**Application Pack**

Applications to serve as Board Member of Lumen Housing should be made using the appropriate form at the end of this information pack and returned by email to the address below no later than **5pm on Friday 9th May 2025:**

Email: [Company.Secretary@blackpool.gov.uk](mailto:Company.Secretary@blackpool.gov.uk)

Applications will be considered by a Panel comprising Shareholder representative(s) and the Secretary and, in line with the Rules of the Association, the Shareholder will make the final appointment.

The length of service for the appointment will be for an initial 12 months, with a formal review and subject to performance may then be extended to three years.

**Role description for Board Member**

**Main Responsibilities**

* **Strategy: Proactive contribution to the development of strategy by:**
* Understanding the strategic position of the Association and opportunities for development
* Being clear about the Association’s purpose and its intended outcomes for residents, visitors and service users
* Contributing to debate and challenging constructively on the development of strategy
* Holding the management team to account for the effective management and delivery of the organisation’s strategic aims and objectives
* **Performance: Scrutinise the performance of management in meeting agreed goals and objectives by:**
* Ensuring the organisation sets challenging objectives for improving performance
* Providing constructive challenge to information on organisational and operational performance
* Ensuring the best use of financial and other resources in order to maximise effective delivery of service
* **Risk: Safeguard the Association against risk by:**
* Ensuring that there are controls and systems of risk management which are robust and defensible
* Insisting on good quality information, advice and support
* **Accountability: Ensure that there are clear lines of responsibility and accountability by:**
* Being clear about the responsibilities of the Board and senior management and making sure that those responsibilities are carried out
* Participating fully in the work of the Board, ensuring the corporate responsibility of the Board Members
* Ensuring that strategies and actions approved by the Board are implemented effectively by the senior management team
* **Governance: Ensure that there are strong governance arrangements in place by:**
* Behaving in ways that uphold and exemplify effective governance and ensuring that these are upheld by all staff within the organisation
* Encouraging a spirit of openness and transparency as well as effective dialogue between the Board and senior managers
* Making sure that Board members and senior management have the skills, knowledge and experience they need to perform well
* Ensuring that the Association is rigorous and transparent about how decisions are taken

**Person specification for a Board Member**

|  |  |
| --- | --- |
|  | Essential / Desirable |
| **Background, knowledge and experience** | |
| * Experience of acting as a Non-Executive Director/ Trustee | E |
| * A record of achievement at board/senior executive/senior management level | E |
| * Evidence of providing effective strategic direction and leadership of change | E |
| * Experience of holding senior management teams to account and, in turn, accustomed to a high level of accountability | E |
| * No close personal connection or pre-existing relationships with senior management of the Association (Lumen Housing) or parent company (Blackpool Housing Company). | E |
| * Knowledge and experience from either a legal, regulatory, compliance, governance or customer services background | E |
| * Knowledge and experience of the social housing sector | D |
| **Skills and personal attributes** | |
| * Highly developed interpersonal and communication skills including being able to discuss sensitive issues tactfully | E |
| * Confidence and ability to question and challenge appropriately | E |
| * Ability to analyse reports and data and review issues objectively | E |
| * Ability to take responsibility for decisions and ensuring that decisions are well informed | E |
| * A good listener and disciplined speaker, able to weigh up arguments and summarise for others | E |
| * Commitment to taking a proactive role including regularly attending meetings of the board and its committees and attending training events/seminars | E |
| * Commitment to preparing for meetings including reading agendas and other papers in advance | E |
| * Clear understanding of the legal duties, liabilities and responsibilities of Board Members | E |
| * Ability to act with integrity, adhere to governance policies and understand the importance of avoiding conflicts of interest | E |
| * IT skills – mainly email and willingness to use technology to view agendas and other documents | E |

(Please note that Blackpool Council and Blackpool Housing Company employees and elected members of Blackpool Council are not eligible to apply for the role).

**Application Form – Board Member**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

|  |
| --- |
| *Please provide details of any previous or current Non-Executive Director/Trustee positions you have held, including dates.* |
|  |

|  |
| --- |
| *Please set out your knowledge, skills and experience in relation to the essential criteria listed in the person specification, using relevant examples.* |
|  |

**Please also attach a current CV to assist with detailing your employment history, although this application form must also be completed in full.**

|  |  |
| --- | --- |
| *Details of two referees that can be contacted in relation to the application.* | |
| **Referee 1**  Name:  Contact Details:  Relationship to Applicant: | **Referee 2**  Name:  Contact Details:  Relationship to Applicant: |

**Declaration:**

*I confirm that the information given above is correct to the best of my knowledge and that I am not disqualified from being a Board Member of Lumen Housing Limited.*

*In applying for this position I undertake to:*

* *act in accordance with the Rules of the Association and act in accordance with the Association’s governance framework, policies and decisions as well as any legislative requirements.*
* *provide information that may be required for registering with the Financial Conduct Authority and keep any Association records updated including my register of interests.*
* *undertake my duties as Board Member to the best of my ability and according to the expectations for the role including regular attendance at meetings and appropriate training.*

Signed:

Date: