



Role & Responsibilities

Position: Board Member (also referred to as a Non-Executive Director) of the New Charter Housing Trust Group of companies.

Responsibilities:

The purpose of a Board is to direct the Company's affairs - management is delegated to the Company's staff.

The essential functions of the Group's Boards and their Board Members are as a minimum, to:

- (1) uphold the values and objectives of the organisation;
- (2) uphold the organisation's core policies, including code of conduct, standing orders and financial regulations;
- (3) ensure they understand the constitutional and legislative framework as it applies to the organisation, and act within its powers;
- (4) contribute to and share responsibility for the board's decisions, including its duty to exercise reasonable care, skill and independent judgement;
- (5) prepare for and attend meetings, training sessions and other events;
- (6) attend and participate in reviews linked to individual performance or that of the whole board;
- (7) represent the organisation as appropriate and where authorised;
- (8) declare any relevant interests and avoid conflicts of interest;
- (9) respect confidentiality of information; and
- (10) uphold the National Housing Federation's Code of governance and the organisation's own code of conduct.

In carrying out these responsibilities you must also comply with the general duties of Directors as detailed in the Companies Act 2006 and any other relevant legislation.

Skills:

We expect all Board Members to have the following skills and abilities:

- (1) to work as part of an effective team;
- (2) an understanding of the needs and aspirations of our tenants and the wider community;
- (3) general business, financial and management skills;
- (4) an understanding of the external factors which influence the Group's work such as financial markets and political agendas;
- (5) other relevant or specialist skills, such as commercial, financial, investment, risk management, legal, health, social services, property management and housing development, which may assist you in your role;
- (6) effective communication skills and the ability to focus on the key issues facing the organisation;
- (7) the ability to foster a culture that enhances commitment, enthusiasm and excellent performance from the Group's employees;
- (8) a commitment to equality & diversity.

Principles:

Board Members are also expected to uphold the following seven principles of public life, which we believe underpin good governance:

Selflessness You should make decisions based on the Group's best interests and not in order to gain financial or other benefits personally or for your family or friends.

Integrity You should not place yourself or the Group under any obligation, financial or non-financial, to outside individuals or organisations that might seek to influence you or the Group in the performance of official duties.

Objectivity You should ensure impartiality in the delivery of services including the appointment of staff, the awarding of benefits or the awarding of contracts. Choices should be made on merit alone.

Accountability You must be accountable to the Group's stakeholders for the Board's decisions and actions.

Openness You should be as open as possible about the decisions and actions you take and the reasons for your decisions. Information should only be restricted where commercially sensitive or where it may infringe on a person's right to confidentiality.

Honesty You have a duty to declare any private interests relating to your duties and to take steps to resolve any conflicts arising in a way that protects the Group's reputation and values.

Leadership You should promote and support these principles through leadership and example.

Time Commitment:

The frequency of meetings depends on which Board you are appointed to (this varies between every 6 weeks and quarterly). Meetings generally commence at 6.00pm and usually last between 1 to 2 hours; Board Members are also expected to allow adequate time to prepare for meetings so that they're able to contribute and participate fully in discussion.

There will be on occasion joint meetings of the Group's boards along with Board training and development sessions (approximately 8 a year), again these last between 1 to 2 hours.

Pay and Expenses:

Board Members are entitled to receive pay subject to satisfactory attendance at Board Meetings and to claim reasonable out of pocket expenses incurred when undertaking official duties such as attending Board Meetings. All payments will be made in line with the Group's Board Member Pay & Expenses Policy

We have colleagues who can advise and assist in assessing any impact payment may have on benefit entitlements.

BOARD MEMBER APPLICATION FORM



FIRST NAME: _____

LAST NAME: _____

PREFERRED TITLE: _____ **DATE OF BIRTH:** _____

ADDRESS: _____

POST CODE: _____

CONTACT NO'S: **DAYTIME:** _____ **EVENING:** _____
MOBILE: _____

E-MAIL ADDRESS: _____

PROFESSIONAL/CAREER BACKGROUND:

EXPERIENCE AND QUALIFICATIONS:

PLEASE PROVIDE A BRIEF STATEMENT AS TO WHY YOU WOULD LIKE TO BECOMES A BOARD MEMBER, INDICATING WHAT YOU THINK YOU COULD CONTRIBUTE TO THE ROLE AND WHAT YOU FEEL YOU WOULD GAIN FROM YOUR INVOLVEMENT

Please rate yourself on the following skills based on 5 being very experienced and 1 being not experienced at all.

