfare of our tenants before profit.
- **Community**  
We believe in a local approach to community housing.

### Aim

Our aim is to invest in our staff to help them achieve their full potential so that they can serve our customers, residents and service users, leaseholders and communities, our stakeholders, regulators, funders and partners.

## Agency's Vision and Values

### Vision

Our vision is: To ensure that all older people in Powys have access to high quality advice, support and practical services, to enable them to live as independently as possible in safe, warm and secure homes.

### Values

- **Dignity & Respect**  
We treat all of our customers as individuals, with dignity and respect, and empower people to retain control of their own lives.
- **Inclusivity**  
We work collaboratively with key partners and local communities to deliver excellent sustainable services.
- **Person-centred**  
We act in a way that is open, fair, accessible and equitable. We respect the views of our clients and colleagues. We put people first.
- **Quality**  
We aim to provide the highest quality service, and demonstrate honesty, integrity and transparency in all that we do.
- **Diversity**  
We value and respect the different cultures and life experiences of all our clients.

## The Board and the Executive

### The Role of the Board

**Role:** To oversee the business of the Mid-Wales Housing Group at a strategic level.

**Purpose:** To lead the Group innovatively within a framework of sound governance, continuous improvement and prudent control.

#### Responsibilities:

- Establish a shared vision and objectives across the Group.
- Oversee business planning and growth.

#### Boundaries:

- These are outlined in the Board Members' handbook.

### The Members of the Association Board

The Board consists of 11 members currently and is supported by the Company Secretary. There are two Board Member vacancies and two co-optee vacancies.

- **David Evans (Chair)** – Qualified surveyor, Chair of Valuation Tribunal Service in Wales and Member of the Residential Property Tribunal. Fluent Welsh speaker.
- **Peter Swanson (Deputy Chair)** – Initial career in the brewing industry and then moved to agriculture, farming over 230 acres in Montgomery. Justice of the Peace, Governor of Montgomery College of FE, Chair of Dyfed Powys Health Authority and Chair of Powys County Council Standards Committee. Private property landlord.
- **Morag Bailey** – Housing professional and Head of Continuous Improvement with Wrekin Housing Trust. Fellow of Chartered Institute of Housing. Mid-Wales Housing tenant.
- **Peter Bayliss** – Consultant in financial management and modelling, investment manager for a local community bank and partner in a holiday accommodation business. Former tax professional with Her Majesty's Customs & Excise.
- **Vic Brown** – former worker in road transport haulage operations (domestic and international). Operated a Signage and Design business. Currently a dementia friend, assisting the government body – Ageing Well in Wales – and is a Member of the Older Persons' Advisory Committee to the Welsh Government.

- **Raymond Dowling** – Chair of Powys Community Chest Committee and lay Member on the Wales Deanery, responsible for doctor and dentist training throughout Wales. Former Member of Banwy Valley Development team.
- **Nick Hoskins** – Career background of over 30 years' executive Board experience with major international construction organisations. Former Governor of Southampton Solent University and Warsash Maritime Academy. Independent advisor and mentor to organisations and business in the public and private sector. Former Chair of the Association.
- **Liz Jenkins** – Worked as Trade Union official for 35 years, working at European level on the development of Health and Safety legislation. Former Chair of Care & Repair in Powys, Soho Housing Association and International Treasurer of Amnesty International.
- **Jill Ladbrook** – Career spent in social care and housing for Pembrokeshire County Council, Care & Repair Cymru. Actively involved in volunteering for the whole of her working life. Knowledge of Welfare Law.
- **Richard (Dic) Martin** – Retired Chartered Civil Engineer having worked in both the public and private sectors. Former Chair of Woolwich Building Society independent staff association and former Chair of Ceredigion County Council's Standards and Ethics Committee. Fluent Welsh speaker.
- **Olivia Morris** – Originally a physicist, moved into business and marketing and holds a doctorate in Societal Marketing. Also qualified to level 4 AAT Accounting which is used to audit qualifications for voluntary organisations such as MacMillan, Red Cross and Young Farmers' Clubs.

## The Members of the Agency Board

The Board consists of seven Members currently and is supported by the Company Secretary. There are two Board Member vacancies and two co-optee vacancies.

