

# RECRUITMENT PACK

April 2020

**The Wrekin**  
Housing Group

- Group Board Member
- Independent Member of the Audit & Assurance Committee



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## How to apply

Thank you for your interest in this post. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application. In order to apply you should submit:

- An up-to-date CV showing your full career history. We recommend that this is no longer than two pages.
- A supporting statement, stating which role you are applying for
  - Explaining how you fulfil the person specification
  - Detailing your experience with examples.

We recommend that your supporting statement is no longer than two pages.

- Please explain, on a separate sheet, potential conflicts of interest, for example an Executive or Non-Executive position of a housing provider in the West Midlands. The Wrekin Housing Group's Conflict of Interest Policy for Board Members is posted on the webpage along with this recruitment pack.
- The monitoring form – please note that completion of the equalities section is not mandatory; this 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.
- Please indicate in your statement if you cannot attend on any of the interview dates.

Send your application, preferably in MS Word format, by email to:

[Board2020@wrekin.com](mailto:Board2020@wrekin.com) quoting the following reference number in the subject line for the post you are applying for.

- Group Board member – WrekinBM01
- Independent Member of Audit & Assurance Committee – WrekinAA01

**Applications must be received by noon on 14<sup>th</sup> May 2020.**

**Due to the current situation with Coronavirus interviews will take place via Microsoft Teams on either 27<sup>th</sup> May 2020 and 29<sup>th</sup> May 2020.**

## Welcome message – Des Hudson, Group Chair

Dear Applicant,

Thank you for your interest in our roles on The Wrekin Housing Group Board or as an Independent Member of our Audit & Assurance Committee.

I hope that this Recruitment Pack will spur your interest to make a formal application for one of these roles.

Now in our 22nd year, The Wrekin Housing Group (“Wrekin”) has changed considerably from our beginnings as a large-scale voluntary stock transfer from Telford & Wrekin Council and its development predecessors.

Wrekin is an independently-minded housing association, with almost 13,500 properties, with plans over the next five years to build some 500 homes each year. We have a willingness to innovate, to challenge ourselves to be the best we can in all that we do and for our entire team to be united in our purpose to make a difference to the lives of the people we serve.

In much that we do we are not afraid to pursue a radically different approach completing, for example, more than 80% of repairs on the same day they are reported to us or our innovative approach to asset management.

In the last 12 months we have completed a major reorganisation of the legal structure of our Group, successfully completed a £650m refinancing deal including the launch of an over-subscribed £200m+ Bond Issue and have ambitious plans for the future.

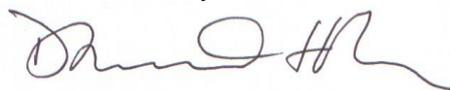
A Non-Executive Director vacancy has arisen on our Group Board and a new role as an additional Independent Member of our Audit and Assurance Committee.

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

You will, I am sure, find in our two roles challenge and stimulation, the 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.

If you would find it useful to speak with me please contact me by emailing [Des.Hudson@wrekin.com](mailto:Des.Hudson@wrekin.com) or calling 07792 211 836, but I do hope that you will make an application for one of these roles.

Yours sincerely,



**Des Hudson**  
**Group Chair**

# Remuneration and Time Commitment

## Remuneration

The remuneration for the roles

- Group Board Member - £6,500 p.a.
- Independent Member - £3,000 p.a.

This is not pensionable and does not imply any employment contract nor other benefits. Travel expenses are paid at 60p a mile, along with reasonable out of pocket expenses.

## Time Commitment

**The Group Board member** will be expected to also be a member of the Audit & Assurance Committee and Finance & Investment Committee. This will be not less than fourteen meetings a year in total.

**Audit & Assurance Committee members** will be expected to attend meetings which will normally be four times a year. Any of the external and internal auditors, the Group Chief Executive or the Group Director of Finance, may request an additional meeting if they consider one to be required.

Significant time will be required to read the papers and prepare for each meeting.

## Meeting arrangements

The Group Board meets 6 times a year, meetings take place on a Monday and start at noon.

Audit & Assurance Committee meetings take place 4 times a year and normally meet on a Monday at 10.30 a.m.

Finance & Investment Committee meetings take place 4 times a year and normally meet on a Monday at 10.30 a.m.

