



# Leicestershire Rural Housing Association

## Board Member Recruitment Pack

**Tel:** 0300 1234 009

**Website:** [www.leicestershirerha.org.uk](http://www.leicestershirerha.org.uk)

# BOARD MEMBER RECRUITMENT PACK

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## 1 WELCOME LETTER

Thank you for your interest in joining the Board of Management at Leicestershire Rural Housing Association. Once you have read the information available, I hope you feel that you would like to make a difference by applying to joining our Board.

We are a specialist independent Rural Housing Association who build on partnership working to promote the delivery of affordable housing within the rural communities of Leicestershire that we can expertly manage. Over the last couple of decades, we have forged a strong reputation of helping to maintain the sustainability of the rural communities that we serve by enabling our residents live in a safe and secure home. We manage well-built homes for people with a local connection to the community. We are committed to supporting our residents and to continue engagement with them to build on our excellent management record to tailor our services to suit their needs.

We aim to maintain a balanced Board and have a number of vacancies. We do not expect applicants to have all the desired skills, and we would provide an induction into how we operate, in partnership with Midlands Rural Housing, and look to meet the training needs of members.

For those with an interest in further board and governance opportunities, LRHA currently has a vacancy for a nominee to sit on the board of Midlands Rural Housing, the organisation that provides staff and services to run four rural housing associations and work with partners across the region on affordable rural housing.

If you would like to have a conversation about the Association or its board, then please feel free to contact me on 0300 1234 009 or [richard.mufflestone@midlandsrural.org.uk](mailto:richard.mugglestone@midlandsrural.org.uk) and I will be happy to help or arrange a discussion.

Yours sincerely,

*Richard*

Richard Mufflestone  
Company Secretary - Leicestershire Rural Housing Association  
Managing Director – Midlands Rural Housing

## 2 ABOUT LEICESTERSHIRE RURAL HOUSING ASSOCIATION

The vision of LRHA can be summarised as follows:

**“LRHA exists to support the development and sensitive management of affordable housing within rural Leicestershire. We work closely with District Authorities and Parish Councils in order to ensure that rural developments meet the needs of local people who cannot access housing in their communities.”**

Leicestershire Rural Housing Association manages 170 homes whilst promoting the development of more affordable housing by partners in rural areas. Despite the challenging environment, we remain committed to delivering our vision and serving our communities. The Association works with rural communities to keep Leicestershire's villages alive by managing much needed affordable homes for those with a local connection. Our focus remains on our continued delivery of high-quality housing management services, developing our connections with residents, and developing relationships with partner organisations.

The Association's business objectives are to:

- ✓ Provide high quality housing management services to its Residents.
- ✓ Expand the number of homes in management.
- ✓ Support the provision of new homes for the benefit of local people and rural communities, based on evidenced needs.
- ✓ Maintain stock in good condition and undertake improvements for the benefit of residents.
- ✓ Ensure compliance with regulatory and governance requirements.
- ✓ Sustain communities through housing.

The Association has maintained a good quality of service to residents. We are now looking to support our residents through challenging economic times whilst developing our business to grow fit for the future.

Further detail on how Leicestershire Rural Housing Association delivers its aims can be found in the [Annual Report](#) and [Financial Accounts](#), whilst wider information is available on the [website](#).

### 3 ROLE PROFILE

**Job title:** Board Member

**Responsible to:** Chair

#### Overall purpose

The primary role of the Board is to ensure excellence in governance, support the executive team to manage the business and maintain its financial viability.

As a board member you will be working with a team of talented and respected professionals deciding the strategic direction of the Association, including setting and monitoring the annual business plan and budget.

You will represent LRHA and ensure that the board is fully accountable to the residents, stakeholders and communities it serves for the decisions it has taken and actively engages with them to demonstrate this accountability.

#### Board Member Role Description

##### Key Responsibilities

As a member of the Board of Management

1. To oversee and set the long-term strategic direction for the organisation in support of the Association's business plan.
2. To ensure that the Board fulfils its duties and responsibilities for the proper governance of the organisation, including compliance and risk management.
3. To ensure that performance is monitored and managed through an appropriate system of internal controls and delegation.
4. To approve key policies to allow the organisation to achieve its objectives.

