



Melin Board Member Candidate Information Pack 2021

Welcome from our Chair

I am delighted that you have shown an interest in joining the Board at Melin Homes. We are looking for someone who shares our commitment to providing great affordable homes and fantastic services for our residents as well as supporting our desire to be a great place for our staff to work.

We operate across distinct geographical areas and have around 4000 homes, across the former region of Gwent. The culture at Melin is fun, friendly and inclusive, where people are trusted and empowered to make decisions. We listen to our tenants and staff involving them in decisions to drive the organisation forward.

Our Board members are selected based on the skills and experience they bring to support our decision making and we believe that diversity of experience supports better decision making and are committed to building a more diverse board. Over recent years we have created a more gender and age balanced Board and are now looking for individuals who will further represent the diverse communities where we work.

We believe that being on our Board offers a lot to the right candidate. You will be expected to take a keen interest in both your own and the organisation's development. In return, we can offer you a paid position, support from the Melin team, personal development to help you achieve, and the opportunity to give back to the communities within which we operate.

If you are a person who is motivated to deliver the best for people and make a difference and think you can help us develop our ambitious plans for the future, we look forward to hearing from you.

Julie Thomas, Chair



About Melin Homes

Melin Homes is a leading Housing Association and Registered Social Landlord providing affordable homes and services to people living in south east Wales. Melin Homes exists to create opportunities for people and communities to thrive. We have a strong values base and an excellent staff team that make a positive impact on the communities in which we operate, providing high quality social housing to those who need it. We support people within their homes and actively provide money, energy, and employment advice alongside support for both renting and buying properties.

Melin are well established within local communities and are a valued partner of choice for local businesses. As one of the major Housing Associations in Wales, we now own and manage over 4,000 homes in Blaenau Gwent, Monmouthshire, Torfaen, Newport and Powys. In addition to offering homes for rent, we also offer properties for sale through our low cost home ownership scheme and our subsidiary Candleston. Melin Homes are a supportive and vibrant organisation that takes pride in being both a resilient landlord and an excellent employer within our local area.



Our Vision and Values

Vision

Our vision describes what we want to be over the next five years. It focuses our attention on what is important over the medium term and informs the priorities that we take action on.

Delivered by an agile, caring and flexible workforce who has helped us to become one of The Sunday Times 100 Best Not-For-Profit Organisations To Work For, we will create thriving communities in south east Wales. We will build at least 1,000 new affordable homes in these communities and generate income from commercial sources and through savings achieved from a drive for resident focused operational excellence which we will reinvest in our core services

Values

Our values describe the approach that we will take when running our business and will guide the behaviour of our people as they seek to deliver our vision

Together we can:

- Do the right thing
- Find a way
- Make things happen
- Make a difference
- Enjoy the journey



Our Commitment to Diversity and Inclusion

We are committed to increasing diversity and inclusion within our organisation. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality.

We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion or socio-economic background.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for childcare and care costs whilst you're attending an interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments – for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview to disabled applicants who meet the minimum criteria for the role

If there is anything else you're concerned about or think we could provide, please let us know.



Our Board

"Since joining Melin I have had a range of opportunities to develop not only in my role as a board member but also in my career as a whole. The role has built my confidence, enabled me to think more strategically and given me experiences that I can use when applying for more senior roles in my day job. I have felt nothing but support, encouragement and respect from my peers around the board table and throughout the organisation. I didn't have a huge amount of experience in housing when I applied for the role but I was able to offer transferable skills and I have been given the training and support required to now fully understand the housing world."

Our Board has a big impact on the lives of thousands of people across the country, every day and the decisions they make have a long-lasting positive impact for future generations.

The Board is collectively responsible for ensuring the success of Melin Homes through:

- Setting, monitoring, and evaluating the strategic aims and direction of the association;
- ensuring effective risk strategy, assessment and monitoring;
- scrutinising and reviewing performance against agreed targets and budgets;
- ensuring that the necessary financial and human resources are in place for the organisation to meet its objectives and review management performance;
- setting the organisations values and standards and ensure that its obligations to its customers and others are understood and met;
- promoting continuous improvement, setting challenging targets for improving services;
- being ambassadors, promoting and protecting the Association's reputation;
- gaining assurance that the organisation complies with all legal and regulatory obligations.



