

at home with...

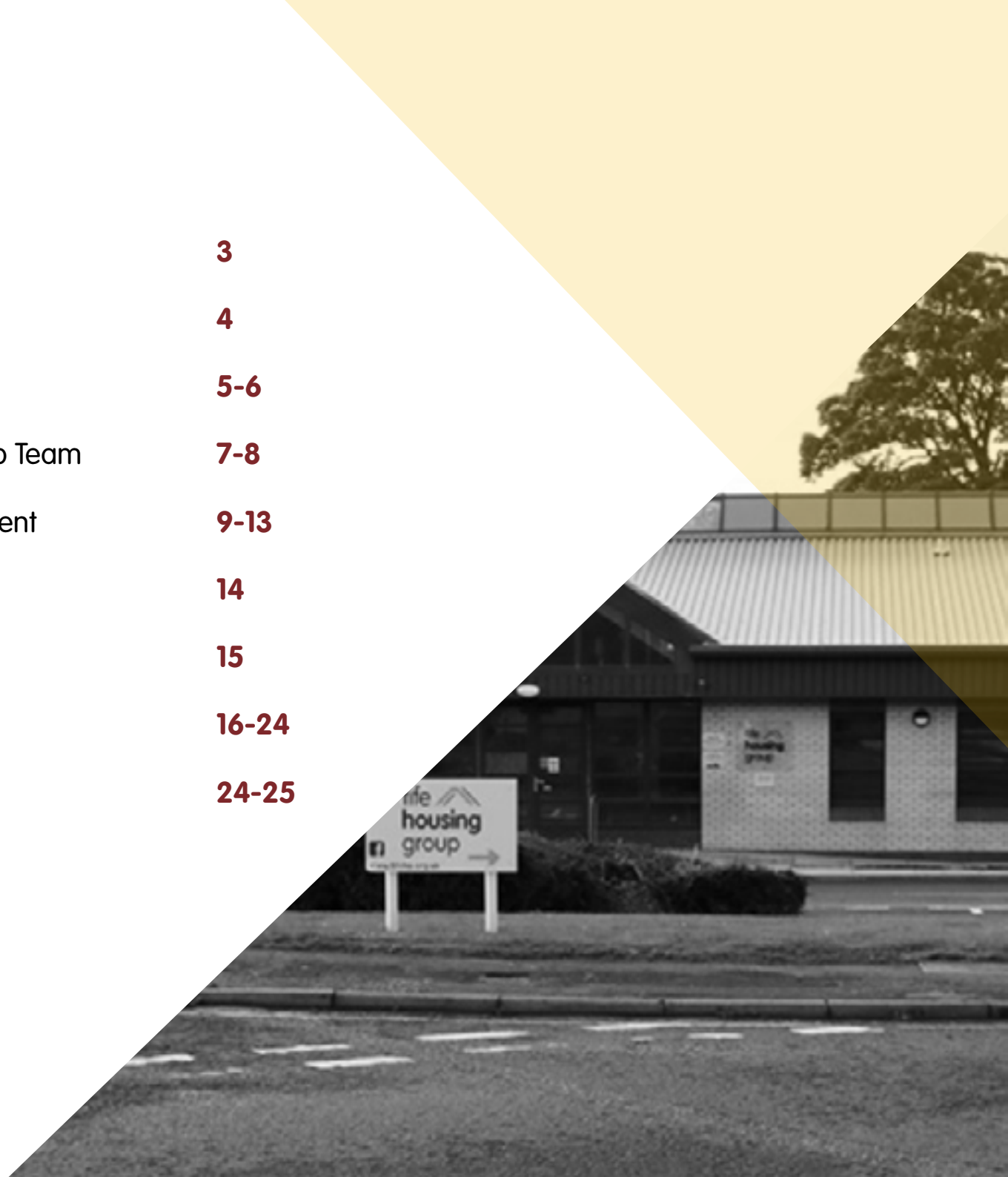
fife 
housing
group



Join our
BOARD

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GREAT REASONS TO JOIN OUR BOARD



Candidate information

Thank you for your interest in becoming a Fife Housing Group Board member. This pack will provide you with further information about the organisation and what the role itself involves.

