



## Board Membership Recruitment Pack

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## Who are we?

EPIC is a registered charity which provides people with decent homes at below market rents. We are in the middle of a rapid expansion, adding to our stock of over 1,200 homes through acquiring homes in Stoke, Newcastle-under-Lyme and Staffordshire Moorlands. As a registered charity we are driven by our values around fairness, respect, understanding, integrity and teamwork. We are committed to the highest standards of customer service and ensuring that our homes are warm, well maintained and of high quality. As well as adding to our stock, we are modernising our methods of working and are currently implementing a state of the art ICT suite.

## Vision

To extend the range of good quality housing choices available for people on below average incomes.

## Mission

To deliver an intelligent housing service which creates value for the household and the wider community.

## Key Objectives

1. Growth and diversification of our housing offer
2. Improving efficiency and achieving value for money
3. Delivering high quality homes and services
4. Excellence in governance and future viability

## Organisational Values

EPIC is committed to the following Organisational Values:

Value	Behaviour
<i>Fairness</i>	<ul style="list-style-type: none"><li>• Treating people equally</li><li>• Making decisions on the facts not personal opinions</li></ul>
<i>Respect</i>	<ul style="list-style-type: none"><li>• Courtesy</li><li>• Punctuality</li></ul>
<i>Understanding</i>	<ul style="list-style-type: none"><li>• Seeing things from the point of view of others</li><li>• Getting to the heart of issues</li><li>• Being approachable</li></ul>
<i>Integrity</i>	<ul style="list-style-type: none"><li>• Being honest with others</li><li>• Being dependable</li><li>• Keeping promises</li></ul>
<i>Teamwork</i>	<ul style="list-style-type: none"><li>• Working with colleagues and customers to ensure a better service</li><li>• Using our strengths within the team to help achieve success</li></ul>
<i>Excellence</i>	<ul style="list-style-type: none"><li>• Striving to improve services</li><li>• Taking pride in what we do</li><li>• Helping others</li><li>• Being accurate in what we do and say</li></ul>

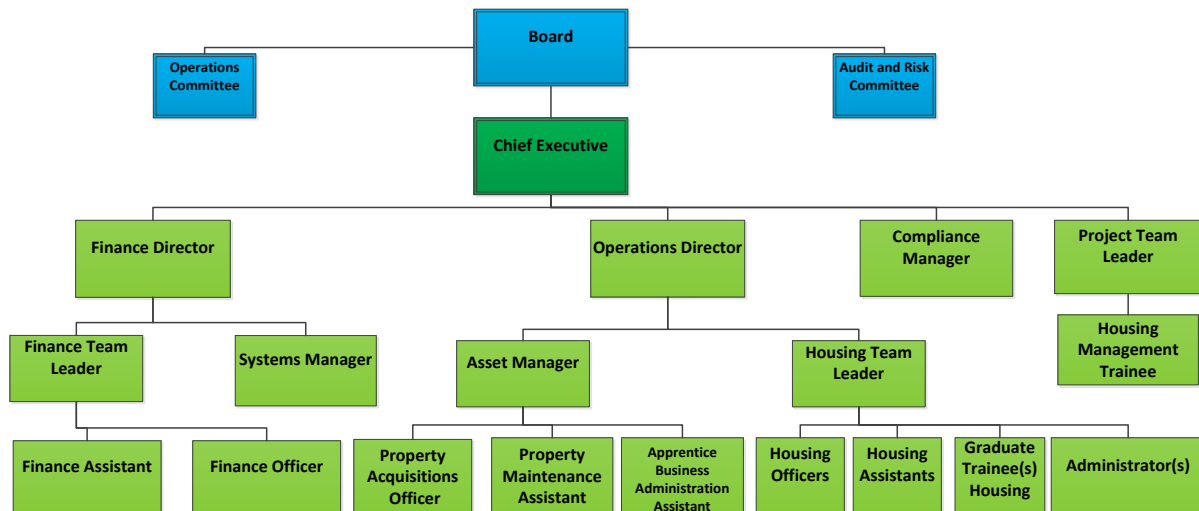
## **Governance Principles**

In addition, our Board Members are expected to uphold the "Seven Principles of Public Life" taken from the Committee on Standards in Public Life, 1995 (Nolan Committee), these are:

<b>Principle</b>	<b>Behaviour</b>
<i>Selflessness</i>	Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
<i>Integrity</i>	Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
<i>Objectivity</i>	In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
<i>Accountability</i>	Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
<i>Openness</i>	Holders of public offices should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
<i>Honesty</i>	Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
<i>Leadership</i>	Holders of public office should promote and support these principles by leadership and example.

## The Organisation Structure

### Governance Structure:



The Board is usually made up of 9 Board Members, including one tenant member, one local authority member and the remainder are independent members. In addition, the Board can co-opt up to another 5 Board Members.

### **The Role of the Board**

The core responsibilities of the Board are to:

- Define and ensure compliance with the values and objectives of the Company;
- Set a positive culture, with strong customer focus;
- Establish and review Company policies, strategies and forward plans that will achieve the objectives;
- Ensure that the Company complies with all statutory and good practice requirements;
- Ensure the strong financial standing of the Company; and approve each year's budget and accounts prior to publication;
- Provide oversight, direction and constructive challenge to the organisation's chief executive and executives.
- Establish and oversee a framework of delegation and systems of control;
- Set targets within the context of the activities of the Company, including the financial framework;
- Agree policies and make decisions on all matters that might create significant financial or other risk to the Company, or which raise material issues of principle;
- Establish and oversee a framework for the identification, management and reporting of risk, in order to safeguard the assets of the organisation;

- Monitor the organisation's performance in relation to these strategies, plans, budgets, controls and decisions and also in light of customer feedback and the performance of comparable organisations;
- Establish and monitor a mechanism for communicating and receiving feedback from the organisation's stakeholders;
- Establish a strong working relationship between the Board, the Chief Executive and other senior staff;
- Appoint (and if necessary, dismiss) the Chief Executive and Finance Director;
- Ensure that the Company co-operates fully with the Social Housing Regulator and Charity Commission and discloses documents and information as required, including annual returns, annual accounts, auditor's management letter, other financial returns and the notification of changes of Board membership or senior staff;
- Satisfy itself that the Company's affairs are conducted lawfully and in accordance with generally accepted standards of performance and propriety;
- To notify the Social Housing Regulator promptly if any fraud or other criminal offence involving the Company funds is detected; to notify the Social Housing Regulator promptly of any event which has a materially detrimental effect on the financial position of the Company or would be likely to give rise to substantial adverse publicity;
- Assess how the association follows the recommendations of the Code of Governance and state compliance and non-compliance in its annual review and accounts;
- Follow the organisation's constitution in appointing and removing the chair from the Board; and
- Establish a code of conduct and expected behaviour for the Board.

The following items should also be specifically reserved for Board decision and should not be delegated to executive staff or committees:

- Expansion of the organisation's operations into new activities or geographic areas;
- Any decision to cease a material part of the organisation's operations;
- Changes to corporate structure, including the setting up of subsidiaries;
- Approval of resolutions to be put forward by the Board at a general meeting;
- Changes to the structure, size and composition of the Board;
- Approval of committee membership, including committee chairs and committee's terms of reference;
- Appointments to the Boards of subsidiaries or other organisations;
- Appointment or removal of any officer of the Board;
- Overseeing major capital projects;
- Ensuring adequate succession planning for Board and senior management appointments;

- Any conflicts of interest arising for individual Board members;
- Approval of key policies, including code of conduct;
- Changes to the schedule of matters reserved for Board decisions.

The Board has ultimate responsibility for ensuring the organisation develops positive and constructive relationships with its key stakeholders including its funders and regulators. The Board should satisfy itself that effective communication and reporting lines are in place with these bodies.

## **What we are Looking for?**

### **Commitment and Capacity**

You must be able to attend and prepare for of 6 – 8 meetings per year, including Board Meetings, Strategy and Business Planning events and the Annual General Meeting. Most meetings are held in the early evening (around 5pm – 6pm) at venues in and around Stoke on Trent.

We expect all Board Members to read the papers in advance of the meeting and participate proactively in all discussions and votes.

### **Personal Qualities**

- Commitment and enthusiasm
- Strong interpersonal and communications skills
- Able to challenge and negotiate
- Ability to work as part of a team
- Honesty and integrity
- Commitment to our mission and values.

### **How to Apply**

Please complete and return the application form along with your CV to, Peter Shackley, our Compliance Manager at [recruitment@epichousing.co.uk](mailto:recruitment@epichousing.co.uk).

All applications must be submitted by : 30<sup>th</sup> August 2020

Shortlisting will take place during September and we will arrange interview for October.