

Altair



Wythenshawe Community Housing Group

Board Member and Chair of
Audit & Risk Committee

Recruitment pack

October 2020



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1 | Welcome letter

Dear candidate,

Many thanks for your interest in becoming a non-executive at Wythenshawe Community Housing Group (WCHG). As one of the largest registered housing providers in Greater Manchester, WCHG has continued to evolve as a result of the group structure between Willow Park Housing Trust and Parkway Green Housing Trust. As we currently develop our new corporate strategy, we have an opportunity to further shape the ambitions of the organisation and build upon our achievements to date.

We have recently made some changes to our governance structure, in order to better align it to our ambitions, and has presented us with an opportunity to strengthen our collective non-executive skills and experience. We have recently recruited two new Board Members, two co-optees to the Development Committee and two co-optees to our Audit & Risk Committee and are now looking to recruit a new Board Member and also a new Chair for our Audit & Risk Committee.

For the **Board Member role**, we are looking for candidates who can contribute to the Board at a strategic level and bring experience from either the third sector/health/education sectors, a major local employer with active involvement in Wythenshawe, or people who can provide insight into communities such as ours. Experience of partnership working would be useful but is not essential.

For the **Chair of our Audit and Risk Committee** we are looking for candidates with a professional qualification in finance and a good knowledge of finance, treasury and risk in an organisation of comparable scale and complexity. Chairing experience is essential as is an interest in (or knowledge of) the social housing sector.

WCHG has a critical role to fulfil as a community-based business that goes beyond housing. In Wythenshawe we are a major local employer, investor, support provider and enabler in an area that on the one hand provides an attractive green and spacious environment that benefits from an immensely strong community spirit, excellent transport links and high numbers of local jobs, but on the other hand has high levels of multiple deprivation which exhibits most starkly in the poorer average life expectancy of Wythenshawe residents, seven years below that of neighbouring Trafford.

Our growth plans for 2020-2025 include an ambitious development programme which will see us building 1,300 new units across all tenures. This will sit alongside us continuing to deliver excellent customer service, supporting local communities and being an outstanding employer to our 530 staff.

It is crucial that as a Board, we collectively retain strong links to our customers and our local communities. We are committed to the benefits of diversity across the organisation and seek to ensure that Board and Committee membership reflects the communities we serve, with particular composition targets relating to ethnicity and gender. We are also a Disability Confident Employer.

We hope that after reading this pack you will be interested in joining our Board to help lead WCHG and achieve our ambitions for the communities we serve.

Thank you for your interest and I wish you all the best in your application.

Yours sincerely,

Bishop David Walker, Chair

2 | About WCHG

Based in south Manchester, Wythenshawe Community Housing Group (“WCHG” or “the Group”) was formed when Willow Park Housing Trust and Parkway Green Housing Trust came together in 2013 to create the largest Manchester-based registered housing provider and one of the largest in Greater Manchester. The organisation is now responsible for c.13,700 properties across an area of four square-miles, providing homes to people in an area originally known as Manchester’s Garden City.

Wythenshawe is approximately eight miles south of Manchester City Centre and is bordered by some of the most affluent areas of the UK; Altrincham and Hale to the south west, Sale to the north west and Cheadle to the east. The area is home to c.79,000 residents of which c37% live in WCHG homes.

Whilst parts of Wythenshawe have high levels of multiple deprivation, there are many positive factors about the area, including:

- ✓ Significant inward investment
- ✓ Great transport and connectivity
- ✓ Job rich pre-pandemic - 1.6 jobs per person
- ✓ Strong community spirit and supportive local partnerships
- ✓ Relatively affordable housing
- ✓ Positive influence of WCHG’s work over many years

WCHG has a key role as a community anchor business that goes beyond housing. 50% of our colleagues live in the local community and almost 20% are also tenants. Having pioneered a successful, community focussed approach to delivering services and investing in communities, building upon the strengths of local people, organisations and the local community, WCHG boasts high levels of tenant engagement and involvement.