For those with an interest in further board and governance opportunities, LRHA currently has a vacancy for a nominee to sit on the board of Midlands Rural Housing, the organisation that provides staff and services to run four rural housing associations and work with partners across the region on affordable rural housing.

## **Duties and tasks to fulfil the key responsibilities**

### **1. To oversee and set the long-term strategic direction for the organisation**

- To collectively set the strategic objectives and high-level policies for the organisation
- To uphold and promote the core policies, purpose, values and objectives of the Association
- To ensure major risks are reviewed regularly and that an effective risk management framework is maintained
- To keep abreast of current developments and thinking in the sector

### **2. To ensure that the Board fulfils its duties and responsibilities for the proper governance of the organisation, including compliance**

- To act reasonably and always in the best interests of the organisation, and comply with its code of conduct
- To contribute to and share responsibility for decision of the Board
- To work in partnership with the Company Secretary and Senior Managers, and to challenge colleagues constructively
- To be satisfied that the Association's affairs are conducted in accordance with regulatory requirements and generally accepted standards of performance and probity
- To engage effectively with key stakeholders as required, particularly residents
- To approve each year's accounts prior to publication and approve each year's budget and business plan
- To ensure there are appropriate mechanisms, both internal and external, to verify that the Board receives a balanced and accurate picture of how the organisation is performing
- To participate in regular reviews of Board effectiveness; skills and experience audits; any Board Member appraisal process; and in other learning and development activities as required

### **3. To ensure that performance is monitored and managed through internal controls and delegation**

- To ensure there are appropriate mechanisms, both internal and external, to verify that the board receives a balanced and accurate picture of how the organisation is performing
- To ensure that an adequate schedule of delegated authorities is in place and that internal controls and systems are audited and reviewed regularly;

- To monitor performance at a strategic level in relation to plans, budgets, controls and decisions;
- To participate in regular reviews of Board performance, and in Board Member appraisal; to participate in Board development and training, and in other learning activities as required.

**4. To approve key policies to allow the organisation to achieve its objectives.**

- To satisfy yourself as to the integrity of financial information, and ensure that all loan covenants are complied with;
- To approve each year's accounts prior to publication and approve each year's budget and business plan;

## **Person specification**

### **Essential:**

- **Passion for providing affordable rural housing for local communities;**
- Experience of contributing to the development and delivery of strategic vision and objectives, and steering an organisation to meet them;
- Understanding and experience of good organisational governance and adherence to good practice;
- Experience of undertaking organisational performance review;
- Experience of developing policy in line with organisational objectives;
- Some experience of risk management;
- Effective communication skills and ability to engage with external stakeholders of all backgrounds;
- A team player;
- Ability to scrutinise and challenge constructively in a positive manner;
- Willingness to maintain knowledge of housing environment.

### **Desirable:**

The Board are particularly keen to fill identified skills gaps and welcome those with knowledge and experience of one or more of the following:

- Housing finance
- Business development
- PR, media and communications, including social media and digital engagement
- Legal expertise
- An appreciation of the resident experience

Board members should be available to offer advice to the Association on areas where they have specialist knowledge.

## 4 OTHER INFORMATION

### Period of appointment

Board members are appointed by the members at the AGM or Full Board Meeting, having been selected by the agreed recruitment process and their recommendation agreed by the Board.

Tenure is in three-year terms for a maximum period of 9 years subject to satisfactory appraisal.

### Time commitments

Board meetings are usually held online but there is the option for members to also attend the offices of Midlands Rural Housing (the service provider to LRHA) in Coalville, Leicestershire, to join the meetings.

It is likely that a hybrid approach will apply in the future. Meetings normally last around two (mostly from 10:30am) although this can vary.

LRHA plan for four or five board meetings a year. You will also be expected to attend the AGM which is held on the same day as the September Board meeting and may be invited to other key LRHA events.

You may also be involved in a specific business plan project group where appropriate.

Please note that this position is unpaid but reasonable expenses will be paid.

