



CHICHESTER GREYFRIARS
HOUSING ASSOCIATION
— FOUNDED IN 1969 —

Briefing Papers
Chichester Greyfriars Housing Association
Board Member Recruitment

September 2017

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Welcome letter

September 2017

Dear Applicant,

Thank you very much for your interest in becoming a Board Member of Chichester Greyfriars Housing Association (CGHA).

CGHA is striving to ensure that it provides the services that our tenants need at the highest standard. We are particularly proud of the quality of housing we provide, the staff we employ and our Board Members. Without our Board Members, the Association would not be able to do what we do, and to such a high standard.

We are now looking for two new Board Members to help us to further articulate and realise our future ambitions and continue to achieve our objective to provide affordable housing and associated facilities and amenities for older people in need.

As we are looking to increase the number of units we have in management and thus provide housing and services for more tenants, we are looking for Board Members who have empathy with the objectives and strategy of the Association and expertise in any of the following areas.

- Provision of housing services for the elderly – safeguarding, knowledge of statutory and voluntary sectors
- Involvement in either a professional or voluntary capacity in the delivery of housing and related services in the local Chichester area

Applicants need to have a passion for our social purpose, a strong connection to the local area and a willingness and aptitude to keep abreast of the current social housing scene.

This is a really exciting time to be joining the Board of Chichester Greyfriars Housing Association and I look forward to considering your application.

David Parfitt
Chair

About Chichester Greyfriars Housing Association

Chichester Greyfriars Housing Association (CGHA) provides affordable housing and associated facilities and amenities for older people in need who have a local connection with Chichester.

This is currently achieved through the ownership and management of 87 flats in Chichester. These are located at Royal Close, St Pancras and Hambrook.

About the Board

The Board is made up of 9 members, all of whom serve in a voluntary capacity. The housing sector is experiencing a period of great change and challenge and CGHA is meeting a number of these challenges with a pro-active approach. This is evidenced by:

- The Business Plan which sets out the Association's plans for the next 5 years.
- The Asset Management Strategy and Financial Strategy which support the Business Plan.
- Determination to increase the number of properties within the portfolio in order to provide additional accommodation for older people in need in Chichester.
- Adoption of policies which ensure compliance with current legislation e.g. safeguarding, data protection.
- Appointment of a Risk Management consultancy to provide oversight of the Risk Register.

Board Member Terms and conditions

- Board positions are not remunerated but reasonable expenses are paid.
- The Board currently meets five times a year (plus any additional training days, AGM, or events that Board Members are expected to attend).
- Small task groups may be set up to deal with a particular current issue. Membership of each task group is determined by the skills required.
- The maximum term of appointment is nine years, with the requirement for re-election after the initial three years.
- Board meetings are usually held at The Forum, Stirling Road, Chichester, PO19 7DN.
- Board Meetings are held in the early evening (typically from 5pm until 8pm).
- Sufficient time should also be set aside to prepare for meetings, undertake learning and development and miscellaneous representative engagements.
- A full schedule of meetings for 2018 will be released in October 2017.

The Board

Current Board Membership

Name	Position	Career background
David Parfitt	Chair	Retired Accountant
David Siggs	Board Member-retiring in December 2017	Past Chichester City Councillor, Computer and Systems Services company director, parish clerk
Brian Stimpson	Tenant Board Member	Chichester Greyfriars Housing Association tenant
Vince Foote	Board Member – retiring in December 2017	Retired after 35 years of housing experience including manager of the Careline service
Linda Grange	Board Member	Housing Delivery Manager at Chichester District Council
Sarah Clawson	Board Member	Housing Manager at PHA Homes
Tim Willcocks	Board Member	Chartered Surveyor and Director of Development at RHP, a Housing Association based in Teddington, south west London.
Mark McJennett	Board Member	Over 35 years' experience of sales, marketing, property and asset management at senior management and board level within the leisure industry.
Paul Williams	Board Member	Over 35 years' experience of social housing sector, as both an executive director and non-executive board member, specialising in housing finance, treasury and governance matters.