WCHG’s vision is ***‘To create a community where people choose to live and work, having pride in their homes and services’*** and the Group shares the values of:

- Honesty
- Respect
- Communicate
- Teamwork
- Passion

Awarded the prestigious ‘Investors in People’ Platinum Status, ‘Investors in People’ Health & Wellbeing and officially recognised by the Top Employers Institute as a Top Employer UK 2020, WCHG provides local employment to 530 people. WCHG has received the highest G1V1 rating from the Regulator of Social Housing, having been subject to an In-Depth Assessment in 2019.

Uncertainty created by the pandemic creates a challenging strategic environment but prompts WCHG to review its core purpose and how the Group can best deliver this to support staff, tenants, communities and the local economy. As a highly regarded and influential partner organisation with a robust business model, WCHG are well-placed to overcome these challenges and has key opportunities to provide more new homes, create great places to live well and develop a smart business.

WCHG's Board has recently approved a two year corporate plan that sets out objectives for the period April 2020 to March 2022, designed to build long term resilience and capability and support tenants and the wider community.

The heart of the Plan is four Strategic Themes each supported with delivery programmes and actions:

MORE HOMES: The Group will play an active part to address the shortage of affordable homes. The Development Strategy resources the delivery of up to c200 new homes per annum across all tenure types but with an emphasis on affordable homes for rent, in addition to more new value for money homes.

LIVING WELL: Through a range of service reviews, engagement with residents and partners and community programmes, WCHG will continue to support tenants and the wider community, building on Wythenshawe's many strengths and mitigating existing challenges and the threats presented by the pandemic.

GREAT PLACES: Service reviews and programmes of work will balance the need for additional shorter term investment to improve the safety and amenity of resident's homes with a longer term focus on improving estate quality and optimising the performance of the property portfolio including delivering a low carbon and sustainability strategy.

SMARTER BUSINESS: Organisational infrastructure, service, value for money and delivery capability will be improved through programmes across the key areas of Customer Contact; Culture and People; Data Governance; Service Design and Systems, including a Digital First Service Delivery Strategy and revised organisational purpose, values, behaviours and culture.

The Group's 30 year Business Plan shows a healthy financial performance as measured by the metrics of EBITDA (Earnings Before Interest, Taxes, Depreciation and Amortization), liquidity and gearing. Relatively low debt levels enable a strong EBITDA to be achieved despite relatively low operating margins. The new corporate plan includes efficiency targets and supporting actions to improve margins. Unforeseen impacts from the pandemic are mitigated by flexibility in the timing of investment spend and a strong cash balance supported by the Board's policy to maintain a larger cash reserve.

Later in 2020, WCHG will develop a longer term, five year, plan when there is a better understanding of the longer term needs of tenants, the community and the business.

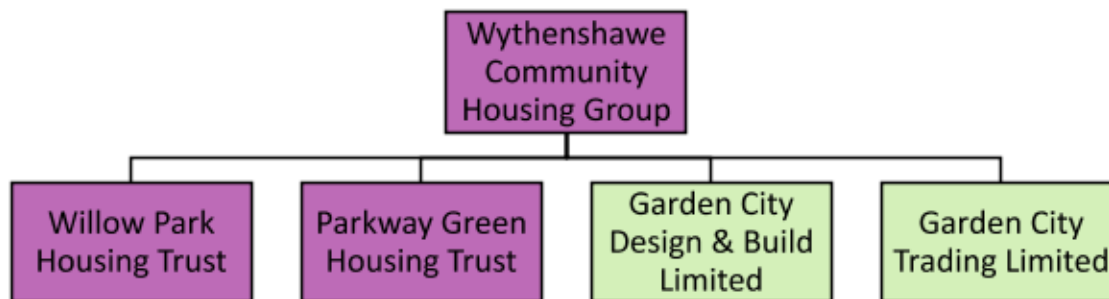
Further information about WCHG can be found on the organisation's website and specifically through the following links:

- Annual reports and publications: www.wchg.org.uk/news/publications
- Corporate Plan 2020/22: www.wchg.org.uk/news/publications/
- Financial statements: www.wchg.org.uk/financial-statements/
- Developments: www.wchg.org.uk/financial-statements/
- Value for money: www.wchg.org.uk/about-us/vfm-statement/
- Partnerships: www.wchg.org.uk/partnerships
- Social impact: <https://www.wchg.org.uk/about-us/social-impact/>
- Videos www.youtube.com/channel/UCb9AcAhj5pTZcfx4cAbsdIA

3 | Group structure

WCHG was formed in 2013 through the merger of two organisations: Parkway Green Housing Trust and Willow Park Housing Trust. At this time, the constituent entities became subsidiaries of a new parent company, Wythenshawe Community Housing Group Limited; a not for profit company limited by guarantee, a registered charity and registered provider of affordable housing.

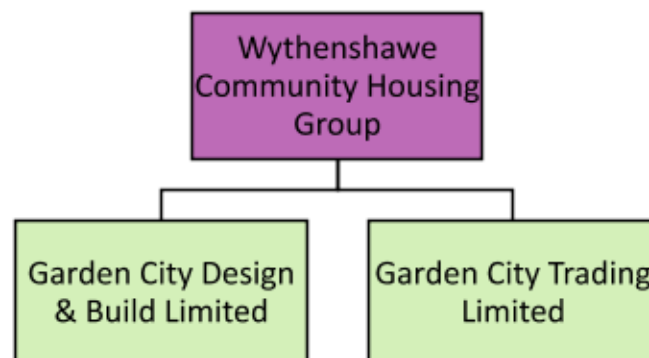
This legacy corporate structure remains in place, along with two further subsidiaries established in 2018 for the purposes of delivering the development programme and the Group's commercial activities. An overview of this structure is presented below:



The Group currently operates a Common Board structure with Board Members holding Non-Executive Director roles on the parent company and the subsidiary boards. Meetings are held simultaneously with one set of papers and a clear procedure in place to manage any conflicts of interest across the group.

The Board delegates certain matters to three Board committees: Audit and Risk, Remuneration and Governance and a recently formed Development Committee.

During 2020/21, the Board are reviewing and approving changes to the legal structure of the Group which will come into effect in April 2021. These changes will result in the consolidation of Parkway Green Housing Trust and Willow Park Housing Trust into one Registered Provider – Wythenshawe Community Housing Group. The proposed new corporate structure is below:



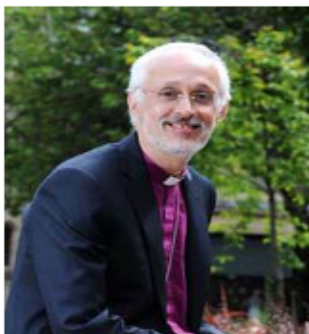
4 | Board and Executive Team

4.1. The Common Board

A board of Non-Executive Directors direct WCHG's strategy, make policies and take financial decisions. WCHG strives to ensure that the Board not only brings a diverse range of skills, knowledge and experience but also a collective diversity of thought and a strong understanding of the communities that the Group serves. Recent changes to the constitution of WCHG have removed a requirement for Local Authority and Tenant nominees, and now all Board Members will be recruited and retained on the basis of their skills, knowledge and experience.

The meetings schedule for 2020/21 showing the frequency of committee meetings may be found in Appendix 1. All meetings are normally held at WCHG's head office in Wythenshawe.

The current Board comprises:



Bishop David Walker, Chair

The Bishop of Manchester, The Right Revd David Walker joined the WCHG board in April 2014. He has been a Housing Association board member since 1988, and his passion for social housing, urban regeneration and the wellbeing of tenants has also included being a member of the National Housing Federation Board and as Chair of HACT. He welcomes the opportunity to serve the people of Wythenshawe through the vision of WCHG.

