



Board Recruitment

Information Pack

June 2017

## Your Application

May 2017

Dear Applicant,

You are invited to apply for a position on the Board of Tuntum Housing Association Ltd. Board members of Tuntum are paid an annual allowance of £2,750. On the following pages, you will find details of the role and selection process to assist you in completing your application. To apply, you should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than three pages;
- A supporting statement explaining why you are interested in this role detailing why you are a good candidate for this post and how you fulfil the person specification – we recommend that this is no longer than three pages. Please be clear in your statement which of the following areas of skill and experience you can offer:
  - Treasury Management
  - General Needs and Specialist Housing development
  - Marketing and Communications
- A completed Skills Questionnaire;
- A completed Declaration form – This is requested for monitoring purposes in line with our commitment to equality and diversity. However, completion of this section is not mandatory.

Please indicate on the Declaration form, in the space provided, if you cannot attend the interview date.

Please note that applications can only be considered if all the documentation is complete. *Board members of other housing associations will not be considered due to conflict of interest.*

Please send your application, preferably in MS Word format by email to: [tuntum@campbelltickell.com](mailto:tuntum@campbelltickell.com)

**Applications must be received by Monday 24<sup>th</sup> July at 12 noon.**

You will receive an acknowledgement within 24 hours of receipt and we suggest that if after that time you have not heard from us, you telephone the office (0203 434 0990) to ensure that it has arrived. Using a secure email address and putting the job title/organisation in the subject line reduces the chances of any email going into spam.



Please do contact us if you wish to have an informal discussion about the role/organisation or if you have any other questions to help you decide whether to apply. You can contact me on 0203 434 0990 or email [tuntum@campbelltickell.com](mailto:tuntum@campbelltickell.com) to express an interest.

We look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read "G. Patel". The signature is fluid and cursive, with a large initial "G" and a stylized "Patel".

**Gera Patel**  
Partner, CT

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## Welcome Letter

Dear Candidate,

### Tuntum Housing Association

Thank you for your interest in these Board member positions. This pack has been prepared to provide further information about the organisation and the roles, and hopefully whet your appetite to apply!

With around 1,300 homes in management, Tuntum Housing Association is one of the largest BME-led housing associations in the UK, and the only independent housing association of its kind in the East Midlands. Founded in 1988, Tuntum has shown continuous growth and now owns over 1300 properties in 11 local authority areas, and employs around 70 staff.

With an annual turnover of approximately £8m, we are financially strong and deliver affordable homes and excellent services to a diverse range of communities across Nottingham, Leicester and Derby. As well as providing affordable homes for people on low incomes and two sheltered schemes for older people, we also work with refugees, young people, teenaged parents, ex-offenders, and women fleeing domestic violence.

We see ourselves as an ambitious and innovative organisation, with a strong record of performance and delivery which has managed to adapt well to the fast-changing environment of social housing. We plan to develop 250 homes over the next five years, which will include a number of units for our Specialist Housing department. We have recently provisionally secured funding through a private placement.

Tuntum provides more than just housing – we aim to enrich and empower communities through added social value. We commit to achieving 15% of our turnover in social value as calculated by the HACT calculator - for the year ended 31<sup>st</sup> March 2016, this value was around £1.5m. We have also recently amended staff terms and conditions so that every employee will now spend one day per year volunteering for a charitable cause, in order both to raise awareness among staff of various important issues, and to contribute to Tuntum's social value commitment. This year, the themes for staff Social Values day are refugees and asylum seekers, and homelessness.

Our Board members need to be visionary, strategic and ambassadorial, offering challenge and support to our executive team and setting the direction for the organisation. We are looking to complement the existing professional skills of the Board through these appointments, and are particularly interested in candidates with experience in treasury management, housing development, and communications and marketing.

This is a fantastic opportunity to shape and support Tuntum's ongoing success and make a real difference to the lives of many people across the East Midlands.

To learn more about the roles please visit [www.campbelltickell.com/jobs](http://www.campbelltickell.com/jobs). For an informal discussion, please speak with Gera Patel at Campbell Tickell.

Yours sincerely,

A handwritten signature in blue ink on a light yellow background. The signature is cursive and appears to read "Richard Renwick".

**Richard Renwick**  
Chief Executive

## Our Organisation

### Our Vision

Quality homes, quality services, quality lives

### Our Mission

To be a dynamic, viable and independent social business providing good quality homes and excellent services, supporting people and communities in need and improving lives.

### Our Key Values

Trustworthiness and integrity  
Uniting diverse people and making a difference  
New ideas and approaches as an independent organisation  
Tenant and customer driven  
Using surpluses to improve lives and communities  
Motivated, positive and diligent board and staff

Tuntum is a BME-led social housing business registered with the Housing Corporation in 1988. It is currently the only independent housing association of its kind left in the East Midlands. Our principal activities are aimed at benefitting the community by developing and managing housing for people in housing need, and by providing specialist facilities, services and amenities.

