



Board Member



Application Pack

## Foreword from the Chair

I would like to thank you for your interest in becoming a Board Member of Caledonia Housing Association.

As a registered social landlord and charity, our aim is to provide high quality affordable housing and landlord services to our customers. Our Board Members play a vital role in shaping and leading these aims and in providing the strategic direction of the Association and more widely of the Caledonia Group.

This is an exciting time to join our Board as we seek to deliver an ambitious programme of transformation in our customer services and to continue to build new homes. We have grown considerably since Caledonia was created in 2011 and now have over 5,000 properties in ownership within the Group and a further 1,500 factored properties.

The turnover across the Group is £36m. We continue to invest in our existing properties spending on average £4-5m each year on planned investment to maintain our properties to a high standard. Our healthy development programme for new build properties will see our stock increase in almost all of the areas where we currently operate. This includes Tayside, Perth, Highlands and Dunbartonshire.

As a new Board Member, you will receive support and training to undertake this key role and will gain considerable experience and satisfaction in providing much needed affordable housing and quality services to our customers across the country.

I look forward to receiving your application.

Yours sincerely

**Penny Coburn**  
Chair, Caledonia Housing Association



## Caledonia Group – Business Plan

### *Sustainable homes, flexible services, vibrant communities*

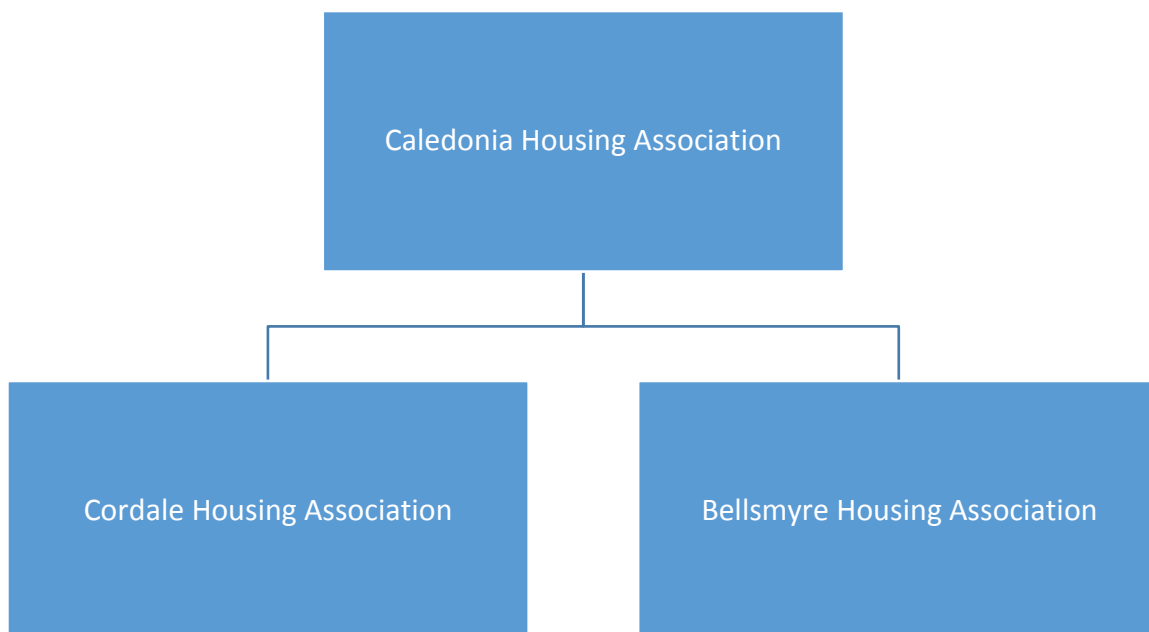
We are committed to providing homes and services that make life better. We will achieve this by ensuring that the Associations in the Group continue to be well-managed, financially strong and agile and provide good outcomes for our tenants and other customers. Providing high quality homes and services that are affordable, sustainable and valued by our customers is a key aim. A major feature of future work will be in developing innovative approaches to ensure that we deliver on our customer service and value for money aims through the efficiency and effectiveness of our business.

<b>MISSION</b>	Sustainable homes, flexible services, vibrant communities
<b>GUIDING PRINCIPLES</b>	<p>Keep it Simple</p> <p>Keep it Personal</p> <p>Make it Right</p>
<b>VISION</b>	Homes and services that make life better
<b>STRATEGIC OBJECTIVES</b>	<p><b>Achieving Excellence:</b> we will achieve excellence through our people to deliver quality homes and services that are affordable, sustainable and valued by our customers</p> <p><b>Building Success:</b> we will make our organisation stronger for the future by ensuring resilience in all areas of our business, creating a strong base for our continued growth</p> <p><b>Creating Innovation:</b> we will innovate to create efficiencies and deliver value for money through the effective use of our resources</p> <p><b>Developing People:</b> we will develop the right people with the right skills and mindset to achieve excellence, build success and create innovation</p>

## Caledonia Group

Within the Group there are currently three partner-registered social landlords, each with their own governing body. Caledonia is the parent organisation and consists of 12 Board members. There are two subsidiary social landlords, Cordale Housing Association and Bellsmyre Housing Association, with 15 and 12 governing body members respectively. A member of the Caledonia Board sits on each of the subsidiary governing bodies.