David has held the position of Bishop of Manchester since 2013 and prior to that he was Bishop of Dudley from 2000, following 17 years in assorted parish ministries and industrial chaplaincy in the Diocese of Sheffield. He is also Chair of the Advisory Council on the Relations of Bishops and Religious Communities and the Remuneration and Conditions of Service Committee and is a member of the ministry Council of the Church of England. He recently became an elected member of the Church Commissioners.



Sarah Russell, Chair of Group Remuneration & Governance Committee

Cllr Sarah Russell represents Northenden ward on Manchester City Council. She is very interested in the development of Wythenshawe's community, economy and the local environment. Sarah chairs the Council's Resources & Governance Scrutiny Committee, and the HR, and Ethical Procurement Sub Committees. She is also a practicing solicitor, specialising in employment law.



Rob Cressey, Chair of Group Audit & Risk Committee

Rob is a qualified accountant and works at LTE Group, an education and skills group which includes The Manchester College as Group Finance Director. He is experienced in financial assurance, strategy and operations as well as governance and change. Rob has held senior finance roles with the Housing Association, The Guinness Partnership, a work-based learning provider in the north west and a global exam testing organisation.



Ed Dyson

Ed is Director of Planning and Operations for Manchester Health and Care Commissioning (MHCC). MHCC is a partnership of NHS Manchester CCG and Manchester City Council and commissions health, adult social care and public health services for the City of Manchester. Ed has worked for the NHS for 20 years with the last two working jointly with the Council. Ed's career started in finance but has focussed on strategy in recent years. Ed's passion is to improve the health of the population of Manchester and has particular interest in how issues such as employment, education and housing can help improve people's health and wellbeing. Working as a non-executive for WCHG is a perfect opportunity to understand and support the connections between housing and the health of the population.



Tahir Idris

Tahir commenced his career in housing in 1989 as a trainee and has held many senior roles since. Experienced in transformational change management, both strategic and operational, with a strong focus on communities, tenants and residents. Experience includes working in a wide range of housing associations, ranging from small, community-led associations to industry-leading providers, such as Places for People and Together Housing groups.

One thing that keeps Tahir driven is a passion for the housing sector and a desire to make a difference within. Tahir said, "I am delighted to join Wythenshawe Community Housing Group because it epitomises all that I value in housing: a local focus and resident accountability. Joining at this time is particularly exciting as there are major opportunities on the horizon for Wythenshawe and I want to contribute to steering the best course for the local community, tenants and residents"



Michelle Gregg

Michelle lives locally and has worked in the housing sector for more than 35 years, she started her career working in Housing Aid for Trafford Council and has held a number of Executive Director roles with North West based Housing Associations, primarily with a Customer Service focus. More latterly with Yorkshire Housing she worked for two years as Business Transformation Director, overseeing a Change programme and implementing a Microsoft Dynamics platform, with additional responsibility for the People and Communication teams.

She has broad experience as a Non- Executive, with previous roles at Southway Housing Trust, Girls Out Loud, Women in Housing and as a member of the University of Manchester's General Assembly.



Eula Mesuita

Eula is a Wythenshawe resident who has lived in the area for 48 years. She has served on the Tenant Committee and Complaints Panel at WCHG and is an active member of the community. Eula is a director and chair of the Tree of Life, taking part since its inception and is also on the board of trustees for the Wythenshawe Community Initiative, a family centre based in Woodhouse Park. Eula is a member of the Dandelion Community, part of the United Reformed Church and has a strong working background, including the Manchester Probation Service, Social Services, Tutoring and coordinating placements for Manchester Metropolitan students.



Nigel Sedman

Nigel is a Chartered Quantity Surveyor and works at the ForViva Group, a housing association based in Salford, as Director of Investment and Regeneration. He has worked within social housing for over 20 years and is experienced in strategic asset management, procurement, repairs and maintenance, estate regeneration and new housing development. He is passionate about working with customers to improve neighbourhoods and services. Away from work Nigel has a nearly grown up family and his main interests involve watching and participating in a range of sports.



