

	<b>Report to:</b> Northwards Housing Board 10 March 2009	<b>Item No:</b>  <b>9a</b>
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<b>Title:</b>	Board Recruitment and Succession Planning		
<b>Date:</b>	26 February 2009		
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<b>Confidential:</b>	no		
<b>For:</b> (Please tick action required)	<b>NOTING</b>	<b>DISCUSSION</b>	<b>APPROVAL</b> ✓

**PURPOSE OF REPORT**

To advise the Board of the proposed Board Elections and Recruitment of new Members.

**RECOMMENDATION**

The Board are requested to;

1. approve the process for and manner of the elections;
2. agree a date and venue for the Annual General Meeting;
3. approve the Board rotation recommendation
4. note the proposed publicity and agree to participate in the “mock” meetings
5. approve the changes to the criteria including a basis CRB check for all new and existing Board Members
6. confirm the skills set required for the Board
7. approve the principle of a change of rule to restrict Board membership to 3 terms or 9 years.

<b>IMPLICATIONS</b>	
<b>Equality &amp; Diversity:</b>	The effectiveness of the recruitment will be assessed to ensure that the Board are meeting equality targets
<b>Financial:</b>	None directly
<b>Staffing:</b>	None directly
<b>Decency Target:</b>	None directly
<b>Governance:</b>	The Articles of Association must be adhered to. This demonstrates that the Board have made suitable arrangements. The Board are also showing continuous improvement by reviewing governance arrangement.
<b>Risk Assessment:</b>	The Board must ensure stability of the group.

<b>Equality Impact Assessment</b>	
Function being assessed	Board Recruitment and Succession Planning
Section	Business Services
Date of assessment	2 March 2009

Person Responsible for assessment	Diane Roberts
Is this a new or existing policy?	Existing
If there are significant implications in terms of equality please append a summary report.	None

**Consultation/Consideration:**

	Yes, No or N/A:	Name:	Date:
<b>Sub-Committee:</b>			
<b>Area Panel:</b>			
<b>Task Groups:</b>			
<b>Ward Councillors:</b>			

**1. Background**

Northwards' Articles of Association require one Tenant and two Independent Board Members to retire at this year's Annual General Meeting.

All Members required to retire or stand down may be re-appointed and stand for election if they so wish.

The Board are required to agree the process for and manner of elections.

**2. Recruitment**

**a) Tenant Members**

- Tenants will be informed of an election through the June edition of **Northwards Natter**.
- Interested tenants will be invited to a "mock" Board meeting where they will have an opportunity to contribute to the discussion. This will also be an opportunity to discuss their application and find out more about the role.
- Candidates must confirm that they meet Northwards **criteria**.
- Candidates will be **proposed and seconded** by two other Northwards tenants (not relatives).
- Candidates will be required to complete an **application form** and prepare a written statement. **Independent support** will be provided. A **recruitment pack** will be provided.
- Candidates must confirm that they meet Northwards **criteria** (appendix 1).
- A **postal ballot** to all Northwards' tenants will be carried out either in-house or by Electoral Reform Society subject to a value for money exercise should this be necessary and will be adjudicated by the Internal Auditors.
- The result will be announced at the Annual General Meeting

**b) Independent Members**

Interested people will be invited to a "mock" Board meeting where they will have an opportunity to contribute to debate. This will also be an opportunity to discuss their application and find out more about the role.

- Candidates will be required to complete an **application form** and prepare a written statement. **Independent support** will be provided. A **recruitment pack** will be provided.
- Candidates must confirm that they meet Northwards **criteria**.
- Short listed candidates will be interviewed by the Chair and Chief Executive.
- The Board will consider the Chair and Chief Executive recommendation.
- The Council needs to approve the Board's recommendation.

- The result will be announced at the Annual General Meeting.

c) **Council Members**

Council Board Members are nominated by Manchester City Council.

d) **Recruitment Publicity**

An advertisement will be placed in **local newspapers**

- **Area Panel and Tenant and Residents Association members** will be encouraged to stand for election and will be asked to **circulate flyers**
- **Forum Members** will be encouraged to consider standing and asked to circulate flyers. Leaseholders will be encouraged to apply
- **Local Area Offices** will display posters
- Northwards **website** will run articles and news
- Flyers will be available at Northwards **events**
- **Targeted** advertisements will be run to encourage applications from under-represented groups on the Board. This will be particularly targeted at Black African and Young people. The skills of the Board will also be reviewed and any skills gaps will be targeted by appropriate advertisements (appendix 2).

### 3. Succession Planning

The Board are asked to approve the Board Rotation as below. This has been developed from the past retirement and service length of members.

Board Rotation	AGM 2009	AGM 2010	AGM 2011
Joan FitzGerald			
Martin McKeivitt			
Fatima Adamjee			
Sue Ratchford			
Michele Carmichael			
Paul Seymour			
Marjan Bazargan			
David Leah			

Currently Northwards Housing do not have a maximum service as Board Members. The Board are asked to consider restricting Board Membership to 3 terms or 9 years. The National Housing Federation Good Practice recommends this and is considered good governance. Further consideration to the implementation would be required to ensure that the Board has long-term sustainability. The change if approved would be implemented at the Annual General Meeting in October. The Board may wish to consider the implications further at the July Board Away Day.

### Recommendation

The Board are requested to;

1. approve the process for and manner of the elections;
2. agree a date and venue for the Annual General Meeting;
3. approve the Board rotation recommendation
4. note the proposed publicity and agree to participate in the “mock” meetings
5. approve the changes to the criteria including a basis CRB check for all new and existing Board Members
6. confirm the skills set required for the Board
7. approve the principle of a change of rule to restrict Board membership to 3 terms or 9 years.

## Appendix 1

### **Board Member Criteria**

Northwards Board believes that staff, Board Members, and Area Panel Members, as well as residents, want to be associated with an organisation that publicises and upholds its values. The criteria below has been set to ensure that the Board and Area Panels give tenants of homes managed by us and other customers confidence in our organisations management.

Applications cannot be considered by people who have or are:

- Rent arrears or other housing-related debt of more than £100 and no satisfactory arrangement to pay
- Former tenant with a legal possession order against you
- Former tenant who did not end the tenancy according to the agreement
- Behaviour which spoils(t) the peaceful enjoyment of residential dwellings, or you are/were violent to or threatened your Landlords staff or agents.
- An unspent conviction for a community offence or are the subject of an Anti Social Behaviour Order or other civil restraining order and we believe you are a significant risk to the community.
- You live with a person in one of these categories.
- Tenant Board Members must be a current tenant of Northwards Housing.
- *You must not be a Manchester City Council Councillor*
- *You must not be a Northwards Housing Employee or an ex-employee who has left within the last two years*
- *Must not be a senior employee of a partner organisation or an officer of MCC*
- *Membership of the Board will in all cases be subject to receipt of a satisfactory basic CRB (Criminal Records Bureau) check and, proof of any specific qualifications requested as part of their recruitment.*

## Appendix 2

### **Board Skills and Experience**

The Board needs to ensure that collectively its members have the skills necessary for it to manage the organisation. The key skills are listed below.

#### **General Business and Management**

- Strategic Decision-making
- Business Planning
- Staff Management
- Working as an Effective Team
- Corporate Governance

#### **Local Authority Housing**

- Housing Issues in Manchester
- Needs and Aspirations of Residents and their Communities
- Equal Opportunities
- Tenant Empowerment

#### **Specific Areas**

- Community Relations and Needs
- Management of Property and Contracts
- Finance and Treasury
- Legal
- Management of Information Technology
- Public Relations and Presentations
- Working with Local Authorities