The Role & Person Specification

The Role

We are seeking new Board members to support us on our continuing journey to providing the highest quality homes and services to the people and communities we serve. We are particularly interested to hear from prospective Board members who could Chair our Audit and Assurance Committee with skills in any one of the following areas:

- General Finance
- Legal
- General commercial business
- Risk management and mitigation

Person Specification

Candidates need not meet all of the person specification criteria to apply. However, there is an expectation that all candidates will be able to demonstrate suitable knowledge, experience and commitment that is relevant to the role.

- Strong alignment to Melin's vision and values.
- An ability to take a detached view of the interests of Melin, free from self interest.
- Willing to act as an advocate for Melin and communicate a positive view of its work.
- Be at ease with the social objectives of Melin and its customer facing ethos.
- Act with probity, integrity and honesty in all dealings with Melin business.
- Strong written and oral communication skills.
- Have the ability to exercise respect and courtesy towards other Board members, team members and residents;
- Ability to think strategically and challenge constructively.
- Willingness to devote the time and effort required to effectively discharge the duties of this role.
- An understanding of governance including chairing meetir

Additional Information

Term of office: The tenure length for a Board member is set at three years plus three, plus one, plus one, plus one. This can be renewed subject to shareholders re-election along with a satisfactory appraisal and the Board's skills requirements at the time. All members are restricted to a maximum of nine years' continuous service.

Time Commitment: There are six Board Meetings every year which last for approximately two hours each. These are supported by four informal learning sessions. In addition, there is the Annual General Meeting and planning events that you will be expected to attend.

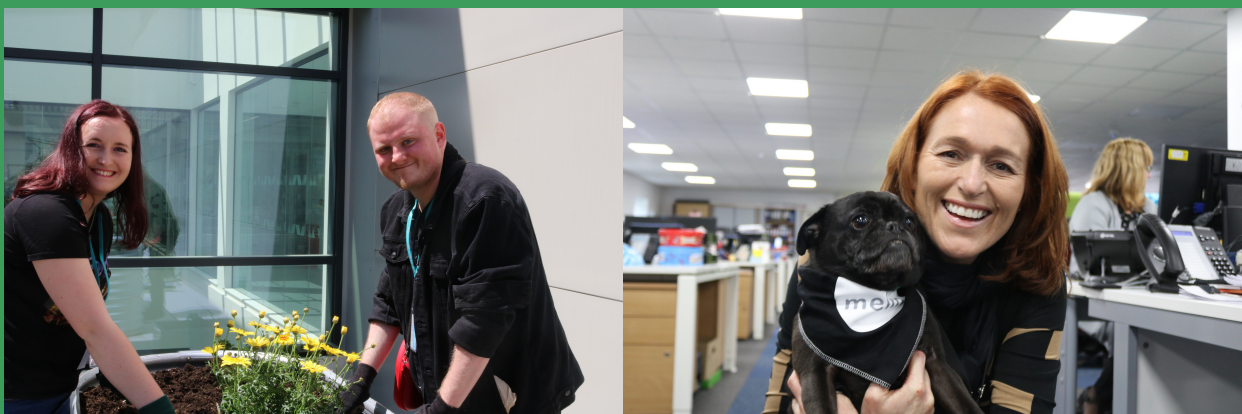
Committees: The Board has 3 committees: Audit and Assurance, Remuneration and Quality and Engagement. Each committee meets 3-4 times per year.

Location: Board meetings are usually held at Melin Homes Head Office, Ty'r Efail, Lower Mill Field, Pontypool, Torfaen NP4 0XJ. Through the pandemic we have been holding Board meetings remotely and while we plan to return to face-to-face meetings when viable, will continue to offer flexible meeting options.

Remuneration: This position will attract a base remuneration of £4,000 per annum reasonable expenses are also covered under our Board member expenses policy.

Learning and Development: We are committed to supporting Board members learning and development through training and our informal learning sessions.

Conflicts of Interest: All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.



How To Apply



The recruitment process is being undertaken by Inclusive Boards on behalf of Melin. If you wish to apply for this position, please supply the following by 23.59 05/09/2021:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you, referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.

If you have any questions or would like to arrange a call to discuss the role please email Melin@inclusiveboards.co.uk or call 0207 267 8369.

Please send your CV and cover letter to Melin@inclusiveboards.co.uk or visit www.inclusiveboards.co.uk/opportunities to apply online.