

Group Board and Committee Member Recruitment Policy

Introduction

- 1.1 The information contained in this policy is provided to set out how Bolton at Home Group ('the Group' registered providers) approaches its recruitment and selection to Board and Committee positions.
- 1.2 For the purpose of this policy 'Board member(s)' shall mean 'Non Executive' Directors.

Key objectives

- 2.1 The key objectives of this policy are to clearly set out the Group's position on recruitment and selection of Board and Committee members.
- 2.2 In setting the policy, the Group seeks to demonstrate both openness and transparency in the recruitment process and compliance with the principles of good governance as detailed in the adopted code of governance, currently the NHF Code of Governance 2015.
- 2.3 The Group seeks to apply best practice in the recruitment and selection process to ensure that the candidate has a positive experience.
- 2.4 The Group aims to ensure that candidates with disabilities benefit from any reasonable adjustments to the recruitment/assessment process in order to assist them in making a successful application. The Chair of the panel will make the final decision on reasonable adjustments. All recruitment processes will be conducted taking into account the relevant legal requirements.
- 2.5 The Group will at all times adhere to the requirements of the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

The policy

- 3.1 Recruitment to Board and Committee vacancies must be open and transparent and based on a considered view of the skills and attributes required to discharge the Board/Committee's functions as outlined in the most recent statement of skills, qualifications and attributes for Board or Committee members.
- 3.2 The statement is used in our recruitment process to seek new members with a range of blended skills and experience which would enhance the overall skill profile of the Board/Committee, working alongside the Management Teams of Bolton at BH and/or Arcon Housing Association (Arcon).

- 3.3 The Board/Committees must select or appoint new members objectively on merit and must undertake regular appraisals of its members and of the effectiveness of governance as a whole.

Recruitment process

- 4.1 All Board/Committee positions (including Co-optees) will be advertised using a range of advertising opportunities, e.g. the relevant websites, social media, business networks and press if needed.
- 4.2 Proposals regarding the recruitment process for the appointment of the Chair of the Group Board or Arcon Board would be presented in advance to the Group/Arcon Board.
- 4.3 An application pack will be available which will include as a minimum:
- details of how to apply;
 - a role profile;
 - declaration form;
 - skills and competencies matrix; and
 - an equality monitoring form.
- 4.4 All application form documents must be in typed format; hand written applications are not accepted.
- 4.5 To assist with completing the application, reference must be made to the role profile or role description. The instructions contained within the 'how to apply' should be followed carefully.
- 4.6 We will acknowledge receipt of all completed applications by email usually within 4 weeks from the closing date .
- 4.7 Any member having completed nine or more years' service on any Board/Committee shall retire at the next annual general meeting or upon anniversary of nine years' service (whichever is the earliest).
- 4.8 Any member retiring, having completed nine years' continuous service (or nine years' continuous service plus any extended agreed period) on any Board/Committee shall not be eligible for re-appointment or re-election for at least one full term of office (which, for these purposes, shall mean three years) and only in exceptional circumstances.

Interview and assessment process

- 5.1 The closing date for all applications/CVs will be detailed within the recruitment pack. Once the closing date has passed, we will shortlist using the information contained in the application/CV and completed skills matrix to decide who we will invite for an interview and use these to assess how they would enhance the Board/Committee.
- 5.2 Where particular skills are being sought, these will be stated in the recruitment pack and evidence will be sought through the application process. As indicated above, 4 weeks from the closing date is required to allow us to complete this process.

- 5.3 Applicants who are successful in the shortlisting will be invited to attend an interview. We aim to contact those shortlisted by email (if an email address has been provided) usually at least 5 days in advance of the interview date.
- 5.4 Candidates who are shortlisted may be asked to be involved in an assessment process and/or online personality questionnaire as part of the recruitment process. We may carry out assessment tests as appropriate to the vacancy.
- 5.5 In accordance with the Equality Act 2010, shortlisted candidates who have stated they have a disability will also be asked if there are any particular arrangements or reasonable adjustments that could be made to enable them to participate fully in the selection process.
- 5.6 For Council nominees to the Bolton at Home Board, Bolton at Home will provide the Council with a copy of the Group Board's skills, qualifications and attributes statement and advise them of the current skills that are being sought. The Council, in nominating potential candidates, will refer to the statement accordingly.
- 5.7 Interviews and assessments will take place for all Board/Committee candidates, including those nominated by the Council.
- 5.8 References will be sought prior to appointment for all appointments, except those nominations from Bolton Council and relevant checks carried out on all applicants to ensure they meet the membership criteria detailed at section 11 of this policy.

Recruitment panel

- 6.1 The recruitment panel will usually comprise of the Board or Committee Chair, Principal Supporting Officer and Secretary.
- 6.2 The recruitment panel for the position of the Chair of the Board will usually comprise of the current Board Chair, Principal Supporting Officer and 1 or 2 Board members, supported by the Secretary and if required, an external consultant.
- 6.3 Each interview panel will make a recommendation to the Board/s or Committee on all appointments. We aim to notify applicants of the outcome of the interview within 5 working days of the interview date.

Making the appointment

- 7.1 Board/Committee members' terms of office are usually two terms of three-years with the option to extend to three further terms of one-year with an overall maximum of 9 years from the date of appointment, at the discretion of the Board/Committee and in accordance with the Rules and Committee terms of reference. All appointments are subject to annual review.
- 7.2 Co-optee members' term of office is up to two terms of two-years maximum, subject to annual review.
- 7.3 All service within Bolton at Home's Group structure will count towards the overall maximum nine year term.
- 7.4 Additionally, Rule D16.1 (BH) and Rule D12.2 (Arcon) states '*having completed nine years' continuous service on either the Board of the Association and/or the Board of a Group Member (or any predecessor) shall not be eligible for re-appointment or re-election for at least one full term of office (which, for these*

purposes, shall mean three years). This would only be considered under exceptional circumstances’.