All members of the Group are supported by a Group Audit and Risk Management Committee and Group Remuneration Committee, both of which have representatives from each of the partners in the Group.



## Caledonia Housing Association Board Members

### Current members

Penny Coburn – Chair

Alan Nairn – Vice Chair

Alex McDougall – Chair of Audit and Risk Management Committee

Helen Archibald – Chair of Remuneration Committee

Graham Logan

Veronica Lynch

Ian Gray

Mary Clark

Lindsay Darroch

Martin Harkness

### *Overall Purpose*

The Governing Body provides leadership for the Association by:

- setting the strategic direction
- acting as positive ambassadors and protecting the Association's reputation
- ensuring that it receives appropriate information and advice to carry out its duties including a mechanism for regular performance reviews
- managing the risks and legal responsibilities arising from its control

The Governing Body has collective responsibility for the leadership, direction, management and control of the Association and for ensuring that it operates in accordance with the Association's rules and business policies. The Governing Body is also responsible for ensuring that the Association complies with the Scottish Housing Regulator's regulatory requirements and can demonstrate that it meets the Standards of Governance and Financial Management. To achieve this the Governing Body must ensure that there is an appropriate and effective balance of skills, experience and diversity on the Governing Body

### *Personal Responsibilities*

Governing Body Members are required to act at all times in the best interests of the Association, ensuring that their conduct complies with the Governing Body Members Code of Conduct. This includes responsibilities to:

- Uphold the values, objectives and policies of the Association
- Contribute to and be responsible for governing body decisions
- Prepare for and attend meetings and other relevant events punctually
- Represent the organisation positively
- Declare any relevant interests
- Respect confidentiality of information
- Attend relevant learning and development events
- Keep up to date with changes in the Association's operating environment

### *Personal Commitments*

The following provides an estimate of the time commitment likely to be involved.

- Attendance at 10 Governing body meetings per annum – for each meeting 2-2.5 hours which excludes reading and preparation time
- Annual Business Planning event – full day
- Conferences, seminars and training events to support personal development as required
- Involvement in other business or committee meetings as required

## Terms and Conditions

This is a voluntary role and is not remunerated although Board Members will be reimbursed for all reasonable expenses in line with the Association's expenses policy.

## How to Apply

To apply please provide the following information:

- A CV including your name, address and occupation if currently employed
- A supporting statement outlining your reasons for applying and how you would fulfil this role
- Contact details for 2 referees, please note we will not contact the referees without your prior permission
- Completed equalities form which is attached
- Completed eligibility form which is attached

If you would like to discuss this further then please contact Chief Executive Julie Cosgrove on 07841 214 814 or [Julie.cosgrove@caledoniaha.co.uk](mailto:Julie.cosgrove@caledoniaha.co.uk)

The closing date for applications is **Friday 29 May 2020**.

Please email your application documents to: [jenny.dalton@caledoniaha.co.uk](mailto:jenny.dalton@caledoniaha.co.uk)





## Board Membership Eligibility Declaration

Parties seeking to become members of the Management Board must:

- Apply to become a member of the Association
- Undertake to sign and abide by the Association's Code of Conduct and Code of Governance for Board Members.
- Be committed to the interests and objectives of Caledonia Housing Association.

**I declare that the above conditions are acceptable to me.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

A potential Board Member is not eligible for election if, the individual:

<ul style="list-style-type: none"> <li>• is under 18 years of age; or</li> </ul>
<ul style="list-style-type: none"> <li>• is an employee of the Association or a close relative of an employee; or</li> </ul>
<ul style="list-style-type: none"> <li>• has been adjudged bankrupt, has granted a trust deed for or entered into an arrangement with creditors or his/her estate has been sequestrated and has not been discharged; or</li> </ul>
<ul style="list-style-type: none"> <li>• has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974 or an offence under the Charities and Trustee Investment (Scotland) Act 2005; or</li> </ul>
<ul style="list-style-type: none"> <li>• is a party to any legal proceedings in any Court of Law by or against the Association; or</li> </ul>
<ul style="list-style-type: none"> <li>• is or will be unable to attend the Board meetings for a period of 12 months; or</li> </ul>
<ul style="list-style-type: none"> <li>• has been removed from the Board of another registered social landlord within the previous five years; or</li> </ul>