Board and Committee members will also be expected to attend training and development opportunities, along with Strategy Events as required.

**Applicants are required to confirm that they are in a position to allocate sufficient time to the role.**

## Location

Our locations are in Shropshire and Staffordshire and you will be required, on occasion, to attend conferences and events elsewhere across the UK.

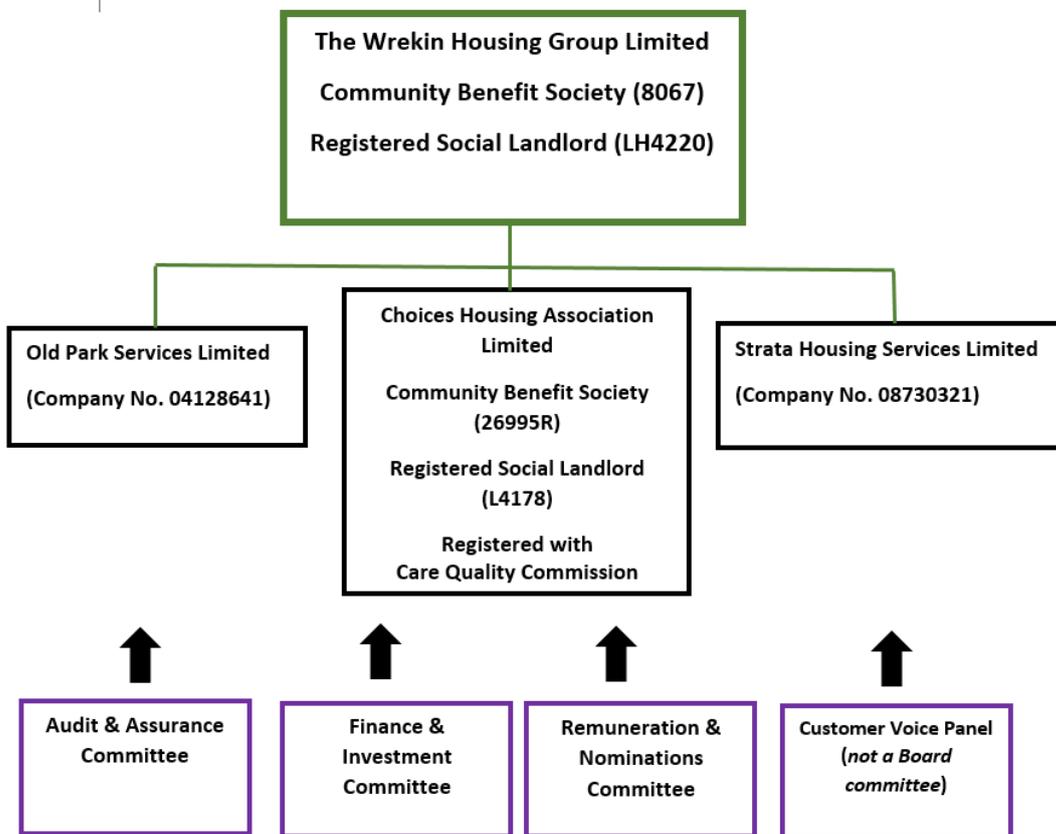
Meetings generally take place at The Wrekin Housing Group, Colliers Way, Old Park, Telford, TF3 4AW.

# About The Wrekin Housing Group

The Wrekin Housing Group is at the forefront of making a difference to people’s lives. We are a socially-minded housing association in the West Midlands with 13,500 homes for social and affordable rent, and shared ownership, across Telford & Wrekin, Shropshire and Staffordshire. We are also an innovative and well-recognised provider of care.

We are an ambitious organisation with plans to grow our housing provision up to 16,000 homes by 2025, we will also continue to excel in dementia care and the support of adults with learning difficulties. Generating social value is a key pillar of our activity; we thrive on benefitting communities and individuals through opportunities and investment. Our people enable us to deliver outstanding care and housing services. Every member of the team matters so we are investing in our people and the systems they use, to improve quality and choice across the organisation. Award-winning repairs, development and housing teams underpin our housing services. Our renowned same day repairs service drives satisfaction with customers who live in high standard homes. Our care services are rated ‘Good’ across the board, an outcome driven by astounding and passionate colleagues. We work in partnership with residents and service users, involving them in decisions about our business; this enables us to continuously improve performance and make sure that Wrekin keeps, and stays, ahead.

