



BOARD MEMBER

RECRUITMENT PACK

FEBRUARY 2019

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WELCOME LETTER

Dear Applicant

Thank you for expressing an interest in Wirral Methodist Housing Association and our Board Member vacancies.

The Association was founded in 1964 by eight Methodist folk who responded to the needs they could see in their own community. Their principles of social responsibility run through the veins of the Board and Staff Team today. We have a particular concern for people as individuals and therefore take the time to go the extra mile for them. This applies to everyone within and outside the Association. This broadly based Christian principle of love for one another is an essential ingredient and any successful candidate will have an appreciation of this and the benefits it can bring.

The Wirral Peninsula, being surrounded by water on three sides, engenders an island mentality. It makes our boundaries and priorities clear. It explains partly why the Board has never looked beyond its borders in meeting housing need when there is still much to make good close to home.

We may be a small housing association but we see this as an advantage in terms of getting things done quickly and professionally. We take a 'can-do', innovative approach to our work. For this reason, we have a well respected reputation amongst our peers and tenants. The Board have considered the National Housing Federation's Merger Code and concluded that it is unlikely that any potential partner could meet the qualitative tests we set ourselves, which are a precursor to any further discussion. We are confident, focused, competent and lean, thus ensuring an excellent Value for Money performance.

In such an organisation the Board plays an important role in providing clear guidance and direction and in ensuring good governance is achieved.

If you think that this aligns with your ambitions, I look forward to receiving your application.

Yours sincerely

Lionel Bolland
Chairman

IN A NUTSHELL

ABOUT WIRRAL METHODIST HOUSING ASSOCIATION

It was at a Methodist Circuit Meeting in 1963, that a young teacher told of the appalling housing conditions which one of his pupils and his family had to endure.

The appeal was so touching that a group of eight individuals from that meeting pledged to help and combat those housing conditions. The group was subsequently gathered together at the home of William T Frost in Conway Street, Birkenhead and became "Birkenhead (Methodist) Housing Aid Society Limited". They resolved, that night, to purchase four houses, for letting at 'reasonable' rents to applicants, "irrespective of colour, class or creed". An appeal was then launched for money needed to fund these purchases and the necessary repairs. This was innovative thinking, three years before the historic television play "Cathy Come Home".

By 1970 the stock had increased to over 30 properties. In order to control the management, rent collection and service better office accommodation at 112 Claughton Road was acquired, and a part-time rent collector appointed.

The Housing Act of 1974, considerably extended the role of The Housing Corporation and also made provision for the distribution of the newly available "Housing Association Grant", through both Housing Corporation and Local Authority. This led the Association in common with many others, to embark upon a considerable increase in activity and register as, WIRRAL METHODIST HOUSING ASSOCIATION LIMITED.

During the 1980's the staff team was developed to match its stock growth and three sheltered housing schemes for the elderly were developed. In response to the challenges posed by the 1988 Housing Act, a new post, that of Chief Executive, was created and Alun Hughes was appointed in January 1989, at which point the Association's stock stood at 398.

The financial standing and development potential of the Association was recognised enabling it to continue expansion with grant funding from The Housing Corporation and then the Homes & Communities Agency and others. Most recently this has been achieved under a development arrangement with Great Places Housing Group.

The Association now has over 850 units of new build and rehabilitated accommodation, within Wirral and principally in central Birkenhead. The Association is particularly proud of the leading part it has played in the Hamilton Quarter of Birkenhead. There is also some stock in New Brighton, Seacombe, Bebington, Woodchurch, Hoylake and Ellesmere Port. In addition, it now works increasingly in partnership with a number of other agencies to provide accommodation for victims of domestic violence as well as people with learning and other disabilities, including a small programme of home ownership for people with a long term disability.

The Association has been an active participant in the Community Housing Associations (North West) Group since its inception enabling it to benefit from a range of 'Value For Money' initiatives in partnership with its peers. The Association scores well against other local housing associations in measures designed to demonstrate Value For Money.

The Association has worked hard to make its assets work for the delivery of new schemes to meet a variety of housing needs in recent years and this has led to a range of innovative borrowing solutions such as with securing £9m of borrowing from Warrington Council. A new CHE, Paul Carhart, was appointed to lead the staff team in August 2018.

WIRRAL METHODIST HOUSING ASSOCIATION LTD

OUR VISION

Wirral Methodist Housing Association Ltd is dedicated to working in the community to provide homes and services that improve the quality of life for all.

OUR VALUES

Our vision will be sustained by the promotion of the individual as a person through the following values:

Demand led:	Finding solutions for those whose housing needs have not been adequately met.
Service focus:	Tailoring our services to needs of tenants and neighbours.
Responsible employment:	Investing in our employees.
Quality:	Continuous improvement in accommodation and services.
Participation:	Involving tenants, residents and other stakeholders in the Association's affairs.
Environment:	Concern for our locality by ensuring our impact is positive and sustainable.
Prudence:	Assessing and managing risk to maintain financial strength and stability.
Progress:	Seeking to be a major player in regeneration and in the renewal of the physical fabric of the Wirral area.
Integrity:	To trade ethically in an open transparent way.

LEADERSHIP

BOARD & EXECUTIVE TEAM PROFILES

BOARD

The Board consists of up to 15 Members of which 2 are kept available for tenants. The Board has the following sub-committees and working groups.

- Tenants Sub Committee
- Governance and Internal Controls Sub Committee
- Communications Working Group
- Property and Finance Sub Committee

Lionel Bolland C.P.F.A. - 1979 to 2014 (CHAIRMAN)

Skills: Finance, Business Management, Housing

A long-term professionally qualified accountant who specialised in housing finance, Lionel also spent several years in the computer software industry developing and marketing accounting systems.

Joining the Association's staff team as Finance Manager in 1994, Lionel was eventually appointed to the role of Deputy Chief Executive, before leaving in 2003 to take up the Chief Executive post at Port Sunlight Village Trust where he remained until his retirement in early 2015.

Married with three children and three grandchildren, he is a keen sailor with his own sailing yacht moored in Liverpool Marina. He also enjoys cycling and watching international rugby. A member of Rotary and also a governor at a local primary school, Lionel is delighted to have joined the Board of the Association and looking forward to once again making a contribution to meeting housing need in Wirral

Carole Barnett

Skills: Community, Social Care and Disability

Carole moved to the Wirral a few years ago with her husband when they retired. She has 2 daughters, 3 grandchildren and a 'granddog'. They live in a Methodist Ministers' Housing Society house so she knows what it is like to be a tenant. Before retiring, Carole worked for a charity that supported people with learning and physical difficulties, most of whom lived in Housing Association properties.

Since retiring Carole has become a volunteer at a Carers' group; supporting people of all ages that have a caring role for a family member. She attends West Kirby Methodist Church where she is a pastoral visitor and visits elderly people in residential care. Carole's hobbies include needlework and craft work and she makes tactile and visual resources for a special needs school.

Rita Jean Burns

Skills: Service Delivery Experience, Community

Rita is a Tenant and a Board Member, who after growing up in Mid Wales, after leaving Grammar School, qualified and worked for 40 years in hairdressing. During that time in she has undertaken both voluntary work at a home for disabled children and served on the Committee of the Hamilton Quarter.

In more recent times after retiring, as well as joining the Board of WMHA, Rita has attended Wirral Metropolitan College and undertaken a variety of computer courses up to advanced level.

Rita lists her hobbies as travel, reading, photography, historic buildings and she enjoys meeting new people which has helped with her role as on the Board. The skills she brings, are the ability to communicate with people, to listen to their point of view and learn, a desire to improve the community and to help in any way she can.

Rita admits that taking on the responsibility of Board membership has been a sharp learning curve but a very enjoyable one with a strong sense of respect for the staff who do a difficult and sometimes challenging job.

Ian Cubbin Ph.D, B.Sc (Pharm), MRPharmS

Skills: Business Management, Community, Pension Fund Management and Academia Research

Ian is a pharmacist by profession, having lived and worked on Wirral all his life, both in the family pharmacies in Wallasey and Neston as well as a Lecturer at Liverpool John Moores University.

Married to Nichola with three sons all of whom are still at school, he is much involved in the community being currently, Chairman of the Board of Governors at Oldershaw Academy, Vice-Chairman of the Wirral ARK, and a member of St Andrew's Church, New Brighton.

Ian brings a vast experience to bear, including management of a Pension Fund and a building company, with an analytical mind, to benefit the Association and those it seeks to help.

George Ian Murray F.R.I.C.S.

Skills: Business Management, Surveying

Ian is a Chartered Quantity Surveyor and Building Surveyor with over 30 years experience in the construction industry. The first part of his career was spent working with a number of different chartered surveying practices working on a wide range of commercial, industrial and public sector projects throughout the UK and in the Middle East.

In 1985 Ian established his own chartered surveying practice in Liverpool. The business was bought by Capita, a large national Plc, in 1999 where Ian was a Regional Director with responsibility for the management of the northern Building Surveying and Facilities Management business. In January 2004 Ian left Capita to commit more time to his work with his local church and other lay activities. Ian remains active in the construction industry where he provides consultancy services to a number of clients approximately three days a week.

Ian is retiring in 2019.

Noel Schorah B.Sc., MBCS (SECRETARY)

Skills: Finance, Business Management, Administration

Noel has spent his career working in IT, mainly in the Finance sector. This has given him experience of business administration, finance and problem solving. He is currently employed as a Senior IT Project Manager at Rathbones Investment Management in Liverpool. This involves managing multiple suppliers to deliver IT systems, while tracking cost and progress to the agreed schedule.

He is treasurer of his local Methodist Church in Hoylake; in addition to being a member of the Leadership Team and leading one of the mid-week Bible Study Groups. He is also a member of the Property Team, who oversee the development and maintenance of the building.

Noel enjoys outdoor activities and cycles to work to keep fit. He has used his qualifications as an Orienteering Coach and Mountain Walking Leader in voluntary youth work. While he does not have previous experience within a housing association, he hopes to apply some of these skills to his role as a Board Member.

Robert Edward Selby BSC, FCIH

Skills: Housing & Business Management, Administration

As a former local authority director of housing and development Rob brings to the WMHA board experience and understanding of housing in its widest sense together with knowledge of other local authority services. In addition, he brings considerable experience of working with the broadest range of public, private, voluntary, government and regulatory organisations, bodies and agencies, including resident and tenant groups.

Rob is married with two grown-up children and two grandchildren, and enjoys travel, photography, genealogy and a wide range of other interests. As a further activity Rob is a member of his local volunteer North West Ambulance Service community first responder group which responds to 999 emergency calls and also provides training in basic life support and the use of defibrillators.

Michael Thorne

Skills: Property and Legal Matters

Michael moved to the Wirral with his family as a teenager, has been married to Barbara since 1974 and was admitted as a Solicitor the following year, finally retiring from practice in Spring 2016. None of his sons followed him into the Law, but two became Chartered Surveyors (like their grandfather) and the eldest an Investment Manager.

A member of Christ Church, Higher Bebington since arrival in Bebington, Michael has served many terms on the Church Council over the years. A long-time club supporter and member of Tranmere Rovers Football Supporters Trust, he has been a Board Member of the Trust since the 2012/13 season. He volunteers with the Besom charity, regularly helping to deliver furniture and domestic equipment to needy families, referred by partner agencies.

Michael brings to the Board the benefit of his legal knowledge and experience, garnered during the early part of his career in private practice (1974 – 88), then 1988 – 2002 working in the housebuilding industry with the Redrow Group and Alfred McAlpine Homes, becoming Company Solicitor to several Redrow companies. This work involved carrying out the legal work necessary to acquire new sites, negotiate the planning process to obtain permission to build, and sometimes through joint ventures negotiated with a partner company develop more extensive mixed use sites.

From 2009 until his retirement, he was Senior Solicitor in the Legal, Risk and Compliance Department of Liverpool University. Here, as this title indicates, the legal brief was much wider but in large part it consisted of the acquisition and/or disposal of land/ buildings. Also, the grant and renewal of commercial leases, as well as advising (and as necessary instructing outside lawyers to advise) the Capital Projects Department on the construction of new Research Buildings or Student Residences.

David Neil Williams B.Ed

Skills: Training & Development

David married and came to live on the Wirral nearly 40 years ago.

Recently retired from full time employment, having taught and been a head teacher in Wirral, David's final post for six years was as an Inspector in the Education Department of Wirral Borough Council. During the course of his career David has supported a great number of children, their parents and then latterly teachers and officers, his work involving financial matters, personal issues, counselling and training.

David and his wife have been married for nearly 40 years and they have two daughters – one married, teaching in Lincolnshire and the other a senior dietician in Manchester. They are also Grandparents.

David has been a regular attendee of Bromborough Methodist Church, within the Wirral Circuit and has held a number of positions of responsibility including Church Steward, District Treasurer for World Mission and Junior Church Teacher. In addition, he has been an active supporter of Action for Children, one of the UK's leading children's charities. Besides taking part in many fund raising events he has visited a number of their activities to support families across the North West.