- **Peter Swanson (MWAH nominee)** - Initial career in the brewing industry and then moved to agriculture, farming over 230 acres in Montgomery. Justice of the Peace, Governor of Montgomery College of FE, Chair of Dyfed Powys Health Authority and Chair of Powys County Council Standards Committee. Private property landlord.
- **Peter Bayliss (MWAH nominee)** - Consultant in financial management and modelling, investment manager for a local community bank and partner in a holiday accommodation business. Former tax professional with Her Majesty's Customs & Excise.

- **Raymond Dowling (MWAH nominee)** - Chair of Powys Community Chest Committee and lay member on the Wales Deanery, responsible for doctor and dentist training throughout Wales. Former Member of Banwy Valley Development team.
- **Jill Ladbrook (MWAH nominee)** - Career spent in social care and housing for Pembrokeshire County Council, Care & Repair Cymru. Actively involved in volunteering for the whole of her working life. Knowledge of Welfare Law.
- **Kath Roberts-Jones (Powys County Council nominee)** – Long standing County Councillor and Vice Chair of the Montgomeryshire Committee and a Member of the Employment and Appeals Committee. Community Councillor for Kerry.
- **Julie Metcalf (independent)** – Retired local authority adult Social Care Manager. Registered with HCPC as a social worker until October 2014. Worked across voluntary, statutory and independent sectors with position of Head of Disability and Rehabilitation. Responsibility for budget management of up to £6 million.
- **Jeff Morris (independent)** – A retired retail manager and a former Board Member and Chair of L'Arche in Brecon, a charity and residential community for adults with learning disabilities.

## The Role of the Executive Team

**Role:** The Executive Team of the Group will assist in discharging the functions delegated to the Chief Executive and in running the business of the Group.

**Purpose:** To ensure the day-to-day operational management of the Group is effective in achieving the aims and objectives set by the Board.

### Responsibilities:

- To advise the Board on formulating policy.
- To advise the Board on setting Business Plan objectives.
- To ensure the effective operational management of the Group.
- To prepare plans, financial budgets, accounts and regular reports, in an agreed format, for consideration by the Association and Agency's Boards and the subsidiary Board.
- To ensure that the Group complies with the law and the Welsh Government Regulatory Framework and remains solvent.
- To ensure that the Board's attention is drawn to matters that it should consider and decide, ensuring that Board is given the information necessary to perform its duties.

- To ensure that proper systems of monitoring and control are established and maintained and have direct responsibility for the internal audit function of the Group.
- To provide leadership and management to the employees of the Association and Agency.
- To ensure, as appropriate, that the Executive Directors keep themselves, and the employees under their direction, informed and up-to-date on matters such as housing need in the Group's areas of operation, housing legislation, Welsh Government requirements and any regulation, statute or rule likely to impact upon the work of their section in particular or the Group in general, and that they will be able to offer professional advice on policy and procedures to the subsidiary Board.
- To promote and represent the interests of the Group in its relationship with its stakeholders, including local authorities, Government departments, professional bodies and organisations, Community Housing Cymru, Care & Repair Cymru, the National Housing Federation, and such other organisations with which the Association may establish links or become affiliate.

**Boundaries:** As outlined in the delegated authorities.

## The Executive Team Members

The Executive Team comprises five executive directors:

- **Shane Perkins** – Group Chief Executive
- **Charles Brotherton** – Director of Finance and Company Secretary
- **Aidan Ackerman** – Director of Customer Services
- **Sian Howells** – Director of New Business
- **Dafydd Pugh-Jones** – Interim Director of Care & Repair in Powys

## Contact Details

<b>Organisation Name:</b>	Mid-Wales Housing Group
<b>Registered Office Address:</b>	Tŷ Canol House Ffordd Croesawdy NEWTOWN Powys SY16 1AL
<b>Contact Persons:</b>	Charles Brotherton Director of Finance & Company Secretary Tel: 01686 620502 Email: <a href="mailto:cbrotherton@mid-walesha.co.uk">cbrotherton@mid-walesha.co.uk</a>  Janet Price Governance Officer Tel: 01686 620538 Email: <a href="mailto:jprice@mid-walesha.co.uk">jprice@mid-walesha.co.uk</a>
<b>Telephone Number:</b>	0300 111 3030 or 01686 627476
<b>Fax Number:</b>	0300 111 3031
<b>Text Number:</b>	07860 031622
<b>Email:</b>	<a href="mailto:info@mid-walesha.co.uk">info@mid-walesha.co.uk</a>
<b>Website:</b>	<a href="http://www.mid-walesha.co.uk">www.mid-walesha.co.uk</a>
<b>Facebook:</b>	Mid-Wales Housing Association
<b>Twitter:</b>	@midwaleshousing



