



Board Member Candidate Pack

Promoting independent living in later life

Thank you for your interest in being a Board Member at



After six years of service, two members of our Board are retiring, and we now have the difficult but exciting task of finding new voices to bring challenge and strategic steer to PFH. We are interested in hearing from candidates who have operated at leadership level or have previously held a Board Member role.

Recent years have presented several economic challenges for the social housing sector, rising inflation, higher borrowing costs and the cost-of-living crisis. There is also increased political focus, with opportunities, new regulation and scrutiny across many areas such as meaningful resident engagement, property condition and building safety, and, of course, a focus on delivering net zero carbon by 2050.

Considering these challenges, successful applicants need to be passionate about our strategic ambition and bring their skills and experience to Board discussions and decision making. An interest in the social housing sector and the work of PFH is essential. We are keen, if possible, to extend the Board's financial expertise through one of these vacancies and both successful candidates will be expected to join a committee commensurate with their skills (Audit & Risk Committee and Governance & Remuneration Committee).

As a Board, our challenges are to ensure we stay financially healthy, relevant and accommodate the dynamic needs of our current and future residents. We want to remain a home of choice for our older community, which requires creative thought to challenge perspectives of what our client group needs from us.

We are committed to being a diverse and inclusive organisation which represents the communities in which we operate and are keen to attract applicants who reflect these communities.

Thank you for your consideration, and I hope you feel as positively about working with PFH as I do.

Yours sincerely
John Glenton
Chair of the Board



About PFH

Pickering and Ferens Home (PFH) has a long and proud tradition of providing superior yet affordable housing options for older people. We've never lost sight of our roots, which began in the philanthropic generosity of our founders Christopher Pickering and Thomas Ferens in 1910, who both created charitable Almshouse Trusts. The two Trusts received housing association status in the late 70s and formally merged on the 2nd September 1992 to become PFH.



We now own and manage 1453 homes, located within Hull and East Riding.

In line with our charitable objectives, we provide accommodation and services mainly for residents aged over 60 years old, with a particular social value emphasis on health and wellbeing in later life.

We are truly a values-based organisation, providing good quality homes and a strong delivery of health and wellbeing services to our clients. We are proud to be small and local, and constantly challenge ourselves to consider what it means to be 'more than a landlord' by playing a positive part in our residents wellbeing as they move through new stages of their lives.

As an organisation, we are operating at a high standard, we are financially robust, we continue to develop new homes and have maintained our G1/ V1 rating with the Regulator of Social Housing. We are working immensely hard to maintain this and replicate this level of achievement within the new consumer standards environment. We never rest on our laurels, always seeking to improve but we also take a minute to feel immensely proud of our overall resident's satisfaction score of 95%.

For further information about PFH, including details of our Board Members and Senior Leadership Team, please visit our website: www.pfh.org.uk

Role Profile and Person Specification

Board Members are the people who serve on the governing body of a charity.

Board Members have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Object of the Charity

1. The provision of housing accommodation for the beneficiaries.
2. Such charitable purposes for the benefit of the residents as the Board of Directors decide. Our beneficiaries are those in need by reason of age, ill health, disability, financial hardship, or other disadvantage, with priority given to those who were either born or are resident in the area of benefit.

Area of Benefit

The area of benefit is the city of Kingston upon Hull and the East Riding of Yorkshire.

Mission

The mission of Pickering and Ferens Homes is to “provide quality homes and services to enhance later life.”



Purpose of the Role

- ✓ To add value to strategy and policy at PFH, ensuring financial viability, delivery of business objectives and customer service excellence.
- ✓ To be accountable for the direction and control of PFH, setting the vision and values and ensuring these are in the Business Plan, strategies, and policies.
- ✓ To work with Senior Staff to enable the smooth transition of strategy to operational achievement.



Objectives of the Role

- ✓ To ensure that PFH is governed efficiently, effectively and in line with the requirements of the law, the Charitable Scheme, the Standing Orders, the Housing Regulator and best practice, upholding the principles of good governance within the Manual of Governance.
- ✓ To ensure that PFH discharges its legal responsibilities and complies with landlord Health and Safety legislation and good practice.
- ✓ To work with Board Members and the Senior Leadership Team to set, maintain and uphold the vision, mission and objectives.
- ✓ To ensure that the business is financially viable, agreeing capital and revenue budgets and approving financial strategies which drive the business plan.
- ✓ To agree a framework of effective control systems, which enable all risks to be identified, assessed and managed.
- ✓ To review and monitor performance.
- ✓ To contribute to a review of present and future strengths, opportunities, threats and risks.
- ✓ To work to achieve an equitable balance between the interests of current and future residents and service users and the short term requirements and long term interests and viability of PFH.
- ✓ To ensure human resource capacity and capability meet the delivery of objectives.