We operate in 11 local authority areas comprising the cities of Nottingham, Leicester and Derby and the boroughs of Hinckley and Bosworth, Rushcliffe, Erewash, Gedling, Broxtowe, Mansfield, Charnwood and Ashfield.

### Our Corporate Plan Objectives

- To ensure that the Board and staff are adequately skilled and deliver effective governance and efficient operational performance.
- To deliver excellent standard of services to tenants and leaseholders which achieve high levels of satisfaction and to maintain the Association's properties in good condition.

- To develop more homes for people in housing need including specialist housing and homes for sale.
- To be more entrepreneurial by exploring new business opportunities (housing and non-housing) but building on the good reputation of the Association and existing staff skills.
- To remain financially strong within sound and embedded Risk Management and Value for Money frameworks.
- To deliver viable and efficient care services.
- To deliver initiatives which enhance the social, economic and environmental situation of local communities.

### **Our Value For Money Strategy**

We are committed to achieving the best value for money and outcomes from our operations based on the following underlying strategic principles:

- **Economy:** We strive to minimize the cost and resources for what goes into providing our services, for example the salary cost of employees, material costs, office rent, vehicle costs etc;
- **Efficiency:** This is a measure of productivity, primarily associated with the process and delivery of procurement;
- **Effectiveness:** We aim to do the “right” things for the services we provide in order to maximize the impact achieved and deliver the best outcomes for customers.

As a result of the above, we set targets each year to maximise our Value for Money and measure our outcomes against similar housing associations based on size and location.

### **Our Social Value Strategy**

We are committed to delivering social value through our housing and our non-housing activities. Our target is to achieve up to 15% of our turnover in ‘added’ social value for non-housing activities using the HACT Social Value Calculator. For the year ended 31<sup>st</sup> March 2016, this value was calculated at £1,533,996. For this purpose, we budget a small amount of £11k from the surplus generated.

## Our Executive Team

### **Richard Renwick MBE, CEO**



Richard was born in Grenada, West Indies and has been living in the UK since 1972. Richard has been Chief Executive of Tuntum Housing Association since 1994.

Previously, Richard worked as a freelance Management Consultant, a regulator with the Housing Corporation and as a senior officer in the Ethnic Minorities Unit at the former Greater London Council (GLC). After leaving Leeds University in 1978 with a BA (Hons), Richard spent 4 years training to become a Chartered Accountant.

In the past, Richard has held the positions of Chair and other portfolios on various boards within the voluntary sector including housing associations, representative bodies and training agencies. He was also an elected member of the Regional Executive Committee of the National Housing Federation.

For the last 15 years Richard has chaired the Organising Committee for the annual Nottingham Carnival and is also currently a Trustee of the UK Centre for Carnival Arts. He also sits on the Steering Committee for BME National.

In 2005, Richard was awarded the MBE for his services to social housing and the Caribbean community in the East Midlands.

### **Rafik Ghumra, Director of Resources and Risk**



Rafik is a Chartered Certified Accountant and has been the Director of Resources and Risk since the 16<sup>th</sup> March 2015.

From 2007 to 2015 Rafik was the Head of Finance at Wellingborough Homes Ltd which is a large scale Voluntary Transfer Organisation created from the transfer of housing stock from the Borough Council of Wellingborough.

Prior to that he was the Director of Resources at ASRA Midlands H.A. Ltd from 1991 to 2007.

Rafik has also been a Board member of St Pancras Housing Trust and Rockingham Forest Housing Association during his career in housing.

## Helen Greig, Director of Business Development



Helen joined Tuntum in June 2016 and has worked in the housing sector for many years. Helen is a qualified Probation Officer (DipPS, BA) and is currently midway through an MBA at Nottingham University. Helen previously worked at Action Housing, between July 2015 – May 2016, in a variety of roles including Director of Client Support Services, Development Director and acting CEO. Prior to that Helen was a Probation Officer with Derbyshire Probation Trust (2001 – 2005) and a Youth Worker in Nottingham City. Helen has also owned her own training company delivering training and facilitation in a number of areas including self-harm awareness, youth work and criminal justice.

## Role Description

**Designation:** Board Member

**Responsible to:** Chair and the Board

**Purpose:** To uphold the values, objectives and policies of the Association and to be collectively responsible for directing the successful operation of Tuntum Housing Association in accordance of the Associations rules, legal, funders and The Regulator's requirements.