# Appendices

**The following documents are generic to both organisations. While reference is made to the Association, this equally applies to the Agency.**

- **Board Member Recruitment Process**
- **Board Member Job Description**
- **Board Member Person Specification**
- **Board Member Application Section (Parts One, Two and Three)**

## Board Member Recruitment Process

### Application

Prospective candidates must complete the application form in this pack.

### Selection Panel

The Selection Panel will meet and discuss each potential candidate. All applications will be shortlisted against the criteria for selection. Once shortlisted each applicant will be invited to a formal interview by the Selection Panel.

### Acceptance

The Selection Panel will recommend to the Board of Management that successful candidates will be invited to attend the next available Board Meeting on an observer basis. Board Members will then approve their appointment to Board on a co-opted basis or will recommend a further period of observation at Board. Full appointments to the Board of Management are approved at the Annual General Meeting.

The successful candidate will be notified by telephone and/or letter of the above.

### Induction

Co-opted and full Members of the Board will be provided with a Board Members' Handbook and will be invited to an induction programme.

Closing date for all applications	17th October 2016
Shortlisting	Week commencing 17th October 2016
Interviews	27th and 28th October 2016
Appointment Confirmation	Mid-November (CRP) Mid-December (MWA)
Induction	From January 2017 onwards
First Board Meetings	January 2017

***Dates will be confirmed and may be subject to amendment.***

## Board Member Job Description

**Designation:** Board Member

**Responsible to:** Chair and the Board

**Purpose:** To uphold the values, objectives and policies of the Association and to be collectively responsible for directing the successful operation of Mid-Wales Housing Association in accordance with the Association's rules, legal, funders and regulatory requirements.

### Key Accountabilities:

1. To be a valued and contributing team Member of the Board.
2. In conjunction with other Board Members, ensure that the values and objectives of the organisation are met, ensure that policies and plans exist to achieve those objectives and ensure compliance with the budget, business plan and accounting framework.
3. Ensure the Association's affairs are conducted lawfully through a framework of delegation and systems of internal control, with a framework for the effective identification and management of risk.
4. Monitor, with other Board Members, the Association's performance in relation to its plans, budgets, controls and decisions in accordance with appropriate standards and Codes of Conduct, performance and probity, also in respect of customer feedback and the performance of comparable organisations.
5. Ensure the Association's functions comply with its own constitution, financial regulations and standing orders and the Welsh Government's Regulatory Code.
6. With other Board Members, appoint (and, if necessary, remove) the Chair or the Board and/or the Chief Executive.
7. Attend and contribute at Board and Committee meetings, bringing a specific community or other local perspective, skill or professional expertise, but not acting as a representative of any particular group.
8. Respect and preserve the confidentiality of the Association's business and where necessary, declare any relevant interests to the Secretary.
9. Commit the necessary time to represent the Association, attend conferences and training and support staff when needed.
10. Undertake any other functions consistent with the role of Board Membership allocated by the Chair of the Board.

