



MID WALES HOUSING  
TAI CANOLBARTH CYMRU

## APPLICATION FOR BOARD MEMBERSHIP

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### Confidential

- NOTES:
1. All information given on this form will be treated in strict confidence.
  2. If there is insufficient space on the form, please continue on separate sheets and attach them before returning the form and additional information to the Association.
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Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Mobile Tel No: \_\_\_\_\_

Home Address: \_\_\_\_\_ Office Tel No: \_\_\_\_\_  
(if convenient)

\_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Are you a car owner: YES/NO

If not, do you have regular access to a car? YES/NO

Do you hold a clean driving licence? YES/NO

Is your health good? YES/NO

Please give dates and details of any health issues or disability:

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If you do have a disability, please advise us of any special adjustments that you may require at interview.

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Have you ever been convicted of a criminal offence? YES/NO  
(declaration subject to the Rehabilitation of Offenders Act 1974)

1. **Secondary and Further Education**

School/College	Dates From To	Qualifications Gained

2. **Professional qualifications**  
(Include dates gained)


3. **Career**  
Please give details of posts held.

From	To	Post held and brief details of job	Name and address of Employer

4. **Public Service**



Please state your reasons for applying for Board Membership and any other information that you wish to bring to the Association's attention in support of your application.

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***Mid-Wales Housing has a statutory obligation in accordance with the Housing Act 1996 to ensure that Board Members have no duality or conflict of interest. Please state if you have any close connection (pecuniary or otherwise) with any consultant, contractor or organisation that works for the Association.***

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***Mid-Wales Housing is unable to consider employees or their close relatives as Board Members since it would be unlawful to offer a contract of employment to a Board Member or to a close relative. Please therefore state if you are a close relative of an employee of the Association, giving the name of the person and their relationship to you.***

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I confirm that the details given in this application are correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p style="text-align: center;"><b>Mid Wales Housing Association Ltd</b> <b>Bryn Aderyn The Bank</b> <b>Newtown</b> <b>Powys SY16 2AB</b></p> <p style="text-align: center;">Tel: 01686 627476 Fax: 01686 623195 Email: <a href="mailto:post@mid-walesha.co.uk">post@mid-walesha.co.uk</a> website: <a href="http://www.mid-walesha.co.uk">www.mid-walesha.co.uk</a></p>
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## Private and Confidential Equal Opportunities Monitoring Form

Mid-Wales Housing Association is committed to the provision of Equal Opportunities. In order to monitor and ensure the success of our Equal Opportunities Policy, you are requested to complete this form, though whether you decide to do so is at your discretion as it is voluntary. All information will be treated in strictest confidence and will only used by staff monitoring the Equal Opportunities Policy and will not be linked with your application form. Please enclose completed forms with your application.

Post applied for: BOARD MEMBERSHIP OF MID-WALES HOUSING ASSOCIATION

Where did you see the post advertised? .....

**Gender:**                      **Male**                           **Female**    

**Date of Birth:** ..... **Address:** .....

How would you describe your **Ethnic Origin?** (please tick the appropriate box)

	<b>White</b>	<b>Mixed</b>	
British	<input type="checkbox"/>	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/>	
Irish	<input type="checkbox"/>	<input type="checkbox"/> White and Black African <input type="checkbox"/>	
Welsh	<input type="checkbox"/>	<input type="checkbox"/> White and Asian <input type="checkbox"/>	
Any other White background	<input type="checkbox"/>	<input type="checkbox"/> Any other mixed background <input type="checkbox"/>	
Please give details: .....		Please give details: .....	

	<b>Asian or Asian British</b>	<b>Black or Black British</b>	<b>Chinese or other ethnic group</b>
Indian	<input type="checkbox"/>	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese <input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/> African	<input type="checkbox"/> Any other ethnic group <input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/> Any other Black background	<input type="checkbox"/> Please give details: .....
Any other Asian background	<input type="checkbox"/>	<input type="checkbox"/> Please give details: .....	<input type="checkbox"/> .....

Please give details: .....

(These categories are those used in the 2001 census and are recommended for use by the Equality and Human Rights Commission)

**Language:** Are you able to converse/communicate in:    English                           Welsh       
 (please tick all that apply)                      Sign Language (BSL)                           Other       
 Please give details of other: .....

Do you have a **disability?**                      Yes                           No    

(Please refer to the definition from the Disability Discrimination Act 1995 and see the enclosed Equal Opportunities Statement – People with a Disability)



What is your **religion/faith**?  
(please tick the appropriate box)

Christian

Hindu

Jewish

Muslim

Sikh

Buddhist

Decline to specify

Other

Please give details:

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How would you describe your **sexual orientation**?