David is also one of many volunteers who cook and serve breakfast at the ARK, the Wirral Churches joint venture for the Homeless, something which is important to him as a worthwhile and rewarding use of his time.

David is retiring in 2019.

David Smith

Skills: Financial Management, Account Analysis.

David spent over 50 years working in the Insurance Industry with the majority of that time spent working as an underwriter with Royal and Sun Alliance (RSA). Before leaving RSA David was a Head Office underwriter dealing with a number of commercial classes of business including property and theft. After leaving RSA David worked as the Northern Director of a small firm of Insurance Brokers specialising in the niche market of Legal Indemnities and dealt with solicitors from around the UK, before retiring in June 2018.

David was born in Lincolnshire but moved around the UK, working in a number of cities before moving to Liverpool. Whilst with RSA David was heavily involved in Union matters and was Chairman of the Cardiff Branch of the Union. David has been on the PTA of two schools, (one as Chairman) and was the Deputy Chairman of the Governors at Willaston Primary School. He is now active in Willaston Methodist Church as the Property Steward and one of a number of Worship Leaders. David is married with two children and four grandchildren who also keep him busy.

SENIOR MANAGEMENT TEAM

Paul Carhart – Chief Executive

Paul joined Wirral Methodist HA in Summer 2018 and has over 25 years' experience in the social housing sector. Paul has worked for a range of different housing organisations at a senior level and in recent years was an Executive Director at the ForViva Group. Paul has also held Non Executive roles at Your Housing Group and Tung Sing Housing Association. With a background in Housing Management and improving organisational performance, Paul is passionate about providing great customer service and supporting the needs of vulnerable customers.

Pam Cairns – Finance Manager

Pam is a part qualified accountant who joined Wirral Methodist HA in December 2007. Pam has worked in Housing for 24 years, having previously worked in various roles for Great Places Housing Group. Pam is highly adaptable and embraces new challenges, she is committed to providing accurate and detailed financial information, that supports and enhances WMHA's Business Plan.