BOARD MEMBER PERSON SPECIFICATION	Essential	Desirable
<b>COMMITMENT</b>		
Commitment to Mid-Wales Housing Group's mission	✓	
Sharing of Mid-Wales Housing Group's values	✓	
Uphold the principles of Equality, Diversity & Inclusion	✓	
Observe and comply with the Code of Conduct and Code of Governance	✓	
Support the Group's aims and objectives	✓	
Respect the confidentiality of any information handled in dealing with Board business	✓	
Act in the best interest of the Group and not in the interest of any individual or constituency	✓	
Abide by the decision of the Board and its committees	✓	
<b>EXPERIENCE</b>		
Experience as a customer or service user of the Group		✓
Ability to apply knowledge and experience to the work of the Board	✓	
Knowledge and experience of one the areas of the Group's business activity	✓	
Knowledge and experience of the social housing sector or Care & Repair Agencies		✓
<b>KNOWLEDGE AND SKILLS</b>		
Ability to assimilate complex information often in report format	✓	
Good listening and communication skills with a wide range of people	✓	
Demonstrable experience of strategy	✓	
Demonstrable experience of the development process		✓
Knowledge of the housing association movement, public sector housing and care and support	✓	
<b>PERSONAL QUALITIES</b>		
Confident in public, with a will to act as an ambassador and represent the Mid-Wales Housing Group		✓
A positive and pro-active approach to the role as a Board Member	✓	
A willingness to work as part of a team, with respect and tolerance for others	✓	
Active interest in housing, and a willingness to learn and develop in this field		✓
Informed commitment to resident and service-user involvement in community-based projects and awareness of equal opportunities issues		✓

CIRCUMSTANCES		
Time to attend the cycle of meetings of the Board and appropriate committees, planned away days and training events	✓	
Available for <i>ad hoc</i> discussions in addition to formal Board and committee meetings	✓	

**Note:**

This job description and person specification sets out the duties of the post at the time when it was produced. Duties outlined may vary from time-to-time without changing the general character of the role and level of responsibility entailed.

# Independent Board Member Application Section

- Part One: Personal Details**
- Part Two: Employment and Experience**
- Part Three: Skills Audit**

**Please complete and return all pages 22-30.**

## Board Member Application Form

Thank you for expressing an interest in working with our organisation as a Board Member (non-executive Director). Please complete the application and return to us by the required deadline. Please attach additional sheets of paper to complete your answers if necessary.

Mid-Wales Housing Group is committed to equal opportunities. To ensure that individuals are selected, promoted and treated on the basis of their individual merits and abilities, it would assist us if you would provide the information requested in **Part One, Part Two and Part Three.**

### PART ONE: PERSONAL DETAILS

**Part One** must be completed to allow the processing of the application. The information **will only be referred to for contact and statistical monitoring purposes** and will be detached from the application form. The form will **not be shown to the Selection Panel** and will be destroyed after six months if you are unsuccessful. (Please tick boxes as appropriate).

<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other .....					
<b>Name:</b>						
<b>Address:</b>						
<b>Daytime No.</b>				<b>Mobile:</b>		
<b>Email:</b>						

Mid-Wales Housing Association works towards eliminating discrimination and promoting equal opportunities, both in the provision of services and as an employer. Completion of the remainder of this form is at your discretion as it is voluntary. Data collected will be used to help the Association monitor and ensure the success of our Single Equality Scheme. It will also be used to report on the needs of different groups of people. All information will be treated confidentially and in accordance with the Data Protection Act 1998.

<b>Age Range:</b>	<input type="checkbox"/> 24 or under <input type="checkbox"/> 25 to 34 <input type="checkbox"/> 35 to 44 <input type="checkbox"/> 45 to 54 <input type="checkbox"/> 55 to 64 <input type="checkbox"/> 65 or over <input type="checkbox"/> Prefer not to say			
<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say			
<b>Do you identify as transgender?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say			