Key Expectations of the Role

Board Members must be well informed, undertake appropriate background reading, and commit to develop and train to manage and appreciate the key business activities and risks in the sector. Board Members will:

- ✓ Ensure decisions are well founded.
- ✓ Participate in discussions and decision making, helping to form a consensus, sharing collective responsibility for and upholding Board decisions.
- ✓ Attend appraisals and training courses agreed necessary for individual development.
- ✓ Preparing for, attending, and participating in reviews linked to individual appraisals and that of the whole Board.
- ✓ Uphold the values of PFH, making sure decisions taken by the Board are in best interests of the Charity.
- ✓ Take opportunities to promote and be an ambassador for PFH, supporting and representing the work of PFH by engaging with residents and agencies with which PFH works.
- ✓ Treat information gained as a Board Member in confidence as described in the Board Member's Code of Conduct.
- ✓ Develop and maintain good working relationships with the Board and Senior Leadership Team.
- ✓ Observe the Board Member Manual of Governance and Code of Conduct.
- ✓ Attend at least 75% of Board and Committee meetings.

PFH may choose to interview, test, seek references and run checks, including Criminal Record Bureau, prior to appointment to the Board.

The Board reserves the right to remove PFH Board Members under the Standing Orders.



Person Specification

Candidates must have the ability to allocate sufficient time to PFH's business. There is no specific age range stipulated for Board Membership and prior experience of housing is not a requirement. The Board strives to reflect the diversity of local communities. To contribute effectively as a Board Member, the attributes listed below are highly desirable. The Board will look for evidence of the following on recruitment of Board Member:

Experience & Knowledge

EITHER direct knowledge of one of PFH's key user groups i.e., residents or service AND/OR experience at a senior level, exercising a relevant professional or business skill required from PFHs skills audit.

Personal Expertise and Qualities

- ✓ A supportive team member, with sufficient expertise and knowledge to contribute to PFH short- and long-term success.
- ✓ Knowledge and/or experience of the diversity of the area in which PFH operates.
- ✓ Working effectively with other Board Members and Senior staff, contribute to forming a consensus in making decisions.
- ✓ Ability to analyse written and numerical reports presented to the Board and express views, challenging constructively, and making balanced and informed decisions.
- ✓ Ability to consider the long-term implications, spotting opportunities, identifying key risks and the means of mitigating them, whilst maintaining a high degree of integrity.
- ✓ Ability to assess the housing and support needs of the communities in which PFH work.
- ✓ Ability to act as an ambassador for PFH at formal and informal gatherings.
- ✓ Genuine interest and commitment to the provision of social housing services and the building of communities.
- ✓ Ability to commit to PFH's equality and resident engagement policies.

Key Terms & Conditions

Remuneration

This is an unremunerated position. Reasonable expenses are paid in accordance with our expense policy.

Term

In accordance with the recommendations of the regulator of social housing, this role will be eligible for two 3-year terms, to a maximum term of 6 years.

Appraisal and Performance Review

Annual performance appraisals are applicable for all Board positions.

Recruitment Timetable

Closing date: Monday 20 January 2025.

The Board Member recruitment panel meeting to agree longlisted candidates will take place during the week of 20 January 2025. We will be in touch to let you know the outcome of your application by the end of this week.

Interviews: week commencing 3 February 2025

Interviews will be held over Teams.

Shortlisted candidates will be interviewed by a Panel of Board Members, supported by Claire Warren - Chief Executive observing.

How to Apply

To apply please:

- ✓ Provide an up-to-date CV which shows your full career history with any breaks explained, please include details of all roles that are currently held – we recommend that this is no longer than three pages.
- ✓ Write a supporting statement detailing how you are a good candidate for this post and how you fulfil the person specification – we recommend that this should be no more than two pages.
- ✓ Please indicate if you are unable to attend the interview dates.
- ✓ Applications should be received by **17:00hrs on 20 January 2025.**
- ✓ Please send your application to racheal.hoult@pfh.org.uk



For a confidential discussion about the roles with our Chair, John Glenton or Chief Executive, Claire Warren, please contact Racheal Hoult on racheal.hoult@pfh.org.uk or **01482 313 514** to arrange.