

HULL HOUSING CHARITY NEEDS YOU

Pickering and Ferens Homes is the largest independent locally based housing provider for older people in the city of Kingston upon Hull (and the East Riding of Yorkshire) managing 1212 properties.

The organisation is a registered social landlord, a charity and a member of the Almshouse Association, and is seeking to appoint an additional Trustee with legal, financial, social services and housing association related knowledge and experience, in particular.

The successful Trustee will be good at working with people, be committed, and able to devote time to attend meetings. Trusteeship is voluntary and un-paid, although subsistence and travel expenses will be reimbursed. Appropriate training and induction will be provided.

For further details please contact Roger Elliot, Director, Pickering and Ferens Homes, Silvester House, The Maltings, Silvester Street, Hull, HU1 3HA – or telephone (01482) 223783.

Pickering and Ferens Homes is committed to equal opportunities and welcomes applications from all sections of the community.

Pickering and Ferens Homes **Brief background to the association**

Pickering and Ferens Homes (the association) is a registered charity, a registered social landlord and a member of the Almshouse Association. The association manages 1212 properties. The aim of the association is to provide high quality rented accommodation for elderly, sick, handicapped or infirm people, in housing need, within the city of Kingston upon Hull and the East Riding of Yorkshire.

The association dates back to 1910 when two local benefactors provided land and money for the construction of 24 almshouses for elderly persons. These properties were initially managed and maintained, in accordance with the Trust Deeds of the Charities, by the Kingston upon Hull City Council. One Charity was named the "Pickering Homes" Trust. The other Charity was named the "Ferens Haven of Rest" Trust.

In 1978 the City Council obtained housing association status on behalf of the above Trusts. In 1992 the two Trusts merged to form the present day "Pickering and Ferens Homes". Since then the association has grown considerably. Between 1988 and 2008 the number of properties the association is responsible for has increased from just 24 to over 1200. Over 900 new properties have been built in the city of Kingston upon Hull by the association. All of the accommodation, in the ownership of the association, with the exception of 4 bedsitters, has either been built since 1988 or has been refurbished.

A Board of 12 Trustees administers the work of the association. The Board of Trustees meets on a bi-monthly basis. In accordance with the Trust Deeds of the association, two Trustees are nominated by the Kingston upon Hull City Council, two Trustees are nominated by the residents of Pickering and Ferens Homes and eight Trustees are co-opted.

On 30 September 1998 and the 9 August 1999 Pickering and Ferens Homes amalgamated with a number of additional Charitable Trusts. These Charitable Trusts included the Frank Finn Homes of Rest, the Thomas Hudson Homes, the Icelandic Trust Homes, the Linsley Almshouse Charity, the Juliet Reckitt Haven of Rest Trust and the Frederic Isaac Reckitt Trust. The association presently provides a management and maintenance service to 31 properties located in Hull and Bridlington, for and on behalf of the Mrs D L Richardson's Almshouse Charity. On 30 September 2008 Pickering and Ferens Homes amalgamated with a further four Almshouse Charities – namely the Almshouse Charity of Elizabeth Stephenson, the Charles Jacobs and Esther Jacobs Homes and the Sir James Reckitt Village Haven.

Pickering and Ferens Homes is administered by a "Scheme" which has been approved by the Charity Commissioners for England and Wales. The Scheme is the "governing document" of the organisation. The Scheme sets out the charity's purposes and how the charity is to be administered. The Trustees are people who have been appointed to be responsible for the general control and management of the administration of the Charity. In addition to being a charity the organisation is also a member of the Almshouse Association.

As at 30 November 2010, the association employed 46 full-time and part-time members of staff. The association has also received three green lights from the Tenant Services Authority (TSA) – with regard to being financially viable, well managed and well governed. In addition the TSA considers Pickering and Ferens Homes to be a "low-risk" housing association. The association has also obtained the Investors in People Award and the Customer Services Excellence Award.