Strategy for renewal of Boards and Committees

- 8.1 Annually we undertake an internal assessment of the effectiveness of governance with the Boards and Committees and also carry out a skills assessment of Board/Committee members. This ensures that any skills gaps are identified and appropriate training provided.
- 8.2 The assessment helps to advise whether those Board/Committee members who will have completed a term of office are eligible to continue for a further term or whether there is a requirement to undertake a recruitment process. Whatever the position, Board approval will be sought.
- 8.3 This also assists in identifying any skills gaps that we might need to target when recruiting to the Boards/Committees and/or identify any immediate need to consider appointing a co-opted member with the relevant skills and knowledge to fill the gap.

Appointment of Board and Committee Chairs and Deputy Chairs

- 9.1 The Chairs of Bolton at Home Group Board and Arcon Board are appointed for a 3-year term on appointment.
- 9.2 The Vice/Deputy Chairs of the Boards, Chairs of Committees and Subsidiaries, vacant positions and nominations to Committees and Subsidiaries are appointed at the first meeting of the Group Board following the Group’s Annual General Meeting (AGM) or the last Board meeting of the calendar year if the Group Board has agreed not to hold an AGM.
- 9.3 Those members wishing to express an interest in any of the above positions are required to do so before the meeting by providing a supporting statement which will be circulated with the meeting papers. The supporting statement should include a summary of their skills and knowledge and what they could bring to the position in order for members to prepare for the meeting at which they will be asked to cast their vote.
- 9.4 Chairs of the Boards cannot also be the Chair of any Committee.

Board/Committee membership criteria checklist

- 10.1 Membership is denied to those employed by Bolton at Home, Arcon, Subsidiaries, Bolton Council (unless specifically nominated to Council member positions) and other organisations contracted with Bolton at Home and Arcon, e.g. construction partners, in either Board or senior employee capacity.
- 10.2 Membership will exclude anyone declared bankrupt, with a debt relief order or with an unspent criminal conviction.
- 10.3 Tenants who are in breach of their obligations as a tenant, e.g. who are in rent arrears or who have an ASB order against them, will also be excluded. However,

exceptions may be considered on a case by case basis if satisfactory arrangements have been agreed.

10.4 Tenant nominations to Bolton at Home's Operations Committee (as per the terms of reference) will be sought in the first instance, however appointments can be made from a wider group of customers as defined:

- Are current tenants of Bolton at Home; or
- are former tenants of Bolton Council or Bolton at Home who (in either case) have exercised the Right to Buy and still live in the property so bought from Bolton Council or Bolton at Home; or
- are current customers of Bolton at Home, i.e. are currently in receipt of, and pay for, regular or periodic ongoing services from Bolton at Home e.g. leaseholder, careline etc.; or
- are currently living, and have done so for at least the previous 2 years, in a Bolton at Home property but is not the tenant. The above 'Criteria for Membership' applies to the person who is applying to be on the Operations Committee, however, the tenant of the property would also have to comply with the criteria in respect of bankruptcy, ASB, tenants who are in breach of their obligations as a tenant and rent arrears requirements as above.

Obligations of members

11.1 The Board/Committee role descriptions set out the main areas of responsibility for each position, however, there are general obligations of members, as follows:

- 1. All Board/Committee members will take part in an individual skills assessment and performance review on an annual basis and agree a Personal Development Plan.**
- 2. An assessment of the effectiveness of governance will also take place on an annual basis. This assessment will result in an Improvement Plan to ensure the ongoing effectiveness of the Boards/Committees.**
- 3. The formats of individual Board member assessments and Board/Committees' effectiveness assessments will be reviewed from time to time.**
4. Members are required to comply with the attendance criteria as detailed in the Rules.
5. Members are required to abide by the adopted code of conduct as may vary from time to time and sign a declaration form annually to this effect.
6. Members are also required to complete and sign a declaration form on an annual basis to register any interests and also at any time when a new matter to be declared arises.

12. Equal opportunities monitoring

12.1 We ask all applicants to complete the Equal Opportunities Monitoring Form which is included within the application pack.

12.2 The Group is committed to achieving fairness and equality across the Group. We want to ensure that all applicants are treated fairly and that we comply with the NHF Code of Governance 2015, as follows:

"by considering its composition and renewal the Board must have regard to the need for a Board which includes people from diverse backgrounds and with diverse attributes, to help ensure healthy debate and challenge, and a range of perspectives".

13. Relevant legislation

13.1 The Bolton at Home Group Board and Committee policy and procedures are devised in accordance with current UK Legislation and regulatory requirements. Any changes in the law or regulation will be reflected in changes in policy where relevant and will take precedent over the policy item until such time as the policy document is updated.

13.2 Bolton at Home Group is currently regulated by the Regulator of Social Housing and the Financial Conduct Authority and adopts the NHF Code of Governance 2015 and Code of Conduct 2012.

14. Related policies and strategies

14.1 For more information on the Group's governance arrangements and associated documents, visit our website –www.boltonathome.org.uk/governance-and-regulation

15. GPDR and Data Protection Act 2018

15.1 Bolton at Home Limited is the Data Controller for the purposes of managing the data associated with the role of a Non-Executive Director of BH or a subsidiary of BH. We take members' privacy seriously and have safeguards in place to ensure that data is kept securely, accessed only by those authorised individuals who need to process it and kept for no longer than necessary.

Information is provided in the Non-Executive Director privacy notice made available upon appointment.

16. Monitoring, review and evaluation

16.1 This policy will be reviewed every three years and amendments approved by both Bolton at Home and Arcon Boards.

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| Date approved | 17/11/2020 |
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