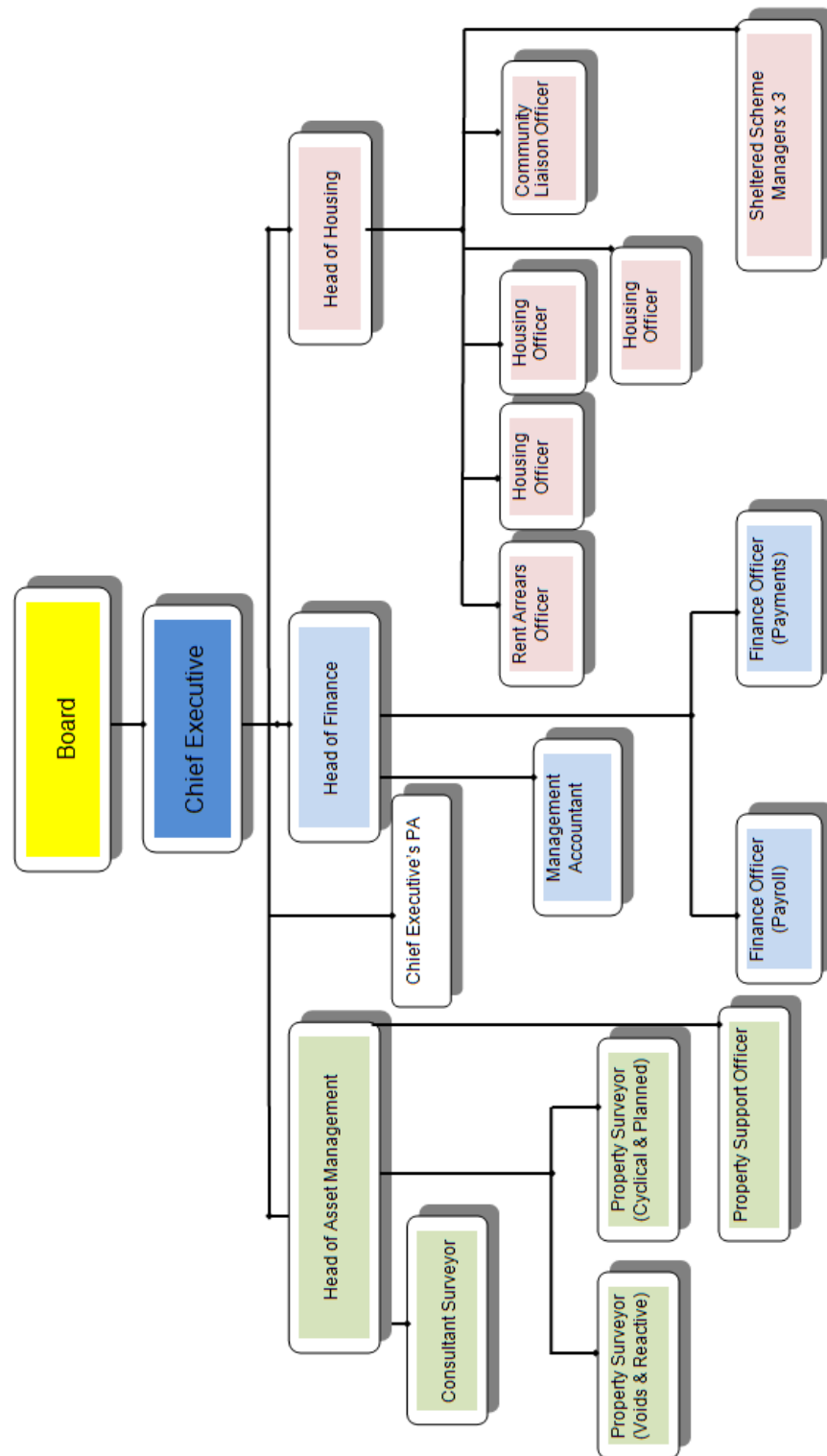
Anne Steel – Head of Housing

Anne is a qualified housing professional who joined Wirral Methodist HA in February 2010. She has 32 years housing management experience having worked for Rochdale Metropolitan Borough Council, Liverpool City Council and, more recently, Plus Dane group. Anne is committed to making a difference for our customers living in the local area.

David Corran – Head of Asset Management

David is a qualified Building Surveyor who has built his expertise and career during his stay at Wirral Methodist. He has taken many significant development schemes through to a successful conclusion and provided expert development advice to other associations and Wirral Council. He has a sharp eye for detail.

ORGANISATIONAL STRUCTURE CHART



BOARD MEMBER – ROLE PROFILE

Responsible to: The Chair of the Board

Purpose

Board Members at Wirral Methodist Housing Association are responsible for working collectively to ensure there is adequate direction for the Association and that measures are in place to ensure it is solvent, well run and meets legal and regulatory requirements.

Term of Office

Board Members are currently appointed to a term of 3 years, which may be renewed.

Remuneration

The role of a Board Member at Wirral Methodist Housing Association is not remunerated. Reasonable travel expenses will be covered and in addition, support is provided for training and networking events.

Key Tasks

Board Members are expected to work together to ensure there is an adequate and appropriate Business Plan in place. They are expected to monitor the risks facing the Association and ensure there is an appropriate system of control in place. Board Members will ensure performance is reviewed regularly and also ensure that strategies and policies are in place to ensure WMHA delivers its strategies and achieves excellent customer service.

Board Members are expected to ensure the principles and aims of the Association are maintained. The Board will be responsible for agreeing the recruitment and remuneration of the Senior Officers.

Specifically Board Members are expected to:

- Always act in the best interest of WMHA;
- Uphold the purpose objectives and policies of the Association;
- Uphold the values of the organisation through high standards of conduct and behaviour and by complying with the Associations code of conduct, rules, standing orders and financial regulations;
- Work in partnership with the Chief Executive and Senior Management Team;
- Contribute to, and share responsibility for, the Boards decisions, including its duty to exercise reasonable care, skill and independent judgement;
- Prepare for and attend meetings;
- Provide vision and guidance to the senior officers;
- Become members of a Board Sub-Committee or Working Group;

- Participate in reviews of Board performance and measures designed to develop the Board capacity and effectiveness;
- Establish objectives and plans for the senior officers to deliver the Boards agreed strategies.
- Declare any relevant interests, and avoid any conflicts of interest;
- Respect the confidentiality of information;
- Ensure that their own skills are kept up to date and participate in training sessions;
- Comply with all aspects of Charity law in addition to comply with Company Law and any other relevant legal or regulatory requirements.

Person Specification

Knowledge and Experience
<ul style="list-style-type: none"> • Previous Executive, Non-Executive or Trustee experience • Good governance experience • An understanding of housing, property development and commerce • An understanding of the history, ethos and Methodist principles of the Association • Previous experience of customer focussed service delivery and of working with stakeholders and communities • Knowledge of corporate governance
Skills
<ul style="list-style-type: none"> • Strategic and Business Planning • Ability to assess and manage risk with analytical and critical thinking • Ability to understand a wide range of complex issues, but also to challenge assumptions and ask questions • Problem solving through challenging and discussion • Competent in a range of IT skills • Commercial awareness to achieve value for money
Personal Attributes
<ul style="list-style-type: none"> • A commitment to the code of conduct • A commitment to the Methodist ethos of the Association • Able to act confidentially, respecting the business interest of the Association • A team player with strong corporate responsibility
Time Required
<ul style="list-style-type: none"> • Board Meetings take place 9 times per year • Committees meet quarterly – currently during the day • There is an annual Board Away Day • Board meetings are on Tuesday evenings in Birkenhead

Governance Arrangements

WMHA Board

The WMHA Board provides overall strategic direction.

Board Members have been appointed on a best-fit basis with the desire to move to a 'skills basis'.

The Board has a membership of no more than 15 Members. The Board is made up of a range of people including local business people, Methodist members and tenants.

Committees

There are currently four subcommittees of the Board. Governance and Internal Control Sub Committee, Property and Finance Sub Committee, Tenants Sub Committee and Communications Working Group. The latter may not be considered as a formal subcommittee; however, it has familiar terms of reference and is chaired by a Board Member with Board Members appointed to serve on the committee.

The Governance and Internal Control Sub Committee reports to the Board and the Tenants Sub Committee also reports to the Board.

The Property and Finance Sub Committee reports to the Board, however, it is proposed that this subcommittee is disbanded from April 2019 and the responsibilities of the committee are shared between Senior Management Team, Board and Governance and Internal Control Sub Committee.

Membership of all Committees will be reviewed as and when made necessary by retirements or restructuring.

Management Arrangements

Our management arrangements have been carefully developed in order to facilitate the best possible structure for the delivery of all stated objectives:

The Senior Management Team comprises:

- Chief Executive;

- Head of Housing

- Head of Asset management and Development

- Finance Manager

- Corporate Services Role

The Delegated Framework

There is a Delegated Framework in place which consists of:

- Constitutions and Rules;

- Scheme of Delegation/Standing Orders; and

Operational Strategies, Policies and Procedures.

The Standing Orders set out formally how the Board will delegate responsibility to the Committees and to Members of staff to ensure that the Association behaves in accordance with its core vision and values and achieves the goals set by the Board.

The Standing Orders deal with the operation of Board and Committees and address the delegation of executive authority to staff via the Chief Executive. The Group Chief Executive is required in the Standing Orders to implement a series of operational strategies, policies and procedures, which will regulate the operation of the Association and provide detailed guidance for staff.

External Requirements

The Association is, of course, subject to external requirements from a number of sources, including general legislation, funders' requirements and regulation by the Regulator of Social Housing.

RECRUITMENT TIMETABLE

Closing Date	- 5pm on Friday 22 nd February 2019
First Interview	- 7 th March 2019
Final Interview	- TBC if required

Further Information

HOW TO APPLY

To apply for the Board Member position at Wirral Methodist Housing Association please submit the items below electronically to the following email address - **jobs@wmhaltd.org.uk**

- A C.V. of no more than 2 sides listing details of your current and previous positions held.
- A supporting statement of no more than 2 sides explaining your reasons for seeking the position and explaining the examples of how you meet the main areas described in the Role Profile.
- Full contact details for two referees.
- Completed Equal Opportunities Questionnaire



Board Member

Location: Birkenhead

Salary: This post is not remunerated however, reasonable expenses will be covered and Board Members receive training and support in the role.

Wirral Methodist Housing Association has been providing homes in Wirral since 1964 and is a well regarded local stakeholder.

Due to the retirement of some long standing Board Members there are now opportunities to join our Board of Directors. We are particularly seeking applications from people with Finance, HR, Legal or Audit skills. We welcome applicants from all backgrounds.

Rooted in our community, we are committed to develop and improve services for our current and future residents.

For further information on the role and how to apply please visit our website at www.wmhaltld.org.uk or email jobs@wmhaltld.org.uk for a recruitment pack.

Deadline for applications:

**5pm Friday 22nd February 2019
Interviews to be held on 7th March 2019**