Claire Flynn

Clare has lived and worked in Wythenshawe most of her life. She attended St Aidan's Primary School, The Hollies Convent and has a degree in Mathematics Since leaving school Clare has worked for the Department for Work and Pensions in a variety of different roles and since 1997 has specialised in Finance. She has a particular interest in services for the elderly and disabled and was on the Tenant Committee of Parkway Green before joining the WCHG board. Clare is also the Safeguarding champion for the Board.



Sam Wilson

Sam works for the commercial property company Bruntwood, as Solutions Architecture Director. Since 2000 he has been involved in creating and maintaining systems and processes that help people to look after buildings and the companies working in those buildings. He has a particular interest in how people can use information systems and the data within in those systems to make better informed decisions. As well as being born in Wythenshawe Hospital and growing up near by, Sam has a number of family ties to the area through schools and the Manchester University NHS Foundation Trust leading to a desire to be involved in the community.

4.2. Executive Team

In 2019, WCHG recruited a new permanent Chief Executive who subsequently established a restructured Executive Team comprising:



Nick Horne

Group Chief Executive

Nick is an experienced Chief Executive with over 35 years' experience in the commercial and not for profit sectors. Nick was CEO at Knightstone, a south west based housing association from 1998 to 2018 and until August 2019 was an MBA student at the University of Exeter. Nick brings a wealth of experience to the Group with a proven track record of delivering high end, customer focused services, improving business efficiency, value for money and community sustainability. Nick also has over 25 years governance experience and is passionate about delivering great services and championing customer interests using large scale change and systems thinking to improve service satisfaction and bottom-line results.



Shahida Latif-Haider

Executive Director of Resources

Shahida is a Chartered Accountant who has worked in the housing sector for over 20 years. She has a wealth of experience in finance, compliance, risk management, assurance, governance and health and safety. She is also responsible for Governance and is the Company Secretary for all of the Group entities. Shahida is a Board member at another Registered Provider in the North West (Irwell Valley Homes), in addition to recently starting a co-opted role on the Audit Committee of Cheshire Peaks & Plains Housing Trust.



Andrea Lowman, Executive Director of Development

Andrea originally studied architecture and after working in a practice became interested in regeneration and housing. Her first job in the housing sector was as a development officer at St Vincent's Housing association and she loved every minute of it and since then has been fortunate to work for a number of forward thinking organisations, mainly in the North West. She has also been a board member and chair of a North West housing association and has been a director for the last 20 years responsible for all aspects of, development, regeneration, community investment, asset management, investment and repairs delivery.



Simon Morris, Executive Director of Finance

Simon is an experienced Executive Director of Finance within both the private and social housing sectors and brings 29 years of financial management and expertise. He is a Fellow of the Institute of Chartered Accountants in England and Wales and has led on a wide portfolio of corporate functions which include Finance & Treasury, Performance, Value for Money, Procurement, ICT, Governance, Risk and Insurance, Health and Safety and Marketing and Communications. Simon has a proven track record of delivering robust high-quality services, streamlining business efficiencies and providing the solid foundations for a sustained infrastructure to support the community.



Paul Seymour, Executive Director Housing and Community

Paul is an experienced Executive Director with a comprehensive track record of leading, inspiring and motivating staff and teams. He is passionate in delivering high quality services and benefits, to provide opportunities for residents, partners, key stakeholders and the communities in which we serve. Paul is responsible for the strategic and operational leadership for housing and community investment which includes, Extra Care, sheltered and supported housing, community safety, neighbourhood engagement and community investment services. Paul has a wealth of strategic and operational experience in a wide variety of disciplines and has a demonstrable record of successfully implementing business transformation, change management, strategic and operational solutions, continuous improvement and managing complex varied portfolios. Paul has a BA Hons in Social and Economic History & Politics and is a former Board member of Mosscafe St Vincents, Vice Chair of Northwards and mentor for HDN. He is a housing and corporate member of the Chartered Institute of Housing.