Over the past year, we have maintained our focus on improving both the quality of our homes and delivery of the services we provide to our tenants and other customers.

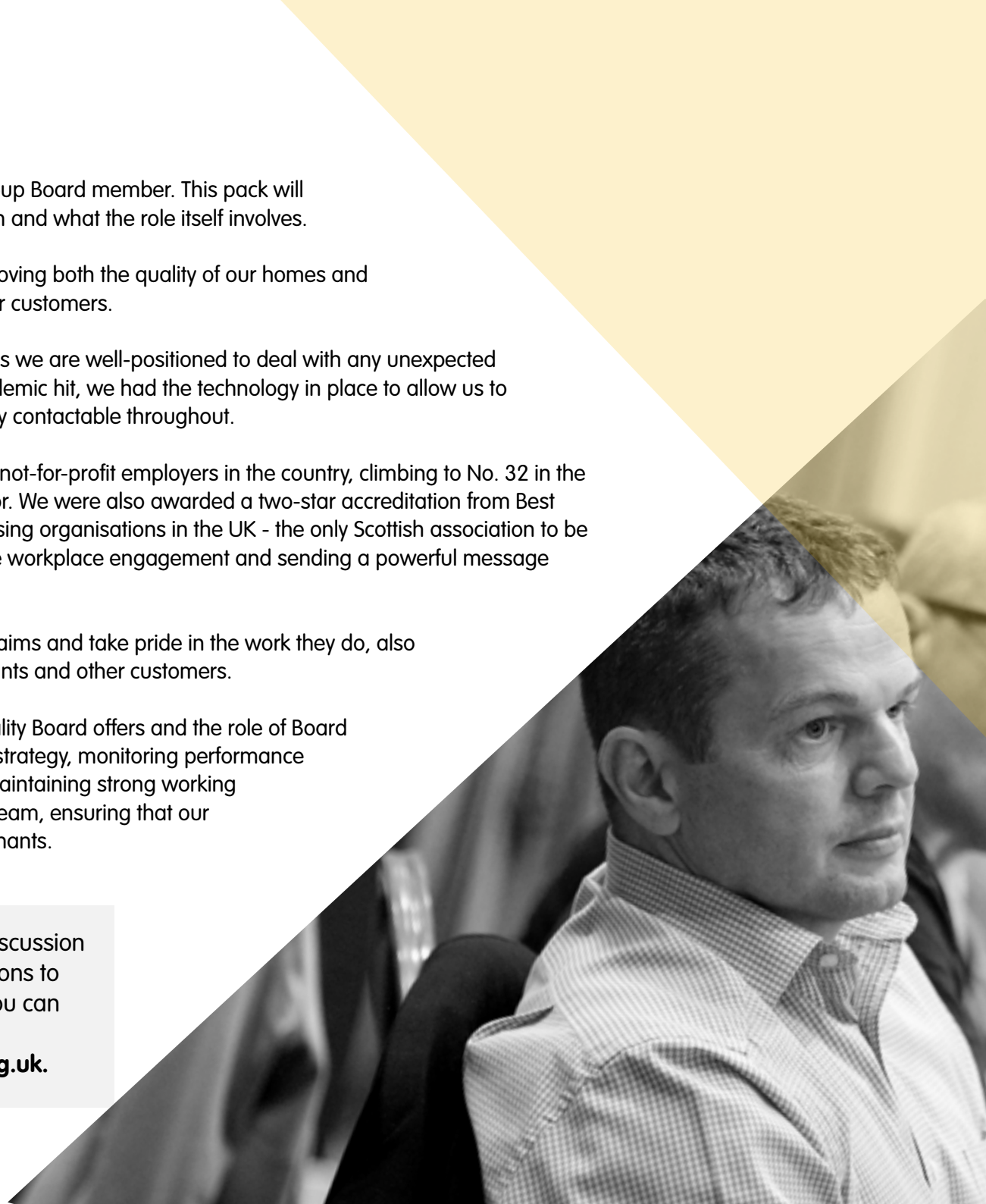
We continue to grow and develop in a manner that ensures we are well-positioned to deal with any unexpected challenges that arise. As such, when the Coronavirus pandemic hit, we had the technology in place to allow us to remain operational within the restrictions imposed and fully contactable throughout.

In 2020 we were once again recognised as one of the top not-for-profit employers in the country, climbing to No. 32 in the Sunday Times Top 100 Not-For-Profit Companies to Work For. We were also awarded a two-star accreditation from Best Companies and have been listed as one of the Top 10 housing organisations in the UK - the only Scottish association to be given this accolade - demonstrating how seriously we take workplace engagement and sending a powerful message that our colleagues feel both valued and motivated.

Having an engaged workforce, who are connected to our aims and take pride in the work they do, also improves productivity and ultimately benefits both our tenants and other customers.

We place great value on the contribution and insight a quality Board offers and the role of Board member brings responsibility for developing and shaping strategy, monitoring performance and service and improving business effectiveness whilst maintaining strong working relationships among Board colleagues and the Executive Team, ensuring that our decision-making reflects the influence and needs of our tenants.

Please contact us if you wish to have an informal discussion about the role or if we can answer any other questions to help you decide whether you would like to apply. You can express an interest by contacting Laura Grieve on **01383 608 175** or emailing **laura.grieve@fifehg.org.uk**.



About Fife Housing Group

Fife Housing Group is the trading name for the legal company structure of Fife Housing Association Limited and its wholly-owned subsidiary PACT Enterprises Limited.

Founded in 1997, Fife Housing Association is one of the largest independent housing associations in the east of Scotland with approximately 2,500 properties in Fife and an annual turnover of approximately £12 million.

We employ 73 colleagues at our recently refurbished offices in Dunfermline and are registered under Charitable Rules with the Scottish Housing Regulator, the Office of the Scottish Charity Regulator and with the Financial Services Authority.

As a major provider of homes to those in greatest housing need, we play an increasingly important part in helping Fife residents lead the lives they want to lead and are committed to providing quality services to our tenants and customers, while making sure they are involved in the decisions which most affect them.

Since 2006 we have been a member of the Fife Housing Association Alliance (FHAA), working with Fife Council to lead recent regeneration projects in Dysart and Abbeyview, which added around 300 new properties to our stock.

We are currently seeking planning permission for a new 49 home development at Glen Albyn in Kirkcaldy and, with a number of other exciting new construction opportunities in the pipeline, our stock looks set to increase further in the coming years.

This strategy of continued growth through innovation, diversity and partnership also lead to the creation of PACT Enterprises Ltd in 2010. PACT Enterprises generates income for Fife Housing Group by acquiring homes and letting them for market rent.



A message from our Chief Executive

Our most recent Business Plan for 2020-23 is currently being implemented and, despite the challenges of the current economic environment, we continue to focus on the needs of our tenants and other customers.

More information on our plans for the future can be found in the copy of our Business Plan enclosed, while our Annual Report for 2019/20 can be viewed below.



Fife Housing Group Business Leadership Team

Chief Executive - Nicki Donaldson

Nicki took up her role as Chief Executive in May 2014 and immediately began guiding the organisation through a comprehensive transformational change programme, the success of which is evidenced through improved performance across all aspects of the organisation, including service delivery and tenant satisfaction, as well as national recognition as one of the Sunday Times 100 Best Not-for-Profit Organisations to Work For and a Gold accreditation from Investors in People.

Having delivered effective change management in a number of previous roles, Nicki most recently held the position of Director for Scotland with Home Group, where she was also responsible for housing and property management, governance, leadership and HR. Prior to this, she worked for Dundee City Council leading on all aspects of housing and property management.



Director of Housing - Su Bramley

As Director of Housing, Su is responsible for all aspects of tenancy and asset management, including rent collection, tenant engagement, neighbourhood management and planned maintenance. A qualified Chartered Accountant, Su has previously worked for a practice specialising in the audit of large registered social landlords, as well as leading on performance cases as a management consultant with the Regulator of Social Housing and in a similar capacity with another registered social landlord in England.

