

Non-Executive Director

Recruitment Pack:

- Non-Executive Director (Board Member)
- Committee Member – Audit and Assurance Committee

The Wrekin Housing Group

The Wrekin Housing Group Board

Our Group purpose:

“Making a Difference to People’s Lives”

Our Group values:

- 🏠 Inspire Positive Change
- 🏠 Everyone Matters
- 🏠 Communicate Clearly
- 🏠 Grow Together

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Welcome message – Des Hudson, Group Chair

Dear Applicant,

I am delighted that you are interested in joining The Wrekin Housing Group as a Non-Executive Director of our Board.

We invite Board Directors to join one of our Board Committees and in this case the successful applicant would be invited to join our Audit & Assurance Committee. There may be other Board Committee vacancies that will arise or other activities that the successful appointee is interested in and where ever possible we will look to accommodate that.

Wrekin is an independently-minded housing association, with almost 13,500 properties, across Telford & Wrekin, Shropshire and Staffordshire. We have a willingness to innovate, to challenge ourselves to be the best, and for our entire team to be united in our purpose to make a difference to people's lives.

We are proud to have attained the top Governance ratings from the Regulator of Social Housing following their in-depth assessment during 2021. In late 2022 our viability rating was re-graded, in common with others in our sector (almost 60+% of Housing Associations are graded similarly in response to macro – economic issues) so we are completing a review of our business plans and acting to adapting our business to meet the challenges of the current economic climate.

We are an ambitious organisation with sound financial foundations, – we completed over two years ago a £650m refinancing which included obtaining our first public credit-rating and the issue of £250m of Bonds on the Stock Exchange.

This Non-Executive Director vacancy arises from the retirement of a long-standing Board member.

We want this appointment to bring additional commercial and stakeholder management expertise and experience to the Group Board.

The delivery of our business in the complex post-Covid world requires us to forge new partnerships and to seek innovative solutions with our existing customers and stakeholders. Fundamental to our continuing success is ensuring Wrekin can recruit and retain the best people, and the Board is wholly committed to us continuing to be a respected partner and key employer in our area.

Both our Group Board and Board committees operate in a collaborative manner, with lively and informed debate as we strive to grapple with the challenges and opportunities facing us.

You will, I am sure, find this Board role offers challenge and stimulation. This is an opportunity to work with colleagues from a wide range of backgrounds - all of whom are focused on our success, and the quality of all we do in a highly rewarding environment.

So – I look forward to hearing more about you and what you could bring to the Wrekin Board.

Please do reach out for an informal conversation if you would find it useful to speak with me. You can arrange a time for a conversation by contacting boardrecruitment2023@wrekin.com

Very kindest regards,



Desmond Hudson, Group Chair

About The Wrekin Housing Group

The Wrekin Housing Group is an ambitious, socially minded organisation looking to grow our delivery of the very best housing and care and support services to our customers. We are an organisation that prides itself on making a difference to people's lives, and we do this by:

- 🏠 Providing over 13,500 homes for affordable rent and low-cost home ownership across Telford & Wrekin, Shropshire and Staffordshire.
- 🏠 Delivering innovative care and support solutions to enable tenants to live independently and successfully sustain their tenancy.
- 🏠 Providing an award-winning repairs services; exemplar development programme and excellent housing services – that drives high satisfaction with customers who live in high standard homes.
- 🏠 Working in partnership with customers and service users, involving them in decisions about our business, enabling us to continuously improve performance and make sure that Wrekin keeps, and stays, ahead of the innovation curve.
- 🏠 Having an ethical approach to business and channelling social investment to create jobs and promote economic growth, generating opportunities for people to gain employability skills, maximising the social value of our services and delivering wider community benefits.
- 🏠 Being a fair and trusted employer to our 1200 staff and recognised as an ethical and trusted stakeholder to our key partners and wider supply chain that delivers against its values.

About this Non-Executive Director role

Wrekin's Board works collaboratively with the Executive and wider leadership team to ensure the company achieves its ambitions. Each Non-Executive Director brings a specific specialist skill and the rounded skills required of a Non-Executive Director because they share our values:

- Inspire Positive Change
- Communicate Clearly
- Grow Together
- Everyone Matters.

These personal commitments and competencies enable the Board to challenge and scrutinise in a collaborative and supportive way.

We are now seeking an individual who can bring a range of skills and professional and life experiences. The successful applicant will demonstrate a range of commercial, business development and/or stakeholder engagement and management skills.

Wrekin welcomes applications from people of all ages, backgrounds and communities as we seek to improve the collective diversity across our Board, in order to support our organisation to grow and develop.

