

Independent Board Member

Information Pack



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Introduction

This information pack has been prepared to give Individuals who may be interested in becoming a Board member (Director) of Golden Gates Housing Trust (GGHT) a better understanding of what is involved.

Becoming a Board Member represents a real and exciting opportunity to help shape the future of social housing in Warrington.

About Golden Gates Housing Trust

Golden Gates Housing Trust is a Registered Provider launched in 2010 and was formed out of the stock transfer from Warrington Borough Council. We are a private company limited by guarantee and registered with the Tenants Services Authority (TSA) and Charities Commission.

Our Vision

GGHT wants to be a leading housing provider creating quality homes in neighbourhoods where people want to live.

What is the role of a Board Member?



All Board Members are legal Directors of the company. The role of the Board is to govern the company providing capable leadership and control. Board members ensure that that GGHT delivers quality services to tenants. They set the aims and policies for the company and are not responsible for the day to day management.

All Board members are expected to work together as part of a team and the first responsibility is to the well being of the company, not to represent personal interests, the interests of sectional groups or other outside bodies.

There are 3 committees which support the work of the Board and these are:

- ❖ Finance Committee
- ❖ Audit and Risk Committee
- ❖ Appraisal, Remuneration and Selection Committee

Co-opted Members

Co-opted Members will serve a term of 1 year. The selection of co-opted members will be based on the skills and experience of the existing Board Members. At the end of the 1 year term the position role of the co-opted member will be reviewed in accordance to the needs and requirements of the Board.

Whilst able to contribute to discussion, co-opted members will not share the same roles and responsibilities as other Board Members. For example, Co-opted Members will not be able to vote on Board decisions and their attendance at Board meetings will not count towards the quorum (the minimum number of Members required at each Board meeting). Further details of the roles and responsibilities of co-opted members are provided in the role description (see attached).

Who else is on the Board?

There are 12 Board members in total:

- ❖ 5 Tenants
- ❖ 4 Independents
- ❖ 3 Council members

How much time is involved?

Being a Board member will require commitment from you. Board meetings are usually held in the evening for 2 hours plus and there are 9 Board meetings a year. Board members may also be asked to join a committee, attend training sessions and away days and undertake an annual appraisal. Board members usually serve a 3 year term and may be on the Board for up to 9 years, subject to re-selection.

Is anyone not eligible to apply?

The following individuals will not be eligible to apply:

- ❖ Employees of Golden Gates Housing
- ❖ Persons with convictions that could have a detrimental effect on the company's work and good reputation (for example fraud, theft or anti social behaviour)
- ❖ Persons who have been disqualified from being a company director or charity trustee or holding positions of public authority
- ❖ Persons who are an undischarged bankrupt or have made an arrangement with their creditors
- ❖ Persons who are suffering a mental disorder and either:
 - i. admitted to hospital under the Mental Health Act 1983; or
 - ii. have a court order made relating to the illness or to appoint someone to look after their property or other affairs
- ❖ Local authority officers which includes:
 - i. Councillors of the local authority or individuals who have been Councillors within the last 4 years
 - ii. Officers of the local authority (except non managerial or non housing staff members)
 - iii. Directors, managers, secretaries or similar officers or employees of a company under the control of the local authority

What skills and experience do I need?

We are looking for individuals with skills and expertise in **one or more** of the following areas:

- ❖ Finance and Accounting
- ❖ Business management
- ❖ Employment/ Human Resources/ Change management

A person specification is included in the information pack which gives details of the skills and attributes we are looking for.

What if I have never done this sort of thing before?

Don't worry, we will help you to carry out your role effectively, we will make sure that Board Members receive:

- ❖ Appropriate training and
- ❖ information on all aspects of our
- ❖ work and on being a Board Member
- ❖ Copies of all relevant policies and Plans
- ❖ Full information on the roles and responsibilities of Board Members
- ❖ Board papers and meeting agendas in advance of meetings to give Board Members sufficient time to read them and ask questions before the meeting

How can being a Board member help me?

As a Board member you will be able to develop skills and knowledge in a wide variety of areas.

It could help expand your CV and you may be able to use this expertise in other areas.

Do Board Members get paid?

- ❖ No. Board Members undertake their work on a voluntary basis but should never be out-of-pocket as a consequence of their work.
- ❖ Out of pocket expenses are paid.
- ❖ Course fees and out of pocket expenses are paid for when Board Members attend conferences.
- ❖ A laptop and supporting equipment is available to Board Members on request.

- ❖ Child care/carers payments can be paid (up to a maximum of £ 33) to enable you to attend meetings and training.

How do I apply?

You need to complete the application form included in this pack and return it to:

Alison Foy
Golden Gates Housing Trust
PO Box 1181
Warrington
WA1 9FB
Alison.foy@gght.org.uk

How are Board Members selected?

All applications will be subject to the relevant checks including: bankruptcy searches and checks that you are not disqualified from being a Director or Charity Trustee. Applications will be short listed by members of Appraisal Remuneration and Selection Committee and successful candidates will be invited to an interview. Please note a Criminal Records Bureau (CRB) check will also be required.

How can I find out more?

To find out more about becoming a Board Member you can contact:

- ❖ GGHT's free phone information line on **0800 25 26 27**
- ❖ Email: alison.foy@gght.org.uk
- ❖ or for an informal discussion contact Peter Mercer, Chief Executive on 01925 452436

If you would like this document in another format, we can change it into:

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And many more...

Please just contact a member of staff at Golden Gates Housing Trust free on 0800 25 26 27



यदि इस जानकारी को आपको किसी और भाषा में आवश्यकता हो तो कृपया 0800 25 26 27 पर टैलीफोन करें या स्टाफ़ के किसी कर्मचारी से बात-चीत करें। (Hindi)

ئەگەر ئېنىق زۆر ئۇچۇر ئېلىشقا كېرەك بولسا، 0800 25 26 27 نۇمىرىغا ئېلىق قىلىشقا كېرەك. (Kurdish)

Jeśli niniejsza informacja jest wymagana w innym języku, prosimy o kontakt pod numerem telefonu 0800 25 26 27 lub o zwrócenie się do któregoś z pracowników. (Polish)

Если Вы хотели бы эту информацию на другом языке, позвоните, пожалуйста на номер 0800 25 26 27 или свяжитесь с членом штата. (Russian)

Bu bilgiyi bir başka dilde arzu ediyorsanız lütfen 0800 25 26 27 numaraya telefon ediniz veya görevli memurla konuşunuz. (Turkish)

اگر آپ یہ معلومات کسی اور زبان میں چاہتے ہیں۔ تو مہربانی کر کے 0800 25 26 27 پر فون کریں یا سٹاف کے کسی ممبر سے بات کریں۔ (Urdu)

