

# Board Member Recruitment Pack



[www.berwickshirehousing.org.uk](http://www.berwickshirehousing.org.uk)

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# Welcome from BHA's Chair

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Thank you for showing an interest in joining the Board of Berwickshire Housing Association (BHA). BHA has a portfolio of just under 2,000 homes across Berwickshire for social rent that suit a range of lifestyles, personal needs, and family sizes.

We are passionate about our role in providing affordable homes where people can live their life to the fullest in a safe, comfortable, and attractive setting.

The current operating environment is challenging and unpredictable and as a Board, we need to be agile and responsive whilst maintaining our longer-term strategic mind-set.

As a Board Member, you'll play a central role in ensuring that we pursue our ambitions and meet the expectations of key stakeholders, including the Scottish Housing Regulator and our customers.

At BHA, we are striving to improve the diversity of experience and thought amongst our Board. Therefore, we are seeking new Board Members with a range of skills and experiences. At this time, we wish to strengthen the membership of our two committees. We are therefore seeking new Board Members who have the skills and passion to not only contribute to the main Board, but also to either our Operations Committee or Risk and Assurance Committee. You can find out more about the remits of our Committees on our website:

<https://www.berwickshirehousing.org.uk/about-us/how-we-are-governed/>

We look forward to welcoming new Board Members who will enjoy the role and bring both support and constructive challenge to our discussions and decision-making.

A full induction programme is provided for all new Board Members and support is available when required.

Our vision and values were approved by the Board in January 2023 which were co-created by colleagues, Board Members and listening to the customer voice.

# Welcome from BHA's Chair

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BHA's vision "To Realise the Power of Home" places our focus very much on the importance of home which goes beyond bricks and mortar. We believe everyone has the right to a high quality, safe and affordable home, and a good quality of life. BHA has a role to play in enabling both outcomes for our customers.

BHA's Board has approved four strategic aims which seek to articulate BHA's ambition. The four strategic aims are:

**Customer** – To deliver an outstanding experience to customers.

**Asset** - To provide safe, affordable and energy efficient homes in places people want to live.

**People** - To create an enabling, high-performance culture where people can thrive.

**Strength** - To ensure organisational strength, value for money and good governance.

Further information can be found in our five year business plan on our website: <https://www.berwickshirehousing.org.uk/about-us/bha-five-year-business-plan-2023-2028/>

Thank you again for taking the time to learn more about Berwickshire Housing Association. I am available to answer any general questions you may have by contacting me at [hughjcarr@gmail.com](mailto:hughjcarr@gmail.com) or on 07817 397695.

Hugh Carr  
**BHA Chair**

# Message from Chief Executive

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This is an exciting time for Berwickshire Housing Association as we are midway through our five-year Business Plan, which included a series of fundamental reviews of key areas of the organisation. This has helped us to better understand the condition of our homes, our customers, our communities, our people, and our business support requirements.

We are now looking beyond the current plan and are starting to develop the future five-year plan 2028-33.

We are keen to attract people who have an interest in improving the lives of customers and the wider community, ensuring we are providing outstanding services and interventions.

The role of a Board Member will provide the opportunity for you to contribute to the leadership of a forward-thinking organisation whilst growing and developing your skills and knowledge of being a Board Member.

We look forward to hearing from you.

Michelle Meldrum

**Chief Executive**