### Key Accountabilities:

1. To operate in accordance with the Association's Rules approved by the HCA in 2015 and the NHF Code of Governance 2015
2. To be a valued and contributing team member of the Board.
3. In conjunction with other Board Members, ensure that the values and objectives of the Association, ensuring policies and plans exist to achieve those objectives and ensuring compliance with the budget, business plan and accounting framework.
4. Ensure the Association's affairs are conducted lawfully through a framework of delegation and systems of internal control, with a framework for the effective identification and management of risk.
5. Monitor with other Board Members the Association's performance in relation to its plans, budgets, controls and decisions in accordance with appropriate standards, Codes of Conduct, performance and probity. Also in respect of customer feedback and the performance of comparable organisations.
6. Ensure The Association's functions comply with its own constitution, Financial Regulations and Standing Orders and the Regulatory Code.
7. With other Board Members appoint (and, if necessary, remove) the Chairman of the Board or the Chief Executive.
8. Attend and contribute at Board and Committee meetings, bringing a specific community or other local perspective, skill or professional expertise, but not acting as a representative of any particular group.
9. Respect and preserve the confidentiality of Association business and where necessary declare any relevant interests to the Secretary.
10. Commit the necessary time to represent the Association, attend conferences and training and support staff when needed.

11. Undertake any other functions consistent with the role of Board Member allocated by the Chairman of the Association or the Board.

This role description describes the current role of the position. However, gradual changes may occur as the Association develops.

## Skills Specification

Board members should have or be able to acquire a diverse range of skills, competencies, experience and knowledge. These should cover the following broad areas:

- Providing leadership and working as an effective team to take strategic and policy decisions.
- Awareness of the needs and aspirations of the communities and people served.
- General business, financial and management skills;
- The external framework and operating environment;
- Other relevant or specialist skills, e.g. accounting, legal, property and development.

The following competency chart sets out these requirements in detail:

Essential Competency	Positive Indicators
Interpersonal Skills	Relates to others in an effective way. Uses debate constructively to reach agreement.
Resilience	Maintains a professional demeanour in difficult situations.
Stakeholder Focus	Is committed to a philosophy of continuous improvement in an environment of a controlled income stream. Promotes employee well being and competence. An internal & external customer focus
Culture Awareness	Honours cultures and values different from one's own. Learns about and understands the issues.
Corporate culture	Committed to the organisation values. Loyalty to the corporate whole.

Accountability	"Ownership" of strategic objectives. Takes responsibility for actions of the association
Integrity	Consistent and true. Stands up for their values
External Awareness	Keeps up to date with housing and conversant in current matters.
Problem solving	Able to analyse and draw conclusions. Plays a part in the solution.
Technology Management	Contribution to debate on technology matters. Ensures appropriate technologies including IT are adopted.
Financial Competence	Understands the balance sheet and income and expenditure account. Contributes to financial debate.
Legal Awareness	Understands their legal responsibilities. Contribution to legal debate
Property Development	Understands the process and risks. Contribution to development debate.
Risk Control	Able to appreciate and understand the consequences of risk.

Important note: Tuntum Housing Association will continue to offer its Board members opportunities to develop these competencies through training and developmental processes.

## Principal Terms and Conditions

### Positions

Board members.

### Remuneration package

Board members at Tuntum Housing Association will be remunerated at £2,750 per annum. In addition, reasonable expenses incurred in the performance of your duties as a Board member will be reimbursed.

### Location

Meetings will be held at our Head Office in Nottingham: 90 Beech Avenue, New Basford, Nottingham NG7 7LW.

### Time Commitment

Board members are expected to attend at least 10 meetings a year, plus occasional training half-days and an annual away-weekend.

### Terms of Office

Board members are appointed for an initial term of three years from the appointment date until the date of the AGM in the final year of this agreement; unless they resign their position or their position is terminated as enabled by the terms of this agreement or in accordance by the Rules.

Board members may serve a maximum of three consecutive terms of three years.

## Recruitment: Key dates

### Closing date

Monday 24<sup>th</sup> July 2017, 12 noon.

Candidates will be informed of the outcome of their application before the end of the week.

### Interview date

Friday 4<sup>th</sup> August 2017.

## Media Advertisement

**Do you have the skills, the vision and the drive to lead a unique and ambitious organisation?**

**Are you passionate about improving the lives of people and communities in need?**

Tuntum Housing Association is one of the largest BME-led housing associations in the UK. We provide affordable homes and excellent services to a diverse range of communities across the East Midlands.

We are looking to recruit two new members to our Board to help set the strategic direction for the organisation, offer challenge and guidance to our executive team, and take decisions on how best to serve our communities.

We are particularly interested in applicants with skills and experience in treasury management, housing development, and communications and marketing.

**This is a remunerated position with an allowance of £2,750 per year, plus travel expenses.**

For an information pack and application form, please visit [www.tuntum.co.uk](http://www.tuntum.co.uk) or email [alannairving@tuntum.co.uk](mailto:alannairving@tuntum.co.uk).

**Closing date:** Monday 24th July 2017

**Interview date:** Friday 4th August 2017



**Quality homes,  
quality services,  
quality lives.**



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