Skills & knowledge:	1	2	3	4	5
Understanding local housing needs					
Understanding the needs of tenants & residents					
Tenant participation					
Strategic Management					
General business skills including the management of staff, properties or contracts					
Financial accounting					
Rent issues e.g. rent setting, arrears recovery					
Legal Matters					
Customer service and community relations					
Equal opportunities and diversity issues					
Working with local authorities and other statutory bodies					
Property development and building					
Public relations/marketing					
Information technology					
Education, skills development and training					
Corporate Social Responsibility and environmental issues					
Repairs, maintenance & investment					
Health & safety					
Regeneration					
Human Resources					

SIGNED:	DATE:
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Please feel free to submit any additional information or supporting documentation with your application.
Completed application forms should be returned to:

The Assistant Company Secretary, Cavendish 249, Cavendish Street, Ashton-under-Lyne, OL6 7AT

Equal Opportunities Monitoring

The following information is requested in order to allow us to monitor equal opportunities on our Boards. It will be treated in strictest confidence and will not be divulged without your express permission.

Gender

Male Female

Have you ever identified as transgender?

For the purpose of this question 'transgender' is defined as an individual who lives, or wants to live, full-time in the gender opposite to that which was recorded at birth.

Yes No Prefer not to say

Disability

The Disability Discrimination Act 1995 (DDA) protects disabled people. The DDA defines a person as disabled if they have a physical or mental impairment, which is substantial and long-term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the DDA?

Yes No

If you have answered yes, please indicate the types of impairment which apply to you (by ticking the relevant boxes below). People may experience more than one type of impairment, in which case tick all the types that apply. If your disability does not fit any of these types, please mark Other.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches |
| <input type="checkbox"/> | Sensory impairment, such as being blind/having a serious visual impairment or being deaf/having a serious hearing impairment |
| <input type="checkbox"/> | Mental health condition, such as depression |
| <input type="checkbox"/> | Learning disability (such as Down's Syndrome or Dyslexia) or cognitive impairment (such as autism) |
| <input type="checkbox"/> | Long-standing illness or health condition such as Cancer, HIV, Diabetes, Chronic Heart Disease or Epilepsy |
| <input type="checkbox"/> | Other, please give details below |

Ethnic Origin

Asian/Asian British:

Bangladeshi Indian Pakistani Chinese

Any other Asian background (specify below)

Black/Black British:

African Caribbean

Any other Black background (specify below)

White:

British English Irish Scottish Welsh

Any other White background (specify below)

Mixed:

White/Bangladeshi White/Indian White/Pakistani White/Chinese
 White/African White/Caribbean

Any other Mixed background (specify below)

Religion or Belief

Which religious group below do you most identify with?

Christian Baha'i Buddhist
 Hindu Jain Jewish
 Muslim Sikh No Religion
 Prefer not to say

Any other religion or belief (specify below)

Sexual Orientation

Bisexual
Prefer not to say

Gay/Homosexual

Straight/Heterosexual

Other (specify below)



INDEPENDENT BOARD MEMBER RECRUITMENT DECLARATION FORM

Please complete and return this **Form of Declaration** along with your application.

1. Are you related to a Board Member or employee of any of the New Charter Group of Companies?

[This includes New Charter Housing Trust Ltd; New Charter Homes Ltd; Aksa Housing Association Ltd; Gedling Homes; or New Charter Building Company Ltd.]

YES **NO**

If yes, please state the name(s) of the relative(s) and your relationship to them.

NAME: _____

RELATIONSHIP: _____

2. Are you employed by any of the New Charter Companies?

YES **NO**

If yes, please state your position and with which company.

POSITION: _____

COMPANY: _____

3. Do you have an interest in any organisation/company which has contracts or does business with the New Charter Group of companies?

*[By **interest** we mean are you an employee, a director/shareholder or a close relative of an employee or director/shareholder]*

YES **NO**

If yes, please provide details.

NAME OF ORGANISATION/COMPANY: _____

NATURE OF INTEREST: _____

I HEREBY DECLARE

I AM NOT:

- presently or previously disqualified from acting as a Company Director [or Charitable Trustee];
- an undischarged bankrupt, and am not currently in arrangements with my creditors to pay outstanding debts;
- suffering from any mental disorder;
- a tenant of any of the Group companies;
- a member or senior officer of a local authority or of a company which is under the control of a local authority;
- in any way, directly or indirectly, interested in a transaction or arrangement that has been entered into with any of the Group companies.

I AM:

- prepared to act as a Director
- Over 16 years of age

I confirm that, to the best of my knowledge, the facts I have stated above are true and correct

SIGNED: _____

PRINT NAME: _____

PRINT ADDRESS: _____

DATE: _____