## 5 HOW TO APPLY

To apply for the board member position with LRHA, please download and complete the Application form and Equalities form, or you can request this pack in hard copy and complete the forms enclosed, clearly in black ink. It is important that you provide the information in this format. Separate CVs are not required. You may use additional sheets for the section 'Reasons for applying.'

If replying by email, please return your Application Form to:  
[richard.mufflestone@midlandsrural.org.uk](mailto:richard.mugglestone@midlandsrural.org.uk)

and the Equalities form to:  
[enquiries@midlandsrural.org.uk](mailto:enquiries@midlandsrural.org.uk)

If replying by post, please post to:  
Midlands Rural Housing  
Memorial House  
Stenson Road  
Coalville  
Leicestershire  
LE67 4JP

Your Equalities form will be separated from your Application form and retained by the Company Secretary and the Directorate & Governance Secretary. It will not be made available to anyone else.

Your application will be acknowledged and treated with strictest confidence.

**If you have any questions about the role, the application or LRHA in general please call Richard Mufflestone (Company Secretary) on 0300 1234 009 or email [richard.mufflestone@midlandsrural.org.uk](mailto:richard.mufflestone@midlandsrural.org.uk)**

## LRHA Board of Management

### Terms of Reference

The Board of Management is responsible for the overall running of the housing association and delegating authority where applicable. It is primarily responsible for determining strategy and policy, monitoring the Association's performance, ensuring that it is financially solvent, effectively governed, and fulfils the delivery of its Mission Statement and values. In accordance with the Rules of the Association, five Board Members or half the Board (whichever is the lower) will form a quorum.

The specific duties of the Board of Management are as follows:

- (i) To meet at regular intervals and consider reports dealing with the Association's affairs and take appropriate decisions or endorse decisions already taken under delegated authority by Sub-committees and Officers.
- (ii) To set up sub-committees and task groups as are necessary, provide them with terms of reference and delegate powers to act upon their recommendations.
- (iii) To agree the policy and strategic direction of the Association and monitor its overall performance.
- (iv) To review its membership, ensuring that it has an appropriate range of skills and experience and that its meetings are properly conducted and recorded.
- (v) To comply with the principles of Good Governance as set out the National Housing Federation document "Code of Governance – promoting Board Excellence for Housing Associations".
- (vi) Satisfy itself that the Association's affairs are conducted lawfully and in accordance with accepted standards of performance and propriety.

## CORE FUNCTIONS

- 1) The Board shall define and ensure compliance with the values and objectives of the Association.
- 2) Establish a Business Plan to achieve those objectives and review the same on an annual basis.
- 3) Satisfy itself as to the integrity of financial information, approving each year's budget, business plan and annual accounts prior to publication.
- 4) Establish and oversee an appropriate framework of delegation, and systems of control, and provide assurances on the same to the Regulator.
- 5) Oversee the Risk Management Framework and take key decisions on matters that will, or might, create significant risk for the Association.
- 6) Ensure compliance with the Regulator of Social Housing's regulatory standards and regularly review such compliance.
- 7) To periodically review the effectiveness of the Association to ensure the Board of Management maintains high standards of probity in its decision-making.

# Rural housing association seeks new Board members

**Leicestershire Rural Housing Association (LRHA) is seeking passionate individuals with a commitment to helping sustain rural communities through the provision of affordable housing.**



Our charitable housing association provides high quality homes, specifically for those with a local connection in rural Leicestershire.

Are you keen to help our organisation continue to make a big impact across the communities we serve?

We are looking to recruit voluntary Board members and are particularly keen to hear from people with a passion for affordable housing and working with local communities, as well as experience in any of the following topics; business development; housing finance; legal expertise; PR, media and communications, including social media and digital engagement. An appreciation of the resident experience is also desirable.

Applications from people with disabilities and people from an ethnic minority background, are especially welcomed, and LRHA residents and those who live in affordable housing are actively encouraged to apply.

If you are interested in this role and would like more information, please visit [www.leicestershirerha.org.uk](http://www.leicestershirerha.org.uk) for a copy of the recruitment pack and application form, or call 0300 1234 009.