Paul Butterworth, Executive Director, Assets

Paul joined the Executive Team in 2019 having worked for Wythenshawe housing for 10 years. Paul's role is to ensure all our homes and assets are maintained to high standards, remain efficient and provide customers value for money. Paul is responsible for our major repairs programme, estate service delivery and compliance activity to ensure customers live in a safe environment.

5 | Role Profile – Board Member and Chair of Group Audit & Risk Committee

Role Description

Each Board member has:

- A general duty to act in the interests of the company, being committed to the corporate objectives and core values of the company.
- A duty to ensure that the company observes its rules.
- A duty to govern the company with proper skill and care, contributing to, abiding by and assuming collective responsibility for, board decisions.

Leadership

- Share accountability for the direction and control of WCHG within the agreed strategy, policy and planning framework, reviewing that framework as necessary.
- Ensure that obligations to stakeholders are understood and reflected in strategy and implementation.
- Establish a strong and positive working relationship between the board, the Chief Executive and other senior staff.
- Support the Chair in his/her role of providing strategic leadership and creating positive board climate.

Strategy

- Set objectives for WCHG in the context of WCHG's aims, strategy and policy and determine the strategic aims and outcomes required.
- Review and evaluate current and future external opportunities, threats and risks together with current and future internal strengths and weaknesses to ensure effective decision making.
- In conjunction with the board as a whole, be accountable for the quality and effectiveness of the Business Plan in contributing to delivering long term sustainability for WCHG.

Performance monitoring

- Ensure there are agreed budgets for both revenue and capital expenditure that drive the outcomes set in the Business Plan.
- Review and monitor the performance of WCHG against the Business Plan and ensure that the management information provided to the Board is of the nature and quality required.
- Review and monitor tenant satisfaction and the quality and value for money of services.

Risk

- Ensure that there are systems in place to identify, manage and report risk to safeguard WCHG's assets.
- Agree policies and take decisions on all matters that might create significant financial, Health & Safety, reputational, regulatory or other risk to WCHG.
- Ensure the climate is monitored and appropriate actions taken to deliver a positive climate for staff and board members.

Governance

- Ensure that WCHG complies with all legal and statutory obligations and that all regulatory requirements are met.
- In conjunction with the board as a whole, establish and review a Code of Conduct for all board and committee members and staff.
- Assess how WCHG follows the recommendations of the chosen code of governance and state compliance or non-compliance in WCHG's annual review and accounts.

Personal Development

- Be both well informed (undertake appropriate background reading, develop and maintain an appreciation of the key challenges faced by WCHG) and contribute specialist knowledge, expertise and/or experience to the board.
- Contribute to creating and sustaining the "learning board" by participating in or leading board induction and development activities.

Tenants and other Stakeholders

- To engage with, listen to and learn from tenants to develop an understanding of tenants' views and priorities and the needs and aspirations of the Wythenshawe community.
- Promote the reputation and image of WCHG by representing WCHG as an ambassador at key events and interlaces with tenants, stakeholders, staff etc., both internally and externally.

5.1. Person specification

The Board should possess the qualities required to lead WCHG and control its affairs. Through annual individual and collective appraisal, the Board will ensure that members have relevant skills and experience to lead WCHG.

Personal values

- Supports the ambitions, values and objectives of WCHG with focus on our customers and communities
- Has a high level of self-awareness and is passionate about continuous learning in their role as Non-Executive
- Values the benefits of collaboration and respects diversity of thought
- Has clear integrity and adopts a non-discriminatory, non-judgemental, fair and balanced approach
- Committed to devoting sufficient time and energy to the role