## Corporate and Committee Structure



# Role profile

## Group Board Member

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### Purpose

To work constructively and collegiately with other Board Members and employees to ensure that The Wrekin Housing Group (“the Group”) is managed and controlled appropriately; to ensure that it is accountable to its customers and stakeholders, and that it works within the requirements of the law and its funding bodies.

### Responsibilities

- **As a member of the Group Board, participate and contribute to the process of**
  - The setting of the Group, purpose, vision and strategy
  - The setting of the Group’s Business Plans and Budgets
  - Oversight and monitoring of the performance against agreed strategy, business plans and budgets, system of internal controls, financial policy and accounting and the overall conduct of the Group
  - Establishing plans, planning timescales, risk - appetite, risk - management and reporting, policies and objectives
- To agree policies and make decisions on all matters that might create significant financial or other risk to the Group, or which 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 with funders, local authorities, etc.
- To promote the good name of the 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.

## Person specification

- Substantial experience in finance, accounting and treasury management.
- Experience in audit, compliance, governance and risk.
- A financial and / or audit qualification is essential.
- Expertise in statutory financial reporting.
- Experience of operating in a regulated environment.
- Experience of board membership or involvement in committee meetings.
- Experience of operating at a senior level in a similarly complex organisation.
- Preferably experience of the housing and / or care sectors.

## Role profile

### Audit & Assurance Member

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#### Purpose

To work constructively and collegiately with members of the Committee and employees to ensure that the Committee discharges its roles and responsibilities efficiently and effectively.

As a member of the committee,

- To provide independent scrutiny of, and challenge to, The Wrekin Housing Group's audit and assurance environment.
- To report to the Group Board on the effectiveness of the control environment, the process of assurance of the Group's activities in accordance with planned schemes of internal and external audit.

#### Responsibilities

- External Audit - discuss the nature and scope of the audit and approve the plan, review and discuss the audit issues summary, the draft management letters and the Group's responses.
- Financial Statements - receive and review the annual financial statements, the statements in the annual report relating to internal controls and risk management and the annual report and accounts as a whole.
- Internal Audit - review and approve the objectives, scope and timing of the internal audit programme and any specialist audits, consider the major findings of all audit reviews (and management's responses), receive assurance on the implementation of previous audit recommendations and receive and review the annual internal audit opinion.
- Internal Controls - keep under constant review the effectiveness of internal control systems, ensure there are appropriate policies and systems in place in relation to fraud, bribery, money laundering, whistle-blowing and data protection.
- Risk Management - ensure there is a suitable risk and control framework in place and scrutinise the risk plan, making recommendations to Group Board as appropriate.
- Health and Safety – ensure there are appropriate policies and systems for managing and reporting on health and safety risks, receive regular assurance reports.
- Business Continuity – ensure there are suitable, reviewed and tested plans in place.

## Person specification

- Substantial experience in audit, compliance, governance and risk.
- Recent and relevant financial experience at a strategic level; a financial and / or audit qualification is desirable.
- Expertise in statutory financial reporting and auditing matters.
- Experience of operating in a regulated environment.
- Experience of board membership or involvement in committee meetings.
- Experience of operating at a senior level in a similarly complex organisation.
- Preferably experience of the housing and / or care sectors.

## Style and Behaviours

- Acts with integrity, actively promotes and support the values, ethos and aims of The Wrekin Housing Group and the services it provides.
- Ability to create a culture of collective responsibility, encouraging debate and consensual decision-making.
- Committed to the values of accountability, openness, and transparency.
- Demonstrates strong commitment to equality and diversity.
- Possesses excellent communication and decision-making skills.
- Embraces learning and development and promotes this with the Board, the Executive and the organisation as a whole.
- An open, engaging and enthusing style.
- Personal and professional credibility that will command confidence at all levels across the Group and with our wide range of stakeholders.
- Well-organised, manages time well and able to assimilate and comment on complex information and reports.

## Other documents available on our website:

### Annual Report & Accounts 2018/19

- The Wrekin Housing Group Limited
- Choices Housing Association Limited
- Old Park Services Limited
- Strata Housing Services Limited

### Board Member Biographies

### The Wrekin Housing Group's Conflict of Interest Policy for Board Members