# APPLICATION FORM FOR MEMBERSHIP OF THE BOARD OF LEICESTERSHIRE RURAL HOUSING ASSOCIATION

Please return to:

Richard Mugglestone

Email: [richard.mugglestone@midlandsrural.org.uk](mailto:richard.mugglestone@midlandsrural.org.uk)

Post: Company Secretary  
c/o Leicestershire Rural HA  
Memorial House  
Stenson Road  
Coalville  
Leicestershire LE67 4JP

Telephone: 0300 1234 009



**PRIVATE AND CONFIDENTIAL**

<b>Title:</b>	<b>First name(s):</b>
<b>Surname:</b>	
<b>Home Address:</b>	<b>Contact Numbers:</b> <b>Home:</b> <b>Work:</b> <b>Mobile:</b>
<b>Post Code:</b>	<b>Email:</b>
<b>Date of Birth:</b>	
<b>How did you hear about the opportunity to become a member of the LRHA Board?:</b>	

**Work history:**

**Current and past positions of responsibility in public, private or voluntary sector organisations**

**Reasons for applying for LRHA Board Membership:**

**(Please indicate what qualities and skills you feel would be relevant)**

**Do you have any personal or business relationships with any person or organisation, which may lead to a potential conflict of interest? (If YES, please provide details)**

Special Note: In accordance with Homes England / Regulator of Social Housing requirements, Associations are unable to award work to the companies or firms of Board members or their close relatives where they have managerial control of those firms.

**References**

**Please give the names, positions, organisations, address and email details, and telephone contact numbers of two referees:**

<p>1. Address</p> <p>..... ..... .....</p> <p>Email</p> <p>.....</p> <p>Tel No</p> <p>.....</p>	<p>Please indicate whether referees can be approached without your prior permission.</p> <p><b>YES / NO</b> (delete as appropriate)</p>
<p>2. Address</p> <p>..... ..... .....</p> <p>Email</p> <p>.....</p> <p>Tel No</p> <p>.....</p>	<p>Please indicate whether referees can be approached without your prior permission.</p> <p><b>YES / NO</b> (delete as appropriate)</p>

Signature: .....

Date: .....

## Equal Opportunities

### DIVERSITY MONITORING FORM

*The Association wishes to ensure that the composition of the Board of Management reflects the communities that it serves.*

*In order to meet this commitment, we need to ensure that monitoring arrangements are in place and kept up to date. The completion of this form will help us to do this. Thank you.*

Do you consider yourself to have a disability?  YES  NO

If YES, please state the nature of your disability: .....

.....

Are there any adjustments that could be made to enable you to carry out your duties as a Board or Committee Member more effectively? If YES, please provide details:

.....

### Ethnic or Cultural Origin

I would describe my ethnic origin as:

<input type="checkbox"/> Asian/Asian British: Bangladeshi	<input type="checkbox"/> Chinese
<input type="checkbox"/> Asian/Asian British: Indian	<input type="checkbox"/> Mixed: White and Black African
<input type="checkbox"/> Asian/Asian British: Other	<input type="checkbox"/> Mixed: White and Black Caribbean
<input type="checkbox"/> Asian/Asian British: Pakistani	<input type="checkbox"/> Mixed: Other
<input type="checkbox"/> Black/Black British: African	<input type="checkbox"/> White: British
<input type="checkbox"/> Black/Black British: Caribbean	<input type="checkbox"/> White: Irish
<input type="checkbox"/> Black/African/Caribbean	<input type="checkbox"/> White: Other
<input type="checkbox"/> Black/Black British: Other	<input type="checkbox"/> Other (Please specify):



**LEICESTERSHIRE RURAL HOUSING ASSOCIATION LTD**  
**c/o MIDLANDS RURAL HOUSING**  
**MEMORIAL HOUSE**  
**STENSON ROAD**  
**COALVILLE**  
**LEICESTERSHIRE**  
**LE67 4JP**

**TELEPHONE:** 0300 1234 009  
**EMAIL:** [enquiries@midlandsrural.org.uk](mailto:enquiries@midlandsrural.org.uk)



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