

## RECRUITMENT INFORMATION PACK



### Board Members

Volunteer position

Multiple positions available

Closing date: 16<sup>th</sup> of February 2024

Interview date: TBC

**CHL's Vision** – Everyone has a great place to live

**CHL's Mission** - to provide high quality social housing including for people with support needs.

**CHL's Values**

- H** Helping people
- O** Outstanding service
- R** Ready, willing and caring
- T** Training and developing
- O** Open to new ideas
- N** Never giving up

## Being part of a great organisation

Chartford Housing Limited was incorporated as a Company Limited by Guarantee, registration number 8662400, on 23 August 2013. It registered with the Charity Commission as a charity, registration number 1162562 on 7 July 2015, and registered with the Regulator of Social Housing as a Registered Provider (RP), registration number 4821, on 1 October 2015. The company began trading on 1 October 2015.

CHL is a wholly owned subsidiary of Horton Housing Association (HHA). HHA is a charitable association and has been established since 1985 and it and its subsidiaries deliver housing and support services to people experiencing problems and challenges in their lives. CHL's mission is *to provide high quality social housing including for people with support needs*. CHL was created to form an arm of The Group that would have three primary activities:

- Identify and develop new supported housing and other provision, where there is unmet need that could benefit from Homes England Social Housing Grant (SHG), where appropriate.
- Offer to become the Registered Provider landlord for supported housing owned by non-registered providers, including for properties owned or leased by HHA.
- Explore additional business opportunities to support the overall aims and objectives of the organisation and/or Group.

## Our people

Our organisational culture is one that values people and the diverse contribution that each individual can make; we are therefore committed to ensuring and promoting equality, diversity and inclusion. We will ensure that all applications are treated entirely on merit.

For these roles, we particularly welcome applications from people from an ethnic minority background, younger people and those with lived experience or personal insight into the challenges faced by people living in support accommodation as these people are currently under represented on our Board. We also welcome applications from people with a professional background in finance, auditing, risk management, property management and governance.



## Group structure

Chartford Housing Limited is part of the Horton Housing Group, which comprises four companies:

- Horton Housing Association is charitable and is a registered society under the Co-operative and Community Benefits Societies Act 2014.
- Chartford Housing Limited – a private limited company established in 2013 and registered with the Regulator of Social Housing in order to provide a range of properties for vulnerable people who receive intensive/additional housing management and housing related support services from HHA, its subsidiaries and other housing related support agencies.
- Horton Housing Support Limited – a private limited company established in 2005 as a tax efficient method of delivering contracts for services on behalf of HHA through the implementation of support services agreements.
- Bradford B@se Social Enterprise Company Limited – Established in 2008 as a charitable company limited by guarantee. This company focuses on delivering education, training and employment related activities for the vulnerable client groups that HHA supports.



The Group has approximately 350 employees and over 50 volunteers.

## Our Boards

The Chartford Housing Board (CHL) governs the activities and strategic direction of Chartford Housing Limited

The Board is made up of independent members who are not paid by the organisation but are interested in its work. The Board is responsible for setting the overall direction of the organisation and monitoring its performance. Board Members review performance measures for the organisation, set standards, monitor finances and make key strategic decisions for the organisation. The Senior Management are responsible for implementing those decisions.

The Board are supported by two Group Committees that focus on particular areas of governance,

- The Group Audit & Risk Committee (GARC) assist the Group's Boards in fulfilling their oversight responsibilities for governance, values, ethics, financial reporting, risk management, compliance and internal control, and for the Group's relationship with the internal and external auditors
- The Group Asset Management & Development Committee (GAMDC) consider strategic and operational asset management and development activities of the Horton Group and act as an advisory Committee making recommendations to the HHA and CHL Boards on areas including the Asset Management Strategy, Development Strategy and investment priorities and opportunities

We invite applicants, should they be successful, to consider if they wish to be considered to sit on one or more of the Committees.



# Chartford Housing Limited Board (CHL)



## **Nick Warden - Chair**

I joined the Board for my own personal development and growth and to understand how I can use my experience to help make a difference. I was attracted to the Horton and Chartford Boards because of the work that they do to support the clients they work with. I really enjoy learning how the organisation works to provide an excellent service to the people they support and also the people who work here. What I bring to the Board is my personal experience of asset management, compliance and safety knowledge. My experience working for a housing association gives me an understanding of how they operate and how I can make a difference. Through my involvement, I learn from the vast, diverse experience and knowledge of other board members.



## **Mark Dowson**

As a member of the Board, I hope I bring some leadership qualities and encourage great discussion and conversation. Having 15 years in the industry and being a member of the Chartered Institute of Housing, I have valuable experience and housing knowledge on some of the more challenging aspects we face. What I value most from my position on the Board is being able to pay something back to the community. I have the housing knowledge that I have built up over time and I enjoy putting it to good use. The fact it helps an often vulnerable client group by providing quality accommodation for people in need is very rewarding. I'm very approachable and like to think that new and existing board members can always come to talk to me about anything.



## **John Bell**

For many years, I have admired and respected Horton Housing's amazing work supporting the most disadvantaged people in the local area and I am keen to use my experience and expertise to help to promote innovation and further improve the already very high standards set. I have always firmly believed that good quality social housing provides a very sound base for improving lives. Married with two adult sons, I am the director of a property investment company and housing consultancy company. I have wide experience of the private, independent and public sectors at director and CEO level and believe that these skills help me contribute effectively to the Board.



## **Alan Goodrum**

I'm semi-retired after leaving my last role as Chief Executive of Chilton and South Bucks District Councils. By profession, I am a town planner and was Director of Planning at Leeds Development Corporation. Since retirement, as well as my role on the Chartford Housing Board, I am a trustee of Halifax Civic Trust and Yorkshire and Humberside Association of Civic Societies. I also run a consultancy that gives advice to local authorities on management, regeneration and planning. What attracted me to the Board in 2015 was that it was a new organisation set up to deliver supported housing as a Registered Social Landlord. As I was leaving my role in Buckinghamshire and moving to Yorkshire, it was a very exciting and timely opportunity. I bring my experience of delivering major schemes, the governance and management of public sector organisations and a real interest in providing the right sort of housing for the people that we support.

## **Catherine Kelly**

I am a fellow of the Chartered Institute of Legal Executives with an MSc in Corporate Governance. I started working in housing for a local authority in the early 2000s before moving to a housing association in 2009, working in legal and governance. I wanted to become a Board member because it is an opportunity to give something back. I particularly liked Horton Housing because of the services they provide and because they are quite different to what I have experienced in my job.



### **Sue Missin**

It is 35 years since I started my first job in housing, working on a secondment at a housing association in Manchester as part of my Postgraduate housing studies at Sheffield. I have continued to work in housing mainly in Yorkshire but across the North of England. In my housing career I have always had roles in development, seeking to explore new opportunities to develop more affordable housing for rent, sale, older persons and supported housing in both rural and urban communities. Previous board roles have included being on the Leeds NW ALMO board and a brief spell to support a community led housing association in west Leeds.



### **Danny Boardman**

I wanted to join the Board as a demonstration that I am interested in engaging with and making a difference to the community at a leadership level. As a Director, I wanted use the skills and expertise I have acquired and develop leadership skills and further expand my expertise.

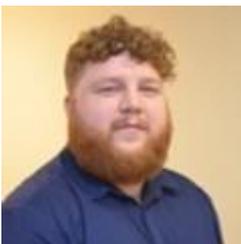
Dedicated to ensuring compliance with all relevant aspects of Health and Safety legislation and Building Regulations and sector specific guidance, I also provide strategic direction relating to buildings, taking into full consideration recommendations in the revised Building Regulatory regime. I became a Chartered Member of the Institution of Occupational Safety and Health in 2005 when it was introduced.



### **James Hogarth**

I wanted to become a Board Member as I thought my experience working for various housing associations over the previous decade would enable me to offer some help and support to Chartford Housing in order to deliver for those who require their services.

I have always had a real passion for property development particularly since I joined my first housing association (First Choice Homes Oldham) in 2012. Being part of a team that delivers homes in areas where private/profit-making businesses would not usually deliver is very rewarding as it can act as a kick start for regeneration in an area whilst delivering new homes for those who require them.



### **Thomas Donnelly**

My desire to become a Board member comes from wanting to improve resident welfare, through innovative and pragmatic thinking. I want to explore the connection between strategic goals and operational demands, to optimise overall performance for residents and manage expectations.

My career in social housing has involved operational and assurance roles, specialising in housing compliance. I have experience working for a professional membership organisation, predominantly working on improving training and standards for the gas industry. I also worked for the largest gas distribution company in the UK, assisting in the decarbonisation strategy for approximately 10 million homes across the UK. My versatile background enables me to approach problem-solving with a pragmatic viewpoint, exploring the impact on residents, as well as the longevity and value for money of assets.

# The Senior Management Team

## CEO – Paul Gartland



Paul has worked for Horton Housing Association in various roles since 1988. He became a member of the Senior Management Team in 1993 after being appointed as Services Manager.

He has been the Chief Executive Officer since 2014.

Paul is a Member of the Chartered Institute of Housing. He graduated from Leeds University in 1985; in 1997 he completed a Dip. H.E. (Housing) at Leeds Metropolitan University and then went on to achieve an MBA in 2005 at Huddersfield University.

## Deputy CEO – Gudrun Haskins Carlisle

Gudrun has worked for Horton Housing since 2000. Gudrun joined the Association as a support worker and went on to develop and manage several of the Association's services.

Gudrun joined the Senior Management Team, as Services Director, in 2013, overseeing services in Calderdale, Kirklees and North Yorkshire, as well as some central services. Gudrun was appointed as Deputy CEO in 2023.



Gudrun continues to promote good practice and high standards of quality throughout the organisation and in the wider housing sector. Gudrun's area of specialist interest is the vital role housing has in supporting independence for people, believing everyone has the right to safe, secure home, a base from which they can grow and fulfil their potential.

## Services Director – Sue Atkinson



Sue has worked for Horton Housing since 2002 and was appointed as Horton Housing's Services Director in 2015. Sue oversees schemes in Bradford. She also spent some time with Bradford Council as an NVQ Assessor and Internal Verifier for candidates completing their NVQ awards in Health and Social Care, and managed the Assisi housing project in Bradford.

She is passionate about client involvement and one of her priorities is to bring different services together to share good practice and ideas and to actively engage clients with the development of services.

## Services Director – Ann Kendall



Ann has worked in different management roles in the organisation since 2013. She was appointed as a Services Director in 2023 overseeing schemes in Calderdale, Kirklees and North Yorkshire. Ann is passionate about Horton adopting a Strengths-Based approach, developing trauma-informed practices and creating safe spaces for people.

She has worked in the housing and homelessness sector for more than 25 years and for the majority of her career has worked one-to-one with people, focussing on their ambitions and what they would like to achieve. She has an MA in Social Policy and her thesis focussed on housing and homelessness.

Ann is also a Board Trustee for The Booth Centre, a community centre run with people experiencing homelessness in Manchester.

## Finance Director – David Heels

David joined Horton Housing in 2013. He holds specific responsibility for Finance across the organisation and became Finance Director in November 2020.

David is a Chartered Accountant by training and also holds a Master's Degree in Business Administration.

Following his training as an Accountant and a period working in the chemicals industry, he joined the housing sector in 2000. He also joined the sector's regulator at the time, the Housing Corporation, and was influential in developing the regulator's approach to the financial regulation and monitoring of the sector.



## Further Information

Further information is available from our website <https://hortonhousing.co.uk/about-us/chartford-housing-limited/>

You can review the most recent audited accounts for Chartford Housing and other relevant information at <https://hortonhousing.co.uk/documents/>

# Role description – Board Member

**Responsible To:** Board Chair

## Role Summary

Working under the leadership of the Chair, and in partnership with the Senior Management Team, the Board Member's role is to ensure that the organisation is managed efficiently, effectively and in accordance with the relevant legislation, regulations and best practice.