Heterosexual

Lesbian

Gay

Bisexual

Decline to specify

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## **MID-WALES HOUSING ASSOCIATION - ROLE DESCRIPTION**

**Designation:** Board Member

**Responsible to:** Chair and the Board

**Purpose:** To uphold the values, objectives and policies of the Association and to be collectively responsible for directing the successful operation of Mid-Wales Housing Association in accordance with the Association's rules, legal, funders and regulatory requirements.

### **Key Accountabilities:**

1. To be a valued and contributing team Member of the Board.
2. In conjunction with other Board Members, ensure that the values and objectives of the organisation are met, ensure that policies and plans exist to achieve those objectives and ensure compliance with the budget, business plan and accounting framework.
3. Ensure the Association's affairs are conducted lawfully through a framework of delegation and systems of internal control, with a framework for the effective identification and management of risk.
4. Monitor with other Board Members the Association's performance in relation to its plans, budgets, controls and decisions in accordance with appropriate standards and Codes of Conduct, performance and probity, also in respect of customer feedback and the performance of comparable organisations.
5. Ensure the Association's functions comply with its own constitution, financial regulations and standing orders and the Welsh Assembly Government's Regulatory Code.
6. With other Board Members, appoint (and, if necessary, remove) the Chair or the Board and/or the Chief Executive.
7. Attend and contribute at Board and Committee meetings, bringing a specific community or other local perspective, skill or professional expertise, but not acting as a representative of any particular group.
8. Respect and preserve the confidentiality of the Association's business and where necessary, declare any relevant interests to the Secretary.
9. Commit the necessary time to represent the Association, attend conferences and training and support staff when needed.
10. Undertake any other functions consistent with the role of Board Membership allocated by the Chair of the Board.

This role description outlines the current role. However, as the Association develops, gradual changes may occur. Where substantial changes occur or affect the levels of responsibility, consultation with all Members will take place.

## **MID-WALES HOUSING ASSOCIATION**

### **BOARD MEMBER PERSON SPECIFICATION (COMPENTENCY BASED)**

Board Members should have, or be able to acquire, a diverse range of skills, competencies, experience and knowledge. These should cover the following broad areas:

- Providing leadership and working as an effective team to take strategic and policy decisions.
- Awareness of the needs and aspirations of the communities and people served.
- General business, financial and management skills.
- Being prepared to use new technology in conducting the Association's business\*.
- The external framework and operating environment.
- Other relevant or specialist skills, e.g. financial, legal, equality and diversity, property, planning and development, etc.

The competency chart below sets out these requirements in detail:

<b>ESSENTIAL COMPETENCY</b>	<b>POSITIVE INDICATORS</b>
Inter-personal skills	Relates to others in an effective way. Uses debate constructively to reach agreement.
Resilience	Maintains a professional demeanour in difficult situations.
Stakeholder focus	Is committed to a philosophy of continuous improvement in an environment of a controlled income stream. Promotes employee well-being and competence. An internal and external customer focus.
Culture Awareness	Honours cultures and values which are different from one's own. Learns about and understands the issues.
Corporate Culture	Committed to the organisation's values. Loyalty to the corporate whole.
Accountability	Ownership of strategic objectives. Takes responsibility for actions of the Association and its Business Plan.
Integrity	Consistent and true. Stands up for their values.
External Awareness	Keeps up-to-date with housing and conversant in current matters.
Problem solving	Able to analyse and draw conclusions. Plays a part in the solution.
Technology management	Contribution to debate on technology matters. Ensures appropriate technologies including IT are adapted.

\* To be provided by the Association where necessary.

Financial Competence	Understands the balance sheet and income and expenditure account. Contributes to financial debate.
Legal Awareness	Understands legal responsibilities. Contribution to legal debate.
Property Development	Understands the process and risks. Contribution to development debate.
Risk Control	Able to appreciate and understand the consequences of risk.

Important Note: Mid-Wales Housing Association will continue to offer its Board Members opportunities to develop these competencies through training and developmental processes.

# **MID-WALES HOUSING ASSOCIATION**

## **GENERAL INFORMATION FOR BOARD MEMBERS**

**Below are the answers to some key questions that you may have:**

### ***What is Mid-Wales Housing Association?***

Mid-Wales Housing Association (MWhA) was set up in 1975 by a group of local people interested in offering good quality, low-cost accommodation to those in need, especially single people and couples. Our original role was to complement that of the local authority which, at the time, provided mainly 3-bedroomed housing for families. Since that small beginning over 30 years ago we have expanded our role to meet the needs of all sectors of the community: single people of all ages, families, older people, and those with additional care and support needs.

MWhA is a registered Industrial & Provident Society, registered as a 'Registered Social Landlord' with the Welsh Assembly Government, and is a member of the Welsh Federation of Housing Associations. It operates under the National Housing Federation's Model Rules 2005 (Revised).

### ***Where is it based?***

The main office is in the centre of Newtown, in Bryn Aderyn. However, the Association hopes to move to newly-built offices also in Newtown from early 2010. The Association also uses the offices of Care & Repair in Powys in Llandrindod Wells to provide a local presence.