Roger S Elliot
Director of Pickering and Ferens Homes
6 December 2010



TRUSTEES OF PICKERING AND FERENS HOMES

JOB DESCRIPTION

VOLUNTARY BOARD MEMBER

Date Prepared: August 2006
Updated: October 2009

DIGNITY AT WORK:

To show, at all times, a personal commitment to treating all residents, fellow Trustees, management, members of staff and other stakeholders in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion), and to assist in ensuring equal access to services and employment opportunities for everyone. In addition, to show integrity at all times, with actions that are transparent, and to act at all times with professionalism in order to avoid any suggestion of influence by improper motives. To follow the Code of Conduct of Trustees of Pickering and Ferens Homes, at all times.

PURPOSE:

To jointly be responsible for the overall direction and control of the association – which manages over 1200 properties, for rent, by people over the age of 60 in the city of Kingston upon Hull (and the East Riding). Pickering and Ferens Homes is a registered Charity, a registered social landlord and a member of the Almshouse Association.

OBJECTS:

The objects of the Charity are:-

- a) the provision of housing accommodation for beneficiaries, and
- b) such charitable purposes for the benefit of the residents – as the Trustees decide.

PRINCIPAL ACCOUNTABILITIES:

1. To jointly, with other Trustees, have overall responsibility for every aspect of the affairs and business of the organisation. In practice the Board of Trustees which comprise 12 Trustees, fulfils such a role and responsibilities by delegating certain powers and activities to Committees of the Board, the Director of the association and operational Heads of functional services.
2. To attend at least 75% of the meetings of the Board of Trustees.
3. The Board of Trustees has ultimate responsibility for all matters concerning the association. The key purpose of the Board is to direct and control the work of the association i.e. to determine strategic direction and policy, to establish and oversee risks and control frameworks, and to ensure that the association achieves its aims and objectives. Day to day management of the organisation should be delegated to the Director, Senior Management and staff of the association.
4. Trustees must at all times set high standards, particularly in the area of commitment and obligations to the organisation, and act as role models for management and staff. In particular Trustees must:-
 - a) be committed to the uphold the values and objectives of the association,
 - b) be committed to the core policies of the association, including equal opportunities,

- c) be willing to contribute and share responsibility for Board and Committee decisions,
- d) read appropriate reports, and prepare for all meetings of the Board of Trustees, Committees and Working Groups (for whom you are a member), in advance, and be prepared to contribute fully and assist in the decision making process,
- e) be adequately prepared for, and attend meetings, training events and other events as deemed necessary and appropriate, and
- f) be prepared to maintain the confidentiality of any private information relating to the Board's decisions or the business of the association, or of any individual or stakeholder connected with the association.

5. In addition the Trustees of Pickering and Ferens Homes must:-

- a) exercise overall control over the association's financial affairs i.e. to include the annual budget, expenditure, accounts and investments,
- b) act in the best interests of the organisation only,
- c) not benefit financially by being a Trustee of Pickering and Ferens Homes (appropriate travel and subsistence allowances – will however be paid),
- d) attend and participate in appraisal reviews – on an annual basis,
NB: it will be noted that these are linked to individual performances and that of the whole Board,
- e) arrange for an appraisal of the Director to be completed – and to determine the remuneration of the Director and the Senior Management Team of Pickering and Ferens Homes – on an annual basis,

- f) be prepared to represent the organisation as appropriate,
- g) adhere to the requirements of good governance,
- h) adhere to appropriate supporting policies and procedures of Pickering and Ferens Homes – which from time to time will arise, for example with regard to Health and Safety, regulatory requirements etc, and
- i) declare any relevant interests on an annual basis – and as and when any relevant interest occurs.

6. Finally, it will be noted that Trustees will initially be appointed for a period of 4 years. The maximum length of Trusteeship is however 3 terms of 4 years per term = 12 years – subject to satisfactory Trustee appraisals.