Competencies

- Thinks strategically - plans and sets direction; sees the bigger picture; assesses a wide-range of factors which influence the business and weighs up risks
- Communicates effectively with a diverse range of people, listens and respects alternative views, is open and participative and able to influence others
- Builds, fosters and sustains effective relationships with all stakeholders and actively seeks out opportunities to promote WCHG within own networks
- Is analytical – seeks out data and is able to assimilate, analyse and critically evaluate complex information; able to reach unbiased, logical conclusions in line with regulatory, legal and other key factors
- Makes decisions - holding self and others to account, accept collective responsibility and delegate authority appropriately. Uses good judgement and common sense. Considers the customers' perspective in all decision- taking
- Willing to challenge and question constructively and fairly, unafraid to probe deeply
- Demonstrates independence of thought but is able to facilitate collective decision-making, respect the views of others and support the decision of the Board
- Shows leadership - inspires others, leads and motivates people and provides a clear sense of direction consistent with WCHG's vision. Challenges unacceptable behaviour of others
- Has a commercial focus – understands the context in which WCHG operates and can identify and analyse opportunities for business growth

Experience and knowledge

1. Insight into our community or communities such as ours gained through working with or for the voluntary and social enterprise sector, health/education sector or a major local employer with active involvement in Wythenshawe
2. An awareness of our operating environment or willingness to develop this knowledge
3. Strategic leadership and business planning experience (including objective setting, performance monitoring and risk management)
4. Experience of customer care and service delivery
5. Experience of business development and growth and operating in a climate of significant change and challenge
6. Experience of working as part of a team

Additional accountabilities, experience and competencies for Chair of Group Audit & Risk Committee

Accountabilities

- To provide leadership and direction to the Committee and ensure that it conducts its business in a transparent and effective manner in accordance with its terms of reference, policies and the chosen Code of Governance (NHF Code of Governance)
- To effectively chair Committee meetings to ensure that there is an adequate and appropriate debate and ensure that there is an effective relationship between the Executive Directors, Internal and External Auditors and the Committee
- To provide support and guidance to audit committee members to ensure their contribution is relevant and effective
- To ensure that the work programme of the Committee and meeting agendas support the discharge of its duties
- To report to the Board on the matters reviewed by, and on any decisions and recommendations of the Committee

Experience and knowledge

1. Accountancy qualification with significant financial management expertise
2. Non-executive experience, preferably gained within a highly regulated environment
3. Senior-level executive experience of finance, treasury, risk and compliance in an organisation of at least a comparable size to the Group
4. Experience of chairing committees or meetings preferably in an audit and risk context
5. Understanding of current approaches to risk management, internal control and corporate governance
6. Experience of dealing with internal and external audit
7. Experience of developing financial strategy, planning and monitoring against plans
8. An excellent working knowledge of audit committee practices and risk management frameworks
9. Knowledge of (or an interest in) the social housing sector

Competencies

- Strong and effective communicator in a range of settings, listens and respects alternative views and is open and participative
- Works collaboratively and builds strong relationships and consensus whilst retaining an independent view
- Operates and thinks strategically, can understand and evaluate complex issues, challenges constructively and has sound judgement and makes effective decisions
- Ability to think critically and sceptically and be able to voice those thoughts through constructive challenge as well as support

- Ability to think logically and objectively in analysing complex financial and non-financial information in order to identify key issues/implications and make balanced judgements and effective decisions

Other

- Personally uphold the values of the Group
- Genuine desire to work in the community
- Ability to give appropriate time commitment

Capacity

- Sufficient time to fulfil the role and flexibility to deal with unforeseen situations
- No significant actual or perceived conflict of interest with the Group's work

Eligibility

- Must be 18 or over
- Must meet the "fit and proper persons test" as set out by HMRC for all persons who manage or exert influence over the activities and financial assets of a charity
- Must not be suffering from any mental disorder (as defined by section 1 of the Mental Health Act 1983 as amended)
- Must not have a conflict or duality of interest which could jeopardise their ability to act at all times in the best interests of the organisation.

6 | Terms and conditions

6.1.1. Remuneration

Non-executive positions will be remunerated as follows from April 2021:

| | |
|-----------------|--------|
| Committee Chair | £7,000 |
| Board member | £5,500 |

WCHG will reimburse reasonable expenses incurred by Board members and in the carrying out of their duties including attendance at Board and/or committee meetings.