## Key Responsibilities

The collective responsibilities of the Board are to:

- Demonstrate a commitment to the organisation's vision, values, aims and strategic objectives, working in accordance with the Board Code of Conduct at all times
- Demonstrate commitment to ensuring and promoting equality and diversity, treating others with dignity and respect at all times
- Approve the future strategic direction of the organisation through the strategy and business plan process, ensuring effective plans are in place to achieve goals and targets
- Monitoring and evaluate performance in relation to strategies, plans, budgets and controls
- Ensure that the business of the organisation is conducted lawfully and in accordance with generally accepted standards of performance, probity, good practice and regulatory requirements
- Satisfy itself as to the integrity of financial and other information, approve annual statutory accounts prior to publication and approve each year's budget and financial plans, ensuring financial stability
- Ensure the effective and efficient administration of the organisation
- Establish and oversee an effective scheme of delegation and systems of internal control and assurance
- Establish and oversee a framework for the identification, management and reporting of risk, in order to safeguard the assets of the organisation
- Ensure that a robust asset management strategy is in place and monitor performance against it
- Agree and ratify policies and decisions on all material matters or matters that might create significant financial or other risk to the organisation
- Be responsible for the appointment of the Board Chair and the Chief Executive Officer
- Bring constructive challenge, impartiality and objectivity to discussion and decision making
- Contribute to the work of the Committees, either through representation on a Committee or through providing constructive input and feedback
- Comply with the Health & Safety policies in operation within the organisation
- Ensure compliance with relevant data protection legislation

*This is not an exhaustive list of responsibilities and may be revised in light of the changing needs of the Board and/or the organisation*

## Person specification

### Skills, knowledge & Experience

Individual Board Members will have one of more of the following:

- Knowledge and/or experience of housing related support services
- Knowledge and/or experience of the social housing sector
- Experience in property development and/or investment
- General management experience at a senior manager level gained in any sector
- Professional background in a specialist area such as Finance, Legal, IT, Marketing, Communications or HR
- Knowledge or experience as a client or tenant of the group or as a client or tenant of a similar organisation
- Lived experience and/or personal insight into the challenges faced by the people we work with
- Knowledge of the existing and emerging social, political and economic environment the organisation operates in

### Essential for the Role

A willingness to commit the time necessary to prepare for and attend Board and Committee meetings, training sessions and an annual away-day

## Benefits

Our Board positions are unremunerated volunteer roles.

Reasonable travel expenses for attending meetings, training events, away days, etc. are reimbursed.

Board Members are invited to take part in a 360° appraisal process for both the individual and the Boards. This process takes place in September/October each year, facilitated by an external development consultant. Board Members are invited to input into the appraisals for their fellow Board Members and receive individual personal feedback in a one-to-one feedback and coaching session with the consultant.

Further learning and development opportunities are provided on an ad-hoc basis as needs are identified.



## Commitment

Board meetings are held quarterly in March, June, September and December with an additional Board Meeting in July to review and agree the financial accounts.

- CHL board meetings are usually held on Tuesday evening from 4.30pm – 7.30pm

In addition to the board meetings, there is an annual Strategy Away-Day in January each year

Should you also join one of our Committees, meetings are generally held as follows:

- Group Audit & Risk Committee – meet 5 times a year in February, May, July (Accounts only), September and November. Meetings are usually on Friday mornings from 9.45am – 12.45pm
- Group Asset Management & Development Committee – Meet quarterly in February, May, September and November. Meetings are scheduled for 2 hours at a time to suit attendees

Meetings are 'hybrid' and people can attend in person or remotely via Microsoft Teams.

Face-to-face meetings are held at our Head Office in Bradford.

## Application Process and Key Dates

If you would like to have an informal chat about these opportunities, please contact our CEO, Paul Gartland via email [paul.gartland@hortonhousing.co.uk](mailto:paul.gartland@hortonhousing.co.uk)

To apply, please submit your application and accompanying CV through our online recruitment system by the closing date.

If you would prefer to receive the recruitment pack by an alternative method, or have general questions regarding the recruitment process, please contact Kate Siddall, Head of HR, on 07809 203866 or at [kate.siddall@hortonhousing.co.uk](mailto:kate.siddall@hortonhousing.co.uk) and we will email or mail a pack to you.

## Contact us

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