<ul style="list-style-type: none"> <li>• has resigned from the Board in the previous five years in circumstances where the resignation was submitted after the date of the receipt of notice of a special Board meeting convened to consider a resolution for the individual's removal from the Board; or</li> </ul>
<ul style="list-style-type: none"> <li>• has been removed from the Board within the previous five years; or</li> </ul>
<ul style="list-style-type: none"> <li>• has been removed or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005; or</li> </ul>
<ul style="list-style-type: none"> <li>• has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales or by Her Majesty's High Court of Justice in England on the grounds of any misconduct in the administration of the charity for which they were responsible or to which they were privy, or which their conduct contributed to or facilitated; or</li> </ul>
<ul style="list-style-type: none"> <li>• a disqualification order or disqualification undertaking has been made against them under the Company Directors' Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company); or</li> </ul>
<ul style="list-style-type: none"> <li>• at an Annual General Meeting, has served as a Board Member for a continuous period in excess of nine years and the Board has not resolved to permit him/her to stand again or otherwise be nominated for re-election.</li> </ul>

**I can declare that none of the above apply to my application to stand as a member of the Management Board of Caledonia Housing Association**

Signed \_\_\_\_\_ Date \_\_\_\_\_



## Governing Body Member Equality and Diversity Monitoring Form

Caledonia Housing Association is committed to equality of opportunity as a landlord, service provider and employer. As an organisation we serve and employ a diverse community of people.

We recognise the value in having Governing Body Members who are from a wide range of backgrounds. We are keen to assess the extent to which applicants are representative of the wider population in terms of their personal characteristics. We would be grateful for your help with this and ask you to complete this form by ticking the relevant boxes.

### Your Privacy

We respect your privacy and any information you provide will be treated in strictest confidence and used for monitoring purposes only. We collect and process the data we receive in accordance with data protection laws. For further information about this, please refer to our [Privacy Notice](#).

Please note that completion of this form is **not** a requirement of the application and selection process.

<b>1</b> What is your age?					
	18 – 24 years	<input type="checkbox"/>	55 – 64 years	<input type="checkbox"/>	
	25 – 34 years	<input type="checkbox"/>	65 – 74 years	<input type="checkbox"/>	
	35 – 44 years	<input type="checkbox"/>	75 + years	<input type="checkbox"/>	
	45 – 54 years	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	
<b>2</b> Do you consider yourself to have a disability?					
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
<b>3</b> What do you consider your gender to be?					
	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
<b>4</b> What do you consider your religion or belief to be?					
	Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	None <input type="checkbox"/>
	Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Other <input type="checkbox"/>
	Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
<b>5</b> What do you consider your sexual orientation to be?					
	Heterosexual	<input type="checkbox"/>	Gay man	<input type="checkbox"/>	Other <input type="checkbox"/>
	Bisexual	<input type="checkbox"/>	Lesbian / Gay woman	<input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

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<b>6</b>	What do you consider your ethnic origin to be?					
	<b>White:</b>					
	Scottish	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Northern Irish	<input type="checkbox"/>
	British	<input type="checkbox"/>	Welsh	<input type="checkbox"/>	Gypsy Traveller	<input type="checkbox"/>
	English	<input type="checkbox"/>	Polish	<input type="checkbox"/>	Any other white ethnic group	<input type="checkbox"/>
	<b>Mixed or Multiple Ethnic Groups (Please state):</b>					
	<b>Asian, Asian Scottish or Asian British:</b>					
	Pakistani	<input type="checkbox"/>	Pakistani Scottish	<input type="checkbox"/>	Pakistani British	<input type="checkbox"/>
	Indian	<input type="checkbox"/>	Indian Scottish	<input type="checkbox"/>	Indian British	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>	Bangladeshi Scottish	<input type="checkbox"/>	Bangladeshi British	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>	Chinese Scottish	<input type="checkbox"/>	Chinese British	<input type="checkbox"/>
	Other Asian ethnic group	<input type="checkbox"/>				
	<b>African, Caribbean or Black:</b>					
	African	<input type="checkbox"/>	African Scottish	<input type="checkbox"/>	African British	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>	Caribbean Scottish	<input type="checkbox"/>	Caribbean British	<input type="checkbox"/>
	Black	<input type="checkbox"/>	Black Scottish	<input type="checkbox"/>	Black British	<input type="checkbox"/>
	<b>Other Ethnic Group:</b>					
	Arab	<input type="checkbox"/>	Arab Scottish	<input type="checkbox"/>	Arab British	<input type="checkbox"/>
	Other (Please state)					
	<b>Prefer not to say</b> <input type="checkbox"/>					

Please email your application documents to: [jenny.dalton@caledoniaha.co.uk](mailto:jenny.dalton@caledoniaha.co.uk)