Su is currently Chair of a local charity and a member of the Audit and Risk Committee for a national charity, until recently holding the position of both Trustee and Chair of the Audit and Risk Committee, and prior to that was part of an NHS Clinical Commissioning Group.



Fife Housing Group Business Leadership Team

Director of Operations - Caroline O'Donnell

Caroline is our Director of Operations, with responsibility for all human resource activities, our frontline housing and repairs service teams, office facilities management and health and safety.

Having worked at Fife Housing Group for 19 years, Caroline was instrumental in the successful delivery of our recent change management programme.

She is also a qualified Member of the Chartered Institute of Personnel and Development (MCIPD) and has a Managing Safely certification from the Institution of Occupational Safety and Health (IOSH).



Director of Finance and Governance - Derek Banks

Headed up by Derek Banks, this department is responsible for ensuring proper governance and delivery of value for money; managing treasury, risk and insurance, and ensuring that we operate in line with rules and regulations.

Derek brings a wealth of experience in business change, planning and systems implementation to the organisation, having held senior finance positions across both public and private industry in the health, education and aviation sectors.

An accountant with 25 years' experience, Derek has been a Director of Finance for the past 14 years and his last three roles have been in turnaround or major change situations where significant improvements were made across the business.



Fife Housing Group Board of Management

Our Board of Management is responsible for agreeing all the major decisions affecting Fife Housing Group. This includes the Group's annual rent setting, investment programme and business plan. The Board, therefore, plays an essential role in making sure Fife Housing Group is run effectively and efficiently and is accountable to its tenants and other stakeholders.

The Board is made up of a maximum of 15 members. This includes tenants and non-tenants with skills and experience in relevant areas such as property and asset management, legal, financial, human resources and commercial.

Board members are either elected at our Annual General Meeting (AGM) or selected to fill vacancies which arise during the year. At each AGM, a third of the Board must retire before new members are elected. Being a Board member is a rewarding experience and an ideal opportunity to gain additional and career-enhancing skills in the fields of social housing and other disciplines, and although membership is voluntary, reasonable expenses will be paid.



Board Members

Helen Boath - Chair

Helen was appointed as Chairperson of Fife Housing Group in September 2019, having stood as Vice Chairperson since 2018, and has been a Board member since September 2015. A qualified accountant who has been working in a number of interim finance roles over the last few years, Helen is also currently studying at the Open University for a Bachelor's degree in Languages.



Sandra Stock - Vice Chair

Sandra has been a Board member since 2015 and was appointed as Vice Chair in September 2019. She is also currently Chair of our wholly-owned subsidiary, PACT Enterprises Ltd. Sandra is now retired but previously spent many years working as the Head of Human Resources at Cairn Housing Association.



Board Members

Derek Adam

Derek has been a Board member since September 2015. He currently works at Cairn Housing Association as Director of Finance and Business Services. As a qualified Chartered Accountant, Derek's commercial accounting background is within engineering, telecommunications and, more recently, property development and banking. Derek has recently completed an MBA at Edinburgh University which adds a managerial awareness to his existing commercial experience.



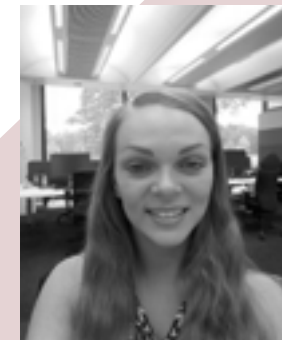
Stephen Clark

Stephen has been a Board member since 2015 and works at Stirling Council as Chief Officer for Housing, having previously worked with Midlothian Council as a Housing Strategy and Performance Manager. Stephen graduated from the University of Stirling with a Masters in Housing Policy.



Fiona Barr

Fiona has been a Board member since September 2015 and works as a Senior Compliance Manager in the Risk, Conduct and Compliance function at Royal Bank of Scotland (RBS). Fiona has experience managing and mitigating risk across a wide ranging organisation, as well as ensuring regulatory compliance with complex regulations. Fiona is a qualified lawyer having undertaken her traineeship in-house at RBS following her graduation from Dundee University in 2013.



Board Members

Martin Fleming

Martin has been a Board member since November 2017. Previously a PACT Board member, Martin works as a Financial Controller and graduated with a 1st class MA Hons Accounting degree from University of Aberdeen.



Laurie Boles

Laurie has been a Board member at Fife Housing Group since September 2018 as well as Chair of the Audit and Risk Committee. A certified accountant who has, for over 20 years, held senior finance positions across both public and private industry, covering housing, health, local government, education and engineering sectors, Laurie is currently Director of Finance and Corporate Services at Lanarkshire Housing Association. His most notable achievements include being part of the Babcock Finance team managing the complex design of Queen Elizabeth Class aircraft carriers, the modernisation of financial services at Edinburgh Napier University and a significant contribution to the smooth transition of services during the amalgamation of NHS Trusts to Regional Boards.



Board Members

Lynne Pascal

Since graduating from Strathclyde University with an engineering degree, Lynne has worked in a variety of roles (software developer; project manager; customer operations; partner manager and now Customer Experience Leader) always in the telecoms sector. As a Fife lover with a passion for people and an interest in housing, being a Fife Housing Group Board Member offers Lynne the perfect opportunity to stretch her existing skills in new directions.



Colin Miller

Colin is now retired but previously worked in local government for 32 years and held senior positions in Planning and Housing at West Lothian Council.



Ron Eldridge

Ron has been working in further education for over 16 years. He has Managed and Directed various departments on behalf of Fife College and is now working at Edinburgh college as a Curriculum Manager. Areas of responsibility included Built Environment, Construction, Engineering, Science, Maths and Sport. He has also been involved in developing business opportunities for the colleges and stakeholders of Fife and now the Lothians. Ron sees his career as exciting, challenging and one that has brought personal achievement and award. He has the pleasure of working with many different organisations and talented people throughout the community.



Principle Terms and Conditions

Time commitment

The Board normally meets six times a year, usually on a Monday evening between 4pm and 6pm, with an additional Board away day event and occasional training sessions.

Location

Meetings will be held at our headquarters at 7 Pitreavie Court, Dunfermline, KY11 8UU or virtually if required.

Support

All Board members will be given necessary training on an individual basis to enable them to play a full and active role as a Board member.

Joining our Board

Board members selected during the year will normally be interviewed by a panel comprising Board Members and executive colleagues. If successful you will then observe a Board meeting before being elected at the following Board meeting. If you are interested in joining our Board please contact our Chief Executive and Governance Assistant, Laura Grieve, on 01383 606162 or email laura.grieve@fifehg.org.uk.

Closing date

Candidates will be informed of the outcome of their application in due course.

Interview date

By arrangement.



Board Member Role Description

Role:	Board Member
Responsible to:	Chair of the Board
Accountable for:	Fife Housing Group
Supported by:	Business Leadership Team

The purpose of the Board member role is to contribute relevant experience, expertise and insight to ensure the long-term viability and sustainability of Fife Housing Group, and to promote the objectives, vision, purpose and values through management control, accountability, good conduct and good governance.

Specific duties and responsibilities

- To ensure that policies and procedures relating to governance, legal, regulatory requirements and good practice are in place and reviewed on a regular basis.
- To set the strategic direction of the business and determine its vision, values and objectives.
- To support and challenge the Business Leadership Team to help achieve these objectives.
- To ensure that the objectives are also achieved through the appropriate delegation of authority, operational procedures and the employment of suitably skilled staff.
- To regularly measure and review the performance of the organisation and make recommendations for improvement where appropriate.
- To ensure the organisation runs effectively, maximises the impact of its resources and provides Value for Money in its service delivery.
- To agree annually the budget and business plan.
- To exercise sound financial management and maintain financial viability by approving the business plan, accounts, budgets, liquidity and borrowing facilities whilst meeting the organisation's vision, values and objectives.
- To promote openness, accountability and transparency in the organisation's dealings with all its stakeholders.
- To contribute to and implement the risk management frameworks and ensure risks within the Group are identified and managed.
- To attend on a regular basis, Board and Committee meetings and contribute effectively to them, to ensure that, as a group, the Board has the capacity and commitment to achieve the strategic aims of the organisation.
- To attend conferences, training sessions, seminars, meetings and other events where they are in the interests of the organisation and to act as an ambassador for Fife Housing Group.

Registration Form

For Fife Housing Group Board Member

Section 1 - Personal details

Name

Home address

Mobile number

Email address

Home number

Work number

Are you a Fife Housing Group tenant?

Yes

No

Section 2 - Current employment

Are you currently employed?

Yes

No

(If No, go straight to Section 3)

Start Date

Main duties

Organisation

Contact address

Job title/Position

Email address

Registration Form

Section 3 - Past employment

Job title	Organisation	Duties	Start date	End date
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Registration Form

Section 4 - Please state any qualifications, professional memberships and training

Registration Form

Section 5 - Voluntary experience

Role	Organisation	Duties	Start date	End date
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Registration Form

Section 6 - Skills and experience you could bring as a Board Member

Registration Form

Section 7 - Other relevant information

Please tick when you would be available for meetings: Daytime Evening Either

Please specify any days or specific times when you would not be available:

How did you become aware of this opportunity?

Name:

Signature:

Date:

Please return your completed application form to Laura Grieve at Fife Housing Group, 7 Pitreavie Court, Pitreavie Business Park, Dunfermline, KY11 8UU or email it to laura.grieve@fifehg.org.uk.

General Data Protection Regulation (GDPR) and your privacy

The information provided within your application form will be processed in accordance with GDPR and the Data Protection Act 1998 and used by Fife Housing Group to assess your suitability to become a Board Member. Your application will be stored confidentially whilst being processed and electronic and paper records will be destroyed within 12 months if unsuccessful. For successful candidates, the application will form the basis of an personnel file. Further details of how we will handle any information supplied can be found on our [website](#).

Equal Opportunities Monitoring Form

Policy

It is the policy of the housing association to provide equal opportunities in the fields of recruitment, training and promotion. All decisions in these areas will be made with regard to the requirements of the job and shall not be influenced by any consideration of race, colour, creed, religious belief, political belief, ethnic or national origin, disabilities, age, sex, sexual orientation or marital status. This information will not be used by those involved in selection and is for statistical purposes only. It will be separated from your job application and will be treated as confidential.

Surname

Initial

Age

16 - 24

25 - 34

35 - 44

45 - 54

55 - 64

65+

Gender

Male

Female

Marital status

Married

Not married

Equal Opportunities Monitoring Form

Ethnic Origin

White	British	Asian / Asian British	Bangladeshi	Black / Black British	African
	Irish		Indian		Caribbean
			Pakistani		
Mixed	White/Asian		Chinese	Arab	British
	White/Black African		Polish		Scottish
	White/Black Caribbean				
Other, please specify:			Prefer not to say		

Equal Opportunities Monitoring Form

Disability

Before ticking the appropriate box below, please first read the definition of disability. The definition of disability, as outlined in the Equality Act 2010 is as follows:

‘A physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.’

To be protected under the Act:

- An individual must have an impairment which can be physical or mental.
- It has to be substantial, that is something more than minor or trivial.
- It needs to be long term, ie the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected.

And; it must affect their day to day activities on a regular basis.

Equal Opportunities Monitoring Form

Disability cont.

The effect an impairment may have on day to day activities is defined in the Acts as falling within the following categories:

- Mobility
- Physical co-ordination
- Memory or ability to concentrate, learn or understand
- Continence
- Manual dexterity
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight

Or; perception of the risk of physical danger

Do you consider yourself disabled?

Yes

No

Prefer not to say

Physical Impairment

Learning Disability

Hearing Impairment

Mental Health Condition

Other, please specify

Visual Impairment

Long Standing Illness

Speech Impairment

Hearing Impairment