GENERAL:

1. The above principal accountabilities are not exhaustive, and may vary without changing the overall nature of the post of Trustee of Pickering and Ferens Homes.
2. The above duties may involve having access to information which is deemed to be of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
3. To perform the tasks of a Trustee of Pickering and Ferens Homes in compliance with the Code of Conduct for Trustees, appropriate regulations, policies and procedures of the association and its commitment to equal opportunities.

4. The Health and Safety at Work Act (1974) and other associated legislation, places responsibilities for Health and Safety on all Trustees and employees. It is the duty of all Trustees to take reasonable care for the Health, Safety and Welfare of him / her self. In addition, the association has a responsibility as an employer to comply with all statutory duties imposed under the Health and Safety at Work Act 1974, together with relevant regulations.
5. Where a Trustee has a disability, then the association will make every effort to support him / her – with all of the necessary aids, equipment or adaptations to enable him / her to perform the full duties of the post.

KNOWLEDGE / EXPERIENCE / SKILLS / QUALIFACTIONS /MENTAL SKILLS:

Trustees

1. Qualifications – Requirements

- a) The majority of co-opted Trustees (8) shall be persons who through residence, or occupation, or employment, or otherwise – have special knowledge of the city of Kingston upon Hull.
- b) Nominated Trustees (2) of the City Council are to be decided at a meeting held in accordance with the ordinary practices of the City Council.
- c) Nominated Resident Trustees (2) are appointed by the residents of Pickering and Ferens Homes. Nominated Resident Trustees must be residents of Pickering and Ferens Homes.
- d) No one under the age of 18 may be a Trustee of Pickering and Ferens Homes.

- e) In addition, no one can be a Trustee of Pickering and Ferens Homes if:-
 - i) he / she has been convicted of an offence involving deception or dishonesty – unless the conviction is spent,
 - ii) he / she is an undischarged bankrupt,
 - iii) he / she has previously been removed from Trusteeship of the Charity by the Court, or by the Charity Commission for misconduct or mismanagement, and
 - iv) he / she is under a disqualification order under the Company Director's Disqualification Act 1986.

2. Skills, Knowledge and Experience

- a) The Trustees of Pickering and Ferens Homes are selected for what they can contribute to the Charity. Trustees are selected on the basis of their relevant skills and experience.
- b) The skills and experience the association wishes Trustees to possess would include knowledge and experience with regard for example, general business, staff management, personnel matters, housing management, property maintenance, finance and accounting, tenant and community relations, property building and development, legal matters and regulations, health and care, public sector, political matters, advertising and public relations, information technology, committee work etc.
- c) It is a requirement of the Tenant Services Authority (TSA) however, that the Board of Trustees should comprise appropriate persons with a diverse range of skills, competencies, experience and knowledge. The composition of the Board of Trustees should also reflect the community in which the organisation operates.

3. Specific skills

Trustees should possess good organisational skills, good communication and negotiating skills, possess effective time management skills and be able to meet deadlines.

4. Adherence to the requirements of the Nolan Committee

The Nolan Committee has previously identified seven principles of public life. These are with regard to Trustees acting in a selfless manner, with integrity, with objectivity, with accountability, with openness, with honesty and with leadership. These seven principles of public life guide the contents of the association's Code of Conduct.

ADDITIONAL BACKGROUND INFORMATION:

The following documents, pamphlets etc are also deemed to be of importance to the Trustees of Pickering and Ferens Homes:-

- a) The Charity Commission Scheme – for Pickering and Ferens Homes,
- b) The National Housing Federation – Excellence in Governance / Excellence in Standards of Conduct – Code for Members,
- c) Standards of Almshouse Management – Fifth Edition 2008,
- d) Charity Commission – The Essential Trustee – what you need to know (CC3),
- e) National Housing Federation – In Control – The Board Members Manual 2005 edition,
- f) Pickering and Ferens Homes – governance documents – policies and procedures – including the Standing Orders of Pickering and Ferens Homes, The Code of Conduct for Trustees of Pickering and Ferens Homes, and additional policies and procedures, and
- g) Charity Commission – The Hall Marks of a well-run Charity – CC10 (July 2008)