In return Wrekin offer:

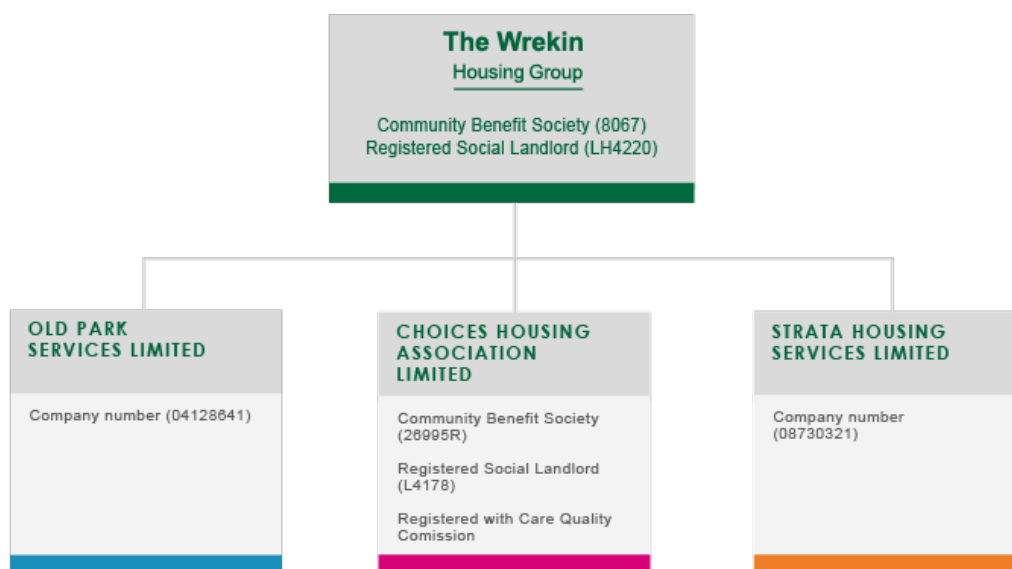
- 🏠 Remuneration of: £6,600 (under review April 2023). This is not pensionable and does not imply any employment contract nor other benefit
- 🏠 Reasonable out of pocket expenses will be reimbursed

- 🏠 Access to an excellent package of training and development support, including attendance at national and regional events
- 🏠 Full ICT package to support hybrid working
- 🏠 A tenure of up to 6 years, aligned to the National Housing Federation Code of Governance

NB: The issue of Conflicts of Interest, actual or potential is an issue of importance in our Governance arrangements and Board roles in particular. You should give this matter careful consideration. All applicants invited for interview will be provided with details of our Conflicts Policy.

Our Company Structure

The Wrekin Housing Group and Choices Housing Association operate a co-terminous Board made up of 10 members, including the Group Chair.



Our Committee Structure

There are four key committees which report to Board and membership is taken from the Board cohort of Non-Executive Directors, plus some independent members.



The role profile – Non-Executive Director

Role Purpose

To work with other Board Members and employees to ensure that The Wrekin Housing Group is governed appropriately. You will also work to ensure that we are accountable to customers and stakeholders, and that Wrekin works within the requirements of the law and its funding bodies.

Responsibilities – Group Board

As a member of the Group Board you will participate and contribute to the process of:

- 🏠 The setting of Wrekin's purpose, vision and strategy.
- 🏠 The setting of the Group's business plans and budgets.
- 🏠 Oversight and monitoring of the performance against our agreed strategy, business plans and budgets, system of internal controls, financial policy and accounting and the overall conduct of the Group.
- 🏠 To agree policies and make decisions on all matters that might create significant financial or other risk to the Group, or raise material issues of principle.
- 🏠 To ensure that the Group's affairs are conducted lawfully and in accordance with generally accepted standards of performance and propriety.
- 🏠 To consider and agree responses to reports from the regulators, the Group's auditors, funders and any other relevant bodies.
- 🏠 To represent the Group in the outside world and to help foster good relationships our stakeholders and partners.
- 🏠 To promote the good name of The Wrekin Housing Group at all times.
- 🏠 To campaign, both on a local and national level to promote issues relating to the Group, care and social housing generally.
- 🏠 To abide by the NHF's Code of Governance, the Group's Code of Conduct and Conflicts of Interest Policy for Board Members.

The role of an Audit & Assurance Committee Member is to:

- 🏠 Provide high-level oversight to ensure adequate and effective arrangements are in place for risk management, control and governance;
- 🏠 Review the arrangements in place to promote economy, efficiency and effectiveness;
- 🏠 Oversee the appointment of the internal and external auditors;
- 🏠 Review the audit aspects of Wrekin's financial statements together with the external auditor's management letter;
- 🏠 Review internal audit reports and to seek assurance that recommended management actions are satisfactorily dealt with;
- 🏠 Ensure that effective management strategies, policies and plans are in place to manage statutory and regulatory compliance;
- 🏠 Ensure a good understanding of the Wrekin Group (its objectives, risks, structure and culture), as well as the legal framework governing the institution, alongside a good understanding of the sector and the topical challenges it faces.

Person Specification – Non-Executive Director role

The successful applicants will be able to demonstrate an understanding of and experience of working for and with organisations in any/all of the following areas:

- 🏠 Commercial acumen
- 🏠 Business Development
- 🏠 Stakeholder engagement and management

It would be desirable for successful applicants to have:

- 🏠 Experience of working in a multi-faceted organisation and managing a complex range of customer focused services
- 🏠 Experience of developing innovative solutions to ensure the effective delivery of services
- 🏠 Understanding of options appraisals and scenario modelling to inform business decisions
- 🏠 Delivering continuous improvement approaches that deliver efficient and effective service solutions
- 🏠 Experience of making strong business and commercial decisions within a values-based culture
- 🏠 Sound understanding of delivering social value and investment in a commercial setting.
- 🏠 Partnership working and public affairs management.
- 🏠 Experience and understanding of working and delivering services within a regulated environment
- 🏠 Understanding of the principles and applications of risk management methodologies
- 🏠 Experience of stakeholder engagement and management to support the identification and delivery of shared objectives.
- 🏠 Experience of practical implementation of equalities, diversity and social inclusion in commercial and community settings

It is essential that applicants can:

- 🏠 Adhere to and promote Wrekin's values and would deal with customers and colleagues with commitment, integrity and respect.
- 🏠 Recognise and respect the individual value of all employees. Adopts an open, flexible and receptive approach to working with others.
- 🏠 Articulate opinions, ideas and information in an effective manner. Actively listens to the communications of others. Able to adapt communication styles to varied audiences.
- 🏠 Ability to understand and interpret complex information and communicate that information effectively. Demonstrate sound judgement and independence in decision-making, seeking advice and information when appropriate.

Skills required for the role:

- 🏠 Proven interpersonal, communication and people skills, including critical listening, the ability to question intelligently and debate constructively;
- 🏠 The ability to demonstrate sound judgement and integrity, and earn the respect and trust of other Board / Committee members;
- 🏠 The ability to participate effectively in meetings and confidence to challenge and hold to account the Group's executive and representatives of internal and external audit;

- 🏠 The ability to work within a framework of collective decision-making in the best interests of the Group and within the terms of reference of the Audit & Risk Committee;
- 🏠 Understanding of the need to balance conflicting factors and make objective decisions;
- 🏠 Appreciation of the importance of confidentiality;
- 🏠 Excellent analytical skills and the ability to interrogate and interpret complex information;

Members of the Audit & Assurance Committee are accountable to the Chair of the Audit & Risk Committee and Board members to the Chair of the Board.

- 🏠 Term of Office Appointments are normally made for an initial period of a maximum of 3 years (inclusive of a probationary first year) and appointees will be eligible for consideration for reappointment for a further term of three years

Time commitment

This Non-Executive Director role includes membership of the Group Board and membership of the Audit & Assurance Committee.

The majority of our meetings take place on a Wednesday with Board and the committees usually meeting four times a year. Board Strategy days usually happen twice a year, together with ad hoc training events organised throughout the year.

It is expected members are able to put in the time required to read the papers and prepare for each meeting - including strategy and training events. Additionally, members of the Board will have to monitor email and general correspondence.

This will mean the time commitment to support the effective delivery of their NED roles at Board and Committee could require a commitment of a minimum of one day per-month. Applicants are required to confirm that they are in a position to allocate sufficient time to the role.

Location

Our head office is located in Telford at Colliers Way, Old Park, Telford, TF3 4AW.

Our area of operations extends across Telford & Wrekin, Shropshire and Staffordshire as well as the wider West Midlands area.

The Board and committees follow a hybrid model of working – with some in-person meetings being required currently we aim to hold quarterly Board meetings in person and a more hybrid model for Board committee meetings. Physical meetings generally take place at our head office or within our areas of operation. You may also be required, on occasion, to attend conferences and events elsewhere across the UK.

How to apply

We would like you to send us:

- 🏠 An up to date CV detailing your full career history*
- 🏠 A supporting statement that explains your relevant experience and about why you would be a great asset to the Board, and the skills you would bring to the role of Chair of Old Park Services and as a member of the Audit and Assurance Committee*
- 🏠 Completed equalities and diversity monitoring form**



The above should be sent to boardrecruitment2023@wrekin.com

* These documents should be no longer than 2 pages each.

** Please note this is not mandatory and is requested for monitoring purposes in line with our commitment to equality and diversity. We will only use the information for the purposes for which it is collected and this information will be destroyed after six months.

Applications must be received by noon on Wednesday 1st March 2023.

It is intended that interviews will take place week commencing 20th March 2023. These will be held at our Old Park offices (Colliers Way, Telford, TF3 4AW).

If you should have any queries about this process or require any further information to help inform your application then please do not hesitate to contact boardrecruitment2023@wrekin.com