

RECRUITMENT OF INDEPENDENT BOARD MEMBERS – URGENT APPROVAL

Report of the Director & Company Secretary

1. SUMMARY

This report sets out a proposed procedure for appointing two Independent Board Members to replace vacancies following the resignation of Alison Brown on 4 April 2011 and notice by John Bloxsom of his intention to retire on 27 October 2011.

2. RECOMMENDATION

That the Board notes the Chair's urgent approval of the proposed person specification and process for appointing two Independent Board Members.

3. MATTER FOR CONSIDERATION

- 3.1 Alison Brown resigned from Derby Homes Board on 4 April 2011. John Bloxsom has advised of his intention to retire and not seek reappointment on 27 October.
- 3.2 An advertisement will be placed in the Derby Evening Telegraph to seek applications for the vacancies and also the National Housing Federation's 'Get on Board' scheme for recruiting board members, to ensure that a good selection of candidates are available for consideration.
- 3.3 The Chair and Chief Executive have agreed the person specification to be used to assess applicants and is attached at Appendix A. Particular weighting has been given to attracting expert knowledge in the areas of
 - Housing Finance
 - Social Care
 - Legal
 - Housing Management operations
 - Housing Maintenance operations
 - Local Government and /or national housing policy.
- 3.4 The person specification includes essential criteria that the prospective Board member 'not be disqualified from becoming a Board member through the provision of the Companies Act or by law'. Applicants for Board membership will be required to fill in an application form, and sign to acknowledge that they comply with this. We will also check with Companies House / Insolvency Service that applicants are not disqualified from being a board member.

- 3.5 It is proposed that any proposed appointment will be subject to two satisfactory references.
- 3.6 The proposed procedure to select a suitable independent Board Member is as follows:
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|--------------|--|
| By 21 April | Chair's urgent approval obtained for process, person specification and weighting of essential and desirable criteria. |
| w/e 6 May | Adverts placed in Derby Telegraph/National Housing Federation. |
| 23 May | Closing date for applications. |
| 26 May | Shortlisting of applicants by Chair, a Vice-Chair and Chief Executive of Derby Homes or Director and Company Secretary, using the person specification. |
| 15 June | Interviewing of shortlisted applicants by Chair and at least one Vice-Chair, using questions based on the person specification. The panel will be supported by either the Chief Executive, Director & Company Secretary. |
| | The Chair's urgent approval will be obtained to recommend the appointment to the Council. |
| 13 July | Council approves appointments. |
| 29 September | First new Independent Board Member attends Board meeting. |
| 27 October | Second new Independent Board Member attends AGM. |

4. CONSULTATION IMPLICATIONS

The City Council will be requested to approve the appointment at a full Council meeting 13 July 2011.

5. FINANCIAL AND BUSINESS PLAN IMPLICATIONS

- 5.1 Costs of advertising in the Derby Telegraph will be contained within budget.
- 5.2 With the National Housing Federation's Get on Board scheme, vacancies can be advertised at no charge. The fee for a successful appointment is £510.64 per appointment. Any fee would be contained within budget.

6. LEGAL AND CONFIDENTIALITY IMPLICATIONS

- 6.1 The process for the appointment of Independent Board Members is a matter reserved to the Board.
- 6.2 The appointment of Independent Board Members, including casual appointments, may only be filled by the Council following a recommendation by the Board.

7. EQUALITIES IMPACT ASSESSMENT

We will welcome applications for Board membership from all sectors of the community. However, women, black and minority ethnic and young people are under-represented on the Board.

8. RISK IMPLICATIONS

Not appointing to these positions could present a risk to the Board in terms of a lack of skills and expertise not currently available on the Board.

The areas listed below have no implications directly arising from this report:

- Personnel
- Environmental
- Health & Safety
- Policy Review

If Board members or others would like to discuss this report ahead of the meeting please contact the author, or Phil Davies, Chief Executive, phil.davies@derbyhomes.org – Phone: 01332 888528

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Background Information: None

Supporting Information: None

**REPORT OF THE CHIEF EXECUTIVE IN RESPECT OF AN URGENT MATTER
REQUIRING A DECISION OF THE BOARD**

SUBJECT: Recruitment of Independent Board Members

SUMMARY OF REPORT

1. The attached report sets out a proposed procedure for appointing two Independent Board Members to replace vacancies following the resignation of Alison Brown on 4 April 2011 and notice by John Bloxsom of his intention to resign on 27 October 2011.

RECOMMENDATION

2. To approve the proposed person specification and process for appointing two Independent Board Members.

REASON FOR URGENCY

3. To enable the recruitment process to commence in order that the appointments can be approved by the Council on 13 July 2011.

DATE OF NEXT COMMITTEE MEETING:

DATE CHAIR AND VICE CHAIR(S) OF BOARD CONSULTED:

I approve of the above

Signed Date 18/4/11

(Chair)

Signed Date 18/4/11

(Vice-Chair)

I hereby approve the proposed action on the grounds of urgency and in exercise of powers delegated to me by the Board and Derby Homes Governance Arrangements Part VI Section 2.2.

Signed Date 18/4/11

(Chief Executive)

**Contact
Officer**

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INDEPENDENT BOARD MEMBER – PERSON SPECIFICATION

Weighting

Essential Criteria

Not be disqualified from becoming a Board member through provision of Companies Act or by law.

Not generally being placed in a position of a conflict of interests through membership of the Board.

Not being an employee of Derby Homes.

Not being a tenant or leaseholder of Derby City Council.

Not being a Member of Derby City Council.

Able to give the required amount of time and attention to the duties of being a Board Member.

Desirable Criteria

- | | |
|---|----|
| • Commitment to the provision of affordable housing for rent. | 10 |
| • Commitment to tenant involvement in decision-making. | 10 |
| • Commitment to good practice in equal opportunities. | 10 |
| • Having expert knowledge in one or more of the following priority areas: | |
| • Housing Finance | 15 |
| • Social Care | 15 |
| • Legal | 15 |
| • Housing Management operations | 15 |
| • Housing Maintenance operations | 15 |
| • Local Government and /or national housing policy | 15 |

Total 120