### ***Where does it operate?***

It operates over a very large area of mid-Wales including Montgomeryshire, Radnorshire, North Brecknockshire and parts of Ceredigion. There are also a few properties in Shropshire. There are more properties in Montgomeryshire than in other areas.

### ***What sort of properties does it have?***

It currently has almost 1,300 units in management.

These range from 1-bedroomed flats, through to 4-bedroomed houses for larger families. It also has sheltered schemes for the elderly and a significant number of specially designed schemes for more vulnerable members of society, who require care and/or support. The care and support required is provided by specialist managing partners.

Most of the properties are new-build, though there are a number of refurbished (or rehabilitated) properties, mostly developed some years ago and comprising large houses split into self-contained flats.

### ***How is it funded?***

Its new developments are funded by a mixture of public grant from the Welsh Assembly Government, which is our funding and monitoring body, and a loan from a private lender such as a building society or a bank.

The amount of public grant available for new schemes has reduced quite dramatically since 1989 and is currently 58% of scheme cost. This means that the percentage of private loan has increased and now has to meet 42% of scheme cost.

On most of its properties it has to set its own rents to meet its outgoings – not only loan repayments and day-to-day costs of management and maintenance, but future planned maintenance expenditure. It is a difficult balancing act to charge sufficient rent to meet these outgoings while, at the same time, keeping rent to a figure that is affordable by our tenants.

From time-to-time it has been able to develop housing using other funding streams and an important aspect of its work is to consider new and innovative ways of meeting housing need.

### ***Who can become a Member of the Association?***

Membership of the Association is open to anyone upon payment of £1 for a share. The Association is a limited company by law and it is a legal requirement that each Member owns a share. There are no dividends!

It particularly encourages Membership of the Association from among its tenants.

### ***How are Board Members Elected?***

The Association's rules allow it to have a minimum of seven, and a maximum of 15 Board Members, a third of whom can be 'Tenant Board Members' who are elected by the Association's tenants. If a casual vacancy arises on the Board during the year, an additional Member may be elected from among the Membership of the Association. Alternatively, a person who is not a Member of the Association may be invited to join the Board if he or she has particular expertise or skills that will be useful to the Association.

The Chair and Deputy Chair are elected annually. The Chair may hold office for a consecutive period not exceeding five years. The Deputy Chair may, but may not necessarily, be elected to the Chair when the current Chair stands down at the AGM.

### ***What does the Board of Management do?***

The Board of Management is the governing body of the Association and exercises control of and responsibility over its management.

The terms of reference of the Board are detailed in the Standing Orders which you will be given should you become a Board Member.

The Board meets on a monthly basis in Newtown, usually on the third Wednesday of the month at mid-day, though this will change to early evening meetings with effect from the Association's AGM in July 2009. There are occasional, additional, special meetings.

The Board may delegate some of its duties to a sub-committee: one such committee – the Scrutiny Committee – consists of five Board Members.

### ***What is the role of a Committee?***

The Board of Management delegates certain responsibilities to a Committee, either a standing Committee, or an ad-hoc Committee set up for a particular task. The terms of reference of the Committees are set out in the Standing Orders.

#### **Scrutiny Committee**

The Scrutiny Committee is responsible for reviewing the Association's work in more detail than would be possible by the Board. In particular, this includes internal audit, risk assessment and individual reviews of services provided.

The Scrutiny Committee usually meets bi-monthly on the fourth Wednesday of the month during the day.

### ***What is Care & Repair in Powys?***

Care & Repair in Powys is an agency which assists older and disabled people to stay in their own homes in comfort and security. It provides advice, help in obtaining grant funding and technical expertise in planning and undertaking adaptations or improvements if required.

The agency is an independent subsidiary forming part of the Mid-Wales Housing Group.

Its own Committee of Management meets quarterly and comprises representatives of the Board of Management of the Association as well as of appropriate statutory and voluntary bodies. It is based in Llandrindod Wells and the Association uses this office to provide a local presence.

***Do Board Members receive payment?***

No. The Welsh Assembly Government and the Association feel it is very important that the voluntary contribution made by Board Members continues. Therefore, attendance allowances or similar will not be paid. However, the question of whether or not Members should be paid in Wales is currently being reviewed by the Welsh Assembly Government.

Board Members may claim reimbursement of travelling expenses to attend Board or Committee meetings or other official business of the Association. Board Members may also claim the cost of lunch or dinner where it is necessary to take this meal away from home and a meal is not provided. Receipts must be produced.

The Association will consider all other reasonable expenses, for instance, meeting the child care costs of a Member to enable them to attend a meeting.

Board Members are requested to submit claims for travelling expenses and/or subsistence allowances to the Director of Corporate Services on a monthly basis wherever possible.