

**Charlton Triangle Homes**

**Housing Association Board Member**

**Recruitment Information Pack and Application Form**

**March 2021**

Dear applicant,

## Recruitment of Housing Association Board Members

Charlton Triangle Homes is seeking two members to represent its parent Housing Association, Peabody Trust, on the Board to replace retiring members after they have each served three three-year terms. This is an opportunity to bring a fresh perspective to the Board, drawing on your professional skills and experience, and to become a critical friend to Charlton Triangle, helping it to improve the lives of residents on the estate.

Charlton Triangle Homes has a warm and friendly board which is closely involved in the life of our homes and community projects. We provide scrutiny, constructive challenge and support to the Executive officers and ensure good governance, all off which is essential in maintaining a high level of service to our residents and keeping their homes safe and maintained to a high standard.

Social Housing is under the spotlight at present following the tragic events at Grenfell Tower. The sector has responded in many ways such as adopting the National Housing Association’s “Together with Tenants” campaign and contributing to the government’s response to building design and safety issues. Together with Peabody and all other housing associations, Charlton Triangle Homes will need to respond to the expectations and requirements set out in the Social Housing White Paper which was issued last autumn, particularly about tenant and resident engagement. This will be a major focus of the Board over the next few years.

Thank you for your interest in the position of Housing Association Board Member. I have pleasure in enclosing an information pack giving details about our organisation and the role. If you would like to apply for this opportunity, please consider the information provided and turn to section 9 on ‘How to Apply’ for further details.

Best wishes,



Richard Stevens

Chair of the Charlton Triangle Homes Board

# Contact details:

## Please direct any questions/comments, or if you require this pack in a different format, to:

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# 1.0 Background

## Charlton Triangle Homes

We have 1,162 homes in Charlton, South East London which were transferred from Royal Borough of Greenwich to us in 1999. We are currently a registered charity whose main income comes from rents. We are in the process of converting our corporate structure from being a Limited (by Guarantee) Liability Company to become a registered Community Benefit Society with charitable status, registered with the Financial Conduct Authority.

We house over 4, 500 people providing safe, energy efficient and well-maintained homes. We have a small development of 14 homes being built at the moment which will be let to Royal Borough of Greenwich nominees at London Affordable Rent.

We are recruiting two new Housing Association Board Members because two of our existing members will be stepping down in July. While these positions will be nominated by Peabody Trust, a charitable housing provider and the parent of Charlton Triangle, they will represent and have a responsibility to all Charlton Triangle residents, as members of the board, as well as to Peabody and other stakeholders.

## What We Do

Charlton Triangle Homes works closely with residents on day-to-day tenancy issues and there are several decision-making groups working in collaboration with staff. Four of the ten Charlton Triangle board positions are for Housing Association Board Members. Another four are residents, and two are nominated by Royal Borough of Greenwich. In addition to traditional landlord services, Charlton Triangle Homes offers a wide range of additional support through our New Leaf Advice Centre. Services include support to find work, employment training, healthy living advice, counselling, welfare rights and debt advice. Our community programme works on three basic principles:

* Supporting people to achieve – Working with people and not “on” or “for” them
* Right people to deliver service – Partnership approach to all service delivery
* Protection of limited funds – Demand led programme

We work to a Value for Money ratio of 1:5 (for every £1 spent, we get £5 back in service delivery).

## Peabody

Charlton Triangle Homes is a subsidiary of Peabody, a registered social landlord which provides homes and services to more than 111,000 residents and 8,000 care and support customers.

Peabody has over 150 years of history, experience and expertise. The Peabody mission is to help people make the most of their lives by providing good quality affordable homes, working with communities and

promoting wellbeing.

# 2.0 Role of the Housing Association Board Member

All board members share the same purpose, responsibilities and duties on the board but are nominated and selected differently. All board members have equal voting rights at Board Meetings.

This is a non-executive board role, meaning the board members are not employees in the usual way, and are not responsible for day to day management of the organisation. Instead, they are responsible for broader oversight and strategic decisions.

Although Charlton Triangle Homes is a 100% subsidiary of Peabody, when it comes to formal business of the company reserved for shareholders, as opposed to the board members, only the tenants and Peabody members have a full voting role. Peabody holds the majority of these votes. That majority is exercised collectively by the Housing Association Board Members.

The Housing Association Board Members vote on behalf of Peabody but are still responsible for ensuring that the best interests of Charlton Triangle Homes are fully taken into account. They carry the same responsibility as other board members to engage with and act in the best interests of the company, the community and other stakeholders, as well as to make full use of their expertise.

# 3.0 Role Profile

## Overall Purpose

The Board is responsible for the overall governance, strategic direction, financial health and probity of Charlton Triangle Homes and ensuring that its aims and objectives are met and developed in accordance with its governing documents, regulatory requirements and the law. Please get in touch if you have any questions about the organisation’s constitution or regulatory environment but we will provide full induction upon appointment.

## The ideal candidate

We are looking for candidates who can ideally bring experience and skills in any of the following areas – financial and / or business management, housing management, asset management, building safety, governance and charity law, and the environmental and sustainability agenda, However, if you feel you have other skills which may be relevant, we are happy to consider those.

We would particularly welcome applications from candidates who have a deep affiliation to the Charlton or Greenwich landscape and community.

Previous experience in social housing or as a non-Executive director is not a pre-requisite of this role.

## Key Responsibilities

* Provide visionary input to the Board and the organisation as a whole, drawing on your skills and experience, to ensure capable and effective decision-making. The board meets 4 times a year. Board meetings are held in the evenings and scheduled for 2 hours.
* Contribute actively to the Board’s role in determining and monitoring Charlton Triangle Homes’ strategy, setting overall policy and ensuring good corporate governance.
* With other Board members, ensure a close working relationship with the management team and provide them with constructive challenge, advice, counsel and support.

## Legal

* To ensure that CTH operates in accordance with all applicable laws and regulatory requirements and guidance, its governing documents and governance best practice.
* To ensure that CTH pursues its charitable purposes and provides public benefit.
* To ensure that CTH uses its resources effectively and exclusively in pursuance of its charitable objects.
* To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence in CTH.
* To act at all times in the best interests of CTH, its beneficiaries and future beneficiaries.
* To have regard for the legal duties of CTH board members. CTH is currently in the process of converting to a Community Benefit Society, meaning board members’ responsibilities will be covered by the Cooperative and Community Benefit Societies Act 2014.

## Strategic

* To contribute actively to the Board's role in developing CTH’s business plan, setting overall policy, defining goals and objectives, evaluating opportunities and risks, and monitoring performance against agreed targets; and to keep under review CTH's long-term development, in light of the political, economic and social environment within which it operates. To safeguard CTH's good name and values and that of the Peabody Group.

# 4.0 Equality, Diversity and Inclusion

We are committed to promoting equality and diversity within our organisation and the communities we serve. We also believe that Board Members of diverse backgrounds and traits will contribute to better decision-making. To find out more about Peabody’s commitment to equality, diversity and inclusion, you can access our [ED&I Strategy on our website](https://www.peabody.org.uk/media/13316/peabody-equality-diversity-and-inclusion-strategy.pdf).

**5.0 Who Can Apply**

There are some eligibility criteria that you should be aware of before you submit your application form.

An applicant for these roles should not be a tenant or leaseholder of Charlton Triangle Homes as the Tenant Board Member positions are filled through a different process. You should be over 16 years of age. A Declaration of Interest Form is enclosed with this pack.

If you are appointed, you will be asked to complete this form for our records. However, if you find that you have an interest to declare, please draw this to our attention if you are selected for interview, so that we can be aware of any potential conflicts that might rule out your appointment.

All applicants will be asked to confirm the following:

* They are not bankrupt or subject to an agreement with their creditors; or are disqualified from being a Director of a company or a trustee of a registered charity.
* There are no conflicts of interest that would preclude them from taking up the role of a Housing Association Board Member.
* That they have not been convicted of an indictable offence which is not, or cannot be, spent.

Applicants must also confirm that **none of the following** applies to themselves:

* They are or have been an elected representative of Royal Borough of Greenwich in the preceding four years; or
* They are an officer of the Royal Borough of Greenwich; or
* They are both an employee and either a director, manager, secretary or other similar officer of a company which is under the control of the Royal Borough of Greenwich; or
* They are the spouse or a close relative of any person who meets one of the previous three criteria.
* They are the spouse or a close relative of any person who is an employee or officer of any Peabody Group entity.

# 6.0 Support Available For Housing Association Board Members

A full induction programme will be available for successful applicants.

Housing Association Board Members are entitled to claim reasonable expenses for travel and other costs, such as parking or meals, incurred due to attendance at Board meetings and attendance at events on behalf of Charlton Triangle Homes. Board Members are not currently remunerated, though this is under active review.

Housing Association Board Members are encouraged to attend conferences and training. The Peabody Group Governance Team is also available as a support resource in addition to support from Charlton Triangle Homes Team.

# 7.0 Outline Terms & Conditions

Successful applicants to the Board will be invited to discuss the role and its implications. At formal appointment, a Service Agreement, together with a comprehensive Induction Schedule will be issued. The appointment will be for an initial period of three years with an option to extend for a further three years if both parties agree. This agreement will contain the expected level of commitment required of you to carry out activities including attendance at board meetings and reading documents (a copy of this is available upon request). The induction schedule will set out the introductory meetings and training you will be expected to attend.

# 8.0 Timetable for Recruitment

Applicants are to note please the following key dates: **Forms to be returned by:** Wednesday 21st April 2021

**Shortlisting for interview and notification to candidates:** Friday 23rd April 2021

**Interviews to be held:** w/c 26th April 2021

It is anticipated that the first board meeting you would be required to attend is currently scheduled for 30 June 2021 (as observers for the first meeting.)

# 9.0 How to Apply:

If you would like to formally submit your application for the role on the Charlton Triangle Homes Board, please complete the following and email them to [company.secretary@peabody.org.uk](mailto:company.secretary@peabody.org.uk):

* Application form
* Equality & Diversity Questionnaire
* Declaration of Interests Form