<p><b>How would you describe your ethnic origin?</b></p>	<p><b>White</b></p> <p><input type="checkbox"/> Welsh/English/Scottish/Northern Irish/British</p> <p><input type="checkbox"/> Irish      <input type="checkbox"/> Gypsy or Irish Traveller</p> <p><input type="checkbox"/> Any other white background, please give details</p> <p>.....</p> <p><b>Mixed/multiple ethnic background</b></p> <p><input type="checkbox"/> White and Black Caribbean    <input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian    <input type="checkbox"/> Any other mixed background, please give details</p> <p>.....</p> <p><b>Asian/Asian British</b></p> <p><input type="checkbox"/> Indian    <input type="checkbox"/> Pakistani    <input type="checkbox"/> Bangladeshi    <input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Asian background, please give details</p> <p>.....</p> <p><b>Black/African/Caribbean/Black British</b></p> <p><input type="checkbox"/> African    <input type="checkbox"/> Caribbean    <input type="checkbox"/> Any other Black/African/Caribbean background, please give details</p> <p>.....</p> <p><b>Other ethnic group</b></p> <p><input type="checkbox"/> Arab    <input type="checkbox"/> Any other ethnic group, please give details</p> <p>.....</p> <p><input type="checkbox"/> Prefer not to say</p> <p><b>NB</b> These categories are those used in the 2011 census and are recommended for use by the Equality and Human Rights Commission</p>																									
<p><b>Language:</b></p>	<p><b>Are you able to communicate in:</b></p> <p><input type="checkbox"/> English    <input type="checkbox"/> Welsh    <input type="checkbox"/> Sign Language (BSL)</p> <p><input type="checkbox"/> Other, please give details .....</p> <p><b>Welsh Language Skills (please tick as appropriate):</b></p> <table border="1" data-bbox="488 1682 1415 1841"> <thead> <tr> <th></th> <th>Speaking</th> <th>Reading</th> <th>Writing</th> <th>Understanding</th> </tr> </thead> <tbody> <tr> <td>Fluent</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Intermediate</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Learner</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>None</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Speaking	Reading	Writing	Understanding	Fluent					Intermediate					Learner					None				
	Speaking	Reading	Writing	Understanding																						
Fluent																										
Intermediate																										
Learner																										
None																										
<p><b>Disability:</b></p>	<p><b>Do you consider yourself to have a disability:</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No                      <input type="checkbox"/> Prefer not to say</p>																									



	<p>The Equality Act 2010 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities'. This includes people with sensory and mobility problems, people with learning difficulties, people with mental health needs and people living with a serious health condition. If you have ticked 'yes' above, please give details below. We would like to know if we are reaching all disabled people; please can you tick the relevant impairment (disability) group below and tick more than one box if appropriate.</p> <p><input type="checkbox"/> Physical disability/impairment or mobility issues</p> <p><input type="checkbox"/> Blindness or vision impairment</p> <p><input type="checkbox"/> Deafness or hearing impairment</p> <p><input type="checkbox"/> Learning disability    <input type="checkbox"/> Learning difficulty, such as dyslexia</p> <p><input type="checkbox"/> Mental health condition, such as depression or schizophrenia</p> <p><input type="checkbox"/> Social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder</p> <p><input type="checkbox"/> Long term health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy</p> <p><input type="checkbox"/> A disability, impairment or medical condition that is not listed above, please describe .....</p> <p><input type="checkbox"/> Prefer not to say</p> <p>If you feel you could benefit from adjustments/changes made to help you with your activities for Mid-Wales Housing Association, please contact the Governance Officer who will be happy to talk to you about this.</p>
<p><b>Sexual Orientation:</b></p>	<p><b>How would you usually describe your sexual orientation?</b></p> <p><input type="checkbox"/> Heterosexual    <input type="checkbox"/> Lesbian/Gay Woman</p> <p><input type="checkbox"/> Gay Man        <input type="checkbox"/> Bisexual</p> <p><input type="checkbox"/> Other            <input type="checkbox"/> Prefer not to say</p>
<p><b>Religion:</b></p>	<p><b>What is your religion or belief?</b></p> <p><input type="checkbox"/> Christian    <input type="checkbox"/> Hindu    <input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Muslim      <input type="checkbox"/> Sikh      <input type="checkbox"/> Buddhist</p> <p><input type="checkbox"/> No religion   <input type="checkbox"/> Prefer not to say</p> <p><input type="checkbox"/> Any other religion or belief, please give details: .....</p>

The Mid-Wales Housing Group has a statutory obligation in accordance with the Housing Act 1996 to ensure that Board Members have no duality or conflict of interest. Please state if you have any close connection (pecuniary or otherwise) with any consultant, contractor or organisation that works for the Association.

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The Mid-Wales Housing Group is unable to consider employees or their close relatives as Board Members since it would be unlawful to offer a contract of employment to a Board Member or to a close relative. Please therefore state if you are a close relative of an employee of the association, giving the name of the person and their relationship to you.

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**Data Protection Act 1998:**

If you submit an application for a Board post with Mid-Wales Housing Group, we will record and use the information which you provide for the purpose of dealing with your application and the information will not be kept any longer than is necessary for that purpose. Personal data provided in Part One of the form will be recorded and used for the purpose of monitoring Mid-Wales Housing Group's Equal Opportunities Policy and for statistical purposes. By submitting an application you are consenting to the recording and use of the information that you supply. The Mid-Wales Housing Group does not keep information from applicants on file for the purpose of sending details of future job opportunities.

