

TAFF

Recruitment Pack

Board Member – Board of Management

Hello....thank you for your interest in becoming a Board member at Taff Housing Association.

We hope this pack will provide you with information that encourages you to apply.

Taff was founded 48 years ago. Our founders were passionate about helping families in housing need – that commitment remains with us today and our social purpose is stronger than ever.

We understand the importance of a safe, secure and affordable home. We develop places with people, not profit, in mind, building homes and communities where people can thrive.

We own and manage over 1,500 homes across Cardiff, giving over 4,000 people somewhere to call home. We also provide support services to over 1,000 people across South Wales, and we're growing, aiming to build as many new homes as possible by 2024 to help solve the housing crisis.

We're determined to deliver great quality homes and services by being an excellent social landlord and one of the best providers of high quality, affordable homes and support services.

We are committed to supporting communities to thrive by delivering our services with kindness and empathy and have adopted the principles of a Psychologically Informed Environment.

Looking ahead we will be adopting a new Strategic Plan in 2024. As a Board Member you will be playing a key strategic role as we shape this plan. The breadth of our work, and our ambitions to continue to grow will constantly expose you to a varied and interesting workload as a board member and present you with new challenges - enhancing your personal development.

Our current areas of focus include dealing with economic uncertainty, building more affordable homes and ensuring we invest appropriately in our existing homes, improving energy efficiency, addressing building safety and preparing for changes to our regulatory regime.

Our Mission

Our current [Strategic Plan](#) set out a clear mission, refreshed values and focused priorities:

To deliver great quality homes and services and support communities to thrive.

Our Values

Our values describe what matters most to us. All our colleagues are expected to show how they support and live up to these values in their work.



Our Priorities:



Despite the ongoing turbulence in the external operating environment, we have progressed well against the commitments we made in our plan, but we are not resting on our laurels and continue our drive to improve.

As a Board member you will be providing scrutiny, challenge and support to the Executive Team as well as play a key role in shaping our plans for the future.

Purpose of the Board

The Taff Board is responsible for setting the organisations' strategic direction and overseeing delivery of the Strategic Plan. It is also responsible for gaining assurance that the organisation complies with all legal and regulatory obligations.

Individual Board Members are accountable to the Chair of the Board and responsible for ensuring that Taff's strategies and objectives are delivered. They are expected to maintain good relationships with other Members of the Board, the Chief Executive, and other colleagues and external stakeholders, particularly tenants and regulators. Board Members will be expected to provide constructive support, challenge, and scrutiny to the Executive Team. The day-to-day running of the Association is the job of Taff's executive team of directors led by Chief Executive, Helen White.

The Board provides leadership on ethical matters, seeking to adhere to the Community Housing Cymru (CHC) code of governance, upholding best practice, role modelling good governance behaviours and respecting confidentiality.

The Board meets no less than ten times a year. Typically, each meeting lasts around 2 hours. Normally these are held on the last Thursday of the month at our offices in Canton, they are run as hybrid meetings, and you can join remotely. We also have at least two 'away days' where we meet in person to discuss a range of relevant strategic matters. These normally start around lunchtime and run into the early evening.

Sub Committees

Supporting the work of the Board we have the following sub committees:

- *Audit and Risk Committee (ARC)* - responsible for scrutinising the Association's financial, risk assurance, treasury governance and health and safety arrangements and reporting to the Board of Management thereby providing assurance in these areas. ARC meets approximately 4 times a year.
- *Remuneration Committee (RemCo)* - has delegated responsibility on several matters relating to the Association's Salary Policy, overseeing the Board Member recruitment process and levels of remuneration for Board Members. Meetings normally take place at least annually with additional meetings if Board recruitment or policy changes are required.
- *Development Committee (DevCom)* – responsible for assessing the viability and risks associated with new development proposals in line with the Board approved 30-year Business Plan. The committee will meet at least 3 times per year.

We also have a Tenants Strategic Panel who look in detail at the services we provide and report back to Board on how these are working in practice and how they could be improved. We are currently looking to strengthen the role played by tenants in our governance structure.

What we are looking for – Person Specification

Experience and expertise:

To complement the skills and experience of our existing Board we are looking for candidates who can demonstrate one or more of the following:

- Strong financial background
- Legal background
- Equality, diversity and inclusion
- Lived experience of being a Taff tenant or service user
- Strategic partnerships/mergers and acquisition

Knowledge:

- A good understanding of the social, economic, and political environment in which Taff operates, including an understanding of current challenges and issues in the social housing sector
- Financial awareness and the ability to understand and evaluate budgets, business plans and annual accounts
- Understands the role of governance in not-for-profit sectors and the workings of a regulated sector.
- Can actively monitor and drive organisational performance, supporting others to achieve the highest standards of corporate governance, scrutiny, legal and financial responsibilities.
- Understanding of effective risk management

Core skills and abilities:

- Thinks and communicates constructively, critically, objectively and clearly.
- Can challenge constructively while respecting the roles, views and feelings of others.
- Makes reasoned judgements, while remaining accountable for the collective decision making of the Board.
- Supports the vision, values and mission of Taff
- Holds the highest standards of personal and professional integrity
- An independent thinker who acts with integrity
- Proactively demonstrates strong commitment to equality, diversity and inclusion
- Has a willingness to question and challenge
- Possesses a personal style that is respectful, inclusive, supportive and motivates others.

To understand and reflect the diversity of our tenants and colleagues we welcome applications from a Black, Asian, Minority Ethnic (BAME) background and/or other protected characteristics. We have adopted the Rooney Rule so that BAME candidates who meet the essential criteria will be longlisted.

Terms of appointment

- Payment is £2,000 pa. Board members can also claim reasonable out of pocket expenses where applicable
- Members are expected to allow adequate time to prepare for meetings so that they are able to contribute and participate fully in discussion.
- Appointment is for a three year term, and members can be re-appointed to the board as long as the period of service does not exceed nine years
- We offer an annual programme of training events for board members.
- Dates are set for the year and shared as early as possible to help you plan your diary. Board members should only absent themselves in the event of circumstances genuinely beyond their control.
- We also require commitment to our mandatory learning and development modules, and other ongoing learning and development opportunities.

How to apply

A covering letter (no need for war and peace) supported by curriculum vitae outlining your skills, experiences, or knowledge in the areas highlighted under the '*what we are looking for*' section.

or

you can send us a short video (no more than 8 minutes) outlining how you meet the requirements outlined.

We will be inviting shortlisted applicants to an interview scheduled to take place w/c 13th November.

Deadline for applications – 8th November

You are also invited to arrange a video call with our Chief Executive Helen White to discuss this opportunity and any questions or queries you may have in advance of deciding whether to apply. To arrange a call please contact Mathew Hinder, Governance and Executive Support Officer via email on mathew.hinder@taffhousing.co.uk

For an informal conversation please feel free to contact Helen directly on 07376 013111 (Helen is on holiday between 19th and 26th of October)

Time commitment

Estimated to 3 days per month.

Eligibility

Applicants should be aged 18 or over and not have been:

- an undischarged bankrupt;
- previously removed from trusteeship of a charity by a Court or the Charity Commission;
- disqualified under the Company Directors' Disqualification Act 1986;
- convicted of an offence involving deception or dishonesty (unless the conviction is spent);
- disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.