6.1.2. Time Commitment

Board members are expected to have the capacity to be able to commit to fulfilling their duties and responsibilities as effectively as possible. As a guide, it is estimated that Board Members will need to commit 10 – 12 days a year, it is estimated that the Chair of Audit and Risk will need to commit 15 days a year to the role.

Tasks to include:

- Effectively preparing for, attending and participating in formal board and committee meetings (plus panels, working groups and any special meetings called from time to time).
- Attending board training, away days and activities
- Participating in ad-hoc discussions and electronic communications between meetings with other board members and employees
- Preparing and attending one's own annual appraisal meeting

Board meetings are currently being held virtually and are held on Mondays with 4:30pm start. There are currently six Board Meetings and three Board away days per year (see Appendix 1 for the meeting schedule)

6.1.3. Period of appointment

Non-Executives' tenure is governed by WCHG Rules and its chosen code of governance (the NHF Code). Under these, the total term will not exceed nine years (comprising terms of three plus three and then annual terms for a maximum of three years). Skills and competencies will be reviewed regularly, and all Board and Committee Members will be appraised on an annual basis.

7 | Recruitment timetable

| Recruitment stage | Date |
|---|--------------------------------|
| Closing date | 10:00am Monday 9 November 2020 |
| Longlisting decision | w/e 9 Nov 2020 |
| Preliminary telephone interviews | w/c 16 Nov 2020 |
| Shortlisting decision | w/c 16 Nov 2020 |
| Final panel interviews (likely to be virtual) | w/c 30 Nov 2020 onwards |
| Confirmation of appointments by Board | TBC |

If you are likely to be **unavailable during any of the interview periods above**, please contact Sarah Palmer at: sarah.palmer@altairtd.co.uk as soon as possible.

8 | Further information

For an informal and confidential discussion about these roles, please contact one of our retained advisors at Altair Ltd:

- Sarah Palmer, Head of Recruitment – mobile: 07806 602933, email: sarah.palmer@altairtd.co.uk
- Sarah Parr, Principal Consultant – mobile: 07876 492526, email: sarah.parr@altairtd.co.uk

9 | How to apply

To apply for this role, please visit <https://altairtd.co.uk/job/ALT291> and complete our online registration form, attaching the following documentation:

- A **detailed CV** of no more than **2,000 words**, including details of positions held and dates (including achievements of relevance to a non-executive position)
- A **supporting statement** of no more than **2,000 words**, explaining your motivation in applying for the position at WCHG (please state which one) and addressing how you meet the “Experience and Knowledge” sections of the relevant Person Specification
- A **completed diversity and recruitment monitoring form** (available in Word from the Altair website)
- Full contact details (name, job title, organisation, phone and email) for **two referees**. Please note that we will not take up references without your prior permission

The closing date for applications is **10:00am, Monday 9 November 2020**. Your application will be acknowledged and treated with strictest confidence.

Appendix 1 – Meeting schedule

Board and Group Audit and Risk Committee meeting schedule for next 12 months.

Meetings are currently held virtually, dates for 2021/22 financial year are provisional and if face to face, currently held at WCHG's Head Office in Wythenshawe

| | Time |
|---|--------|
| Board Meetings | |
| Monday 23 November 2020 | 4:30pm |
| Monday 27 January 2021 | 4:30pm |
| Monday 22 March 2021 | 4:30pm |
| Monday 17 May 2021 | 4:30pm |
| Monday 26 July 2021 | 4:30pm |
| Monday 20 September 2021 | 4:30pm |
| Group Audit & Risk Committee | |
| Monday 19 October 2020 | 3.00pm |
| Monday 8 February 2020 | 3.00pm |
| Monday 26 April 2021 | 3.00pm |
| Monday 5 July 2021 | 3.00pm |
| Board Away Days | |
| Friday 9 October 2020 | 9.00am |
| Friday 12 March 2021 | 9.00am |
| Friday 16 July 2021 | 9:00am |