I confirm that the details given in this application are correct to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PART TWO: EMPLOYMENT AND EXPERIENCE

The information in **Part Two** and **Part Three** is the only information we will use in deciding whether or not you will be offered an interview. We will not be able to take into account any previous applications or prior knowledge of you. We ask you not to put your name on any of the sections in **Part Two and Part Three**.

### EMPLOYMENT AND EXPERIENCE

**Note:** Please give details of employment and experiences relevant to the post. Please list the most recent first.

**SUPPORTING INFORMATION**

**Why are you interested in applying for the Board of Mid-Wales Housing Association or Care & Repair in Powys?**

**Please list any committees or Boards on which you have served or are serving in the community or any other voluntary commitments. Please indicate your position and describe what duties or responsibilities are/were involved.**

## PART THREE: SKILLS AUDIT

A skills audit is a useful tool, based on individual self-assessment, that is collated to create a broad view of the collective skills distribution on a Board. As such, it provides an efficient way to easily identify strengths, weakness and gaps in skills across the Board and is useful in subsequently informing Board actions, such as recruitment, training, succession planning and the like.

This particular skills audit has been designed to indicate the areas we consider necessary for the role of Board Member. Please complete the form by indicating which category most accurately describes your skill level.

### Scale

The ratings below are a guide to judge your expertise; they are not absolute in nature and hence please choose the description that most accurately reflects your current skills status, based on the description below.

<b>Very High</b>	Professional qualification <i>and</i> over 3 years' proven practical and working experience
<b>High</b>	Professional qualification <i>or</i> over 3 years' proven practical and working experience
<b>Medium</b>	Good working knowledge <i>or</i> 1-2 years' proven experience
<b>Low</b>	Basic understanding
<b>None</b>	No understanding

Where relevant to the competency or example, the following should be:

- An area in which you have significant practical experience;
- Something that you undertake on a regular basis;
- A personal characteristic or style that you demonstrate all of the time;
- A regular programme of activities to maintain technical competence.

The following may seem a long list, however an application with just one high level score will potentially have the same chance of being successful as an application who has many high level scores; if that high score is in an area the Association or Agency has a weakness then you have a better chance of being successful in your application than another applicant with many high scores if the Group already has several Members with high level skills in those areas.

**Please tick ✓ in the relevant box**

**Strategic & Business Planning**

Very high	High	Medium	Low	None

**Property Development/Construction Industry/Architecture**

Very high	High	Medium	Low	None

**Asset Management (long term maintenance of properties)**

Very high	High	Medium	Low	None

**Housing Management**

Very high	High	Medium	Low	None

**Customer Services**

Very high	High	Medium	Low	None

**Financial Management/Accountancy**

Very high	High	Medium	Low	None

**Governance and Regulation**

Very high	High	Medium	Low	None

**Information Management (Performance Monitoring)**

Very high	High	Medium	Low	None

**Legal e.g. Company/Contract Law**

Very high	High	Medium	Low	None

**Resident Engagement and Scrutiny**

Very high	High	Medium	Low	None

**Human Resources Strategy**

Very high	High	Medium	Low	None

**Equality, Diversity and Inclusion/Human Rights**

Very high	High	Medium	Low	None

### Welsh Language Skills

Very high	High	Medium	Low	None

### Information Communication & Technology

Very high	High	Medium	Low	None

### Risk Based Auditing, Risk Management & Assurance

Very high	High	Medium	Low	None

### Media/PR & Marketing

Very high	High	Medium	Low	None

### Human Resources: Staff Management, Training, Learning and Development

Very high	High	Medium	Low	None

### Partnership Working with Statutory Bodies & Local Authorities

Very high	High	Medium	Low	None

### Treasury Management & Banking

Very high	High	Medium	Low	None

### New Business/Entrepreneur Skills

Very high	High	Medium	Low	None

### Care & Support Services/Work with Vulnerable Groups

Very high	High	Medium	Low	None

Please provide examples of where you have demonstrated the skill areas where you have very high/high expertise and detail any additional skills that you feel would benefit the Board.