Role profile

Overall purpose

- To provide appropriate oversight, governance and leadership of CGHA in pursuit of its strategic aims, and to add value to the organisation by contributing experience, expertise and insight.
- To scrutinise the performance of the organisation in meeting agreed goals and objectives, and monitor the reporting of performance.
- To oversee the integrity of financial and other information, and to ensure that financial quality controls and systems of risk management are robust and defensible.

Key duties, responsibilities and obligations

- To act in the best interests of CGHA at all times.
- To uphold and promote the core policies, purpose, values and objectives of CGHA. To proactively develop an understanding of the organisation's strategic context to facilitate this.
- Contribute and share responsibility for the Board's decisions.
- Prepare for meetings, training sessions and other events by reading papers and, where necessary seeking clarification in advance.
- Attend a minimum of 50% of Board meetings, actively participating in meetings and task groups.
- Represent the Association on occasion at CGHA and external events.
- Attend induction, training and performance appraisal meetings, an annual Board strategic event and other such sessions or events as are reasonably required.
- Declare any relevant interests and respect confidentiality of information.
- Uphold and comply with the NHF Code of Governance, organisational values and any other codes of conduct, standards or similar.
- Uphold and comply with the Association's policies and procedures including standing orders and financial regulations.
- Understand the constitutional and legislative framework of the Association and act within its powers.

Person specification

Experience

Experience in at least one of the following areas:

- Provision of housing services for the elderly – safeguarding, knowledge of statutory and voluntary sectors
- Involvement in either a professional or voluntary capacity in the delivery of housing and related services in the Chichester area

Skills and knowledge

- Empathy with CGHA's business philosophy, and a strong connection to the local area or work of CGHA
- Understanding of legal and regulatory requirements
- Sound financial awareness (desirable)
- Clear ability to distinguish risk and opportunity
- Excellent verbal and written communication skills
- Strong interpersonal skills

General aptitudes

- The highest standards of ethical behaviour, and expectation of the same in others
- Genuine commitment to CGHA's values and to the work of the Board
- Positive, solutions focused and constructive approach to the role of the Board
- Goal-focused, positive and resilient
- Strategic foresight
- Self-managing, taking responsibility for own behaviour and development
- Committed and adaptable, and with sufficient time to undertake the role responsibilities
- A passion for great customer service for older persons
- A strong commitment to equality and diversity

Eligibility

- Must not have a conflict or duality of interest which could jeopardise your ability to act at all times in the best interests of the organisation

Benefits

In return for your services the Association undertakes to:

- Pay reasonable out of pocket expenses
- Provide proper insurance cover
- Provide indemnity cover for any third-party action against the Association
- Provide you with information that you need to properly govern
- Provide appropriate training and support

Additional information

The Business Plan and recent accounts plus other relevant reports can be found at www.chichestergreyfriars.org.uk. For an informal conversation about the roles please contact Hilary Channing on hilary@channinghammond.co.uk

Recruitment timetable

Closing date	Friday 6 th October 2017 at 9am
Applications reviewed by CGHA	Week commencing 9 th October 2017
Interviews	Late October 2017
Referencing	October/November 2017
Board AGM Meeting	December 2017

How to apply

To apply for a Board Member position at Chichester Greyfriars Housing Association, please send the following to hilary@channinghammond.co.uk by 9am Friday 6th October 2017.

- An up to date CV including details of positions held and dates (ideally a maximum of 3 sides of A4).
- A supporting statement explaining your motivation for applying for this position at CGHA and addressing how you meet the requirements of the role profile.
- Full contact details (name, job title, organisation, phone and email) for two referees (including your current employer, if applicable). Please note we will not take up references without your prior permission
- Completed Recruitment Monitoring Form.
- Your application will be acknowledged by email within 24 hours. If you do not receive this acknowledgement please call 07718 627740 to check. All applications are treated with strictest confidence.