- End -

4. <i>continued</i>				
		YES	NO	
	Public Relations			
	Strategic Management			
	Housing needs that the RSL aims to meet			
	Additional relevant skills and experience:-			
5. Do you presently hold a position of public responsibility – if so please give details:				
6. Please give details of other organisations/housing trusts/housing associations etc – of which you are a member:				

<p>7. Please give details of any committee work which you have previously been involved with:</p>		
<p>8. Please give details of any employment which you think would be useful to you being a Trustee of Pickering and Ferens Homes</p>		
<p>9. Please give any additional attributes you possess which may be beneficial to the Board of Trustees:</p>		
<p>10. Do you consider you have a special knowledge of the city of Kingston upon Hull:</p> <p>If 'YES' – please provide additional details:</p>	<p>YES</p>	<p>NO</p>

11. Are you willing to be appointed as a Trustee of the Board of Pickering and Ferens Homes for a term of four years or more:	YES	NO
12. If appointed:- a) Are you willing to formally declare your acceptance and willingness to act in the best interests of the Trust: b) Are you willing to attend at least 75% of meetings of the Trustees, on a regular basis: c) Are you prepared to give your time and commitment to the efficient administration of the Trust: d) Are you committed to on-going training and further education – and are you prepared to attend such seminars / conferences etc:	YES YES YES YES	NO NO NO NO
13. <u>Declarations of interest</u> Are you or any close relatives connected with any business trading for profit which might relate to the business of the Charity. If so please state:		
Signed: _____ Date: _____		

EQUAL OPPORTUNITIES MONITORING FORM

In accordance with the Performance Standards of the Housing Corporation with regard to Constitution and Organisation (Performance Standard A), it is necessary that the association regularly reviews equal opportunity policies and procedures with regard to the composition and recruitment of governing body members. This means that all Trustees will receive equal treatment irrespective of gender, age, colour, national or ethnic origin, disability, marital status, religion, and sexual orientation. Please complete the information below, which will be used for monitoring and administration purposes only. This information will be treated in the strictest of confidence.

Under the Data Protection Act, 1998 this data is classed as sensitive. Completing and returning this form indicates your approval to this information being recorded.

NAME: _____

GENDER: Male Female

Date of BIRTH: _____ **AGE:** _____

DISABILITY as defined under the Disability Discrimination Act 1995

Do you consider yourself to have a disability? (Please tick one box) Yes No

If YES, please indicate which category best describes your disability:

- Hearing impairment**
- Visual impairment** (not corrected by spectacles or contact lenses)
- Speech impairment**
- Mobility impairment**
- Physical co-ordination** (includes difficulties with manual dexterity, incontinence, epilepsy)
- Reduced physical capacity** (includes debilitating pain and lack of strength, breath, energy or stamina, e.g. from asthma, angina or diabetes)
- Severe disfigurement**
- Learning difficulties/mental handicap** (includes the mental inability to perceive risk of physical danger)
- Other** (please describe)

Does your disability affect your ability to undertake the duties as a Trustee which require special arrangements?

Yes No

If YES, what facilities, adjustments or equipment (if any) would assist you:

ETHNIC GROUP* (Please tick the most appropriate box)

*Refers to a racial group defined by the Race Relations Act 1976 as a group of persons described by reference to colour, race nationality, or ethnic or national origin. The groups listed are in conjunction with CRE recommendations.

A. White

British

Irish

Any other White background:

(please state) _____

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background:

(please state) _____

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background:

(please state) _____

D. Black or Black British

Caribbean

African

Any other Black background:

(please state) _____

E. Chinese / Other

Chinese

Any Other background

(please state) _____

RELIGION / RELIGIOUS BELIEF: _____

Are there any special requirements connected to your religion that we need to be aware of ?

YES / NO

If YES please indicate what arrangements will need to be considered:

Do you have any other equalities issues or requirements that need to be considered ?

YES / NO

If YES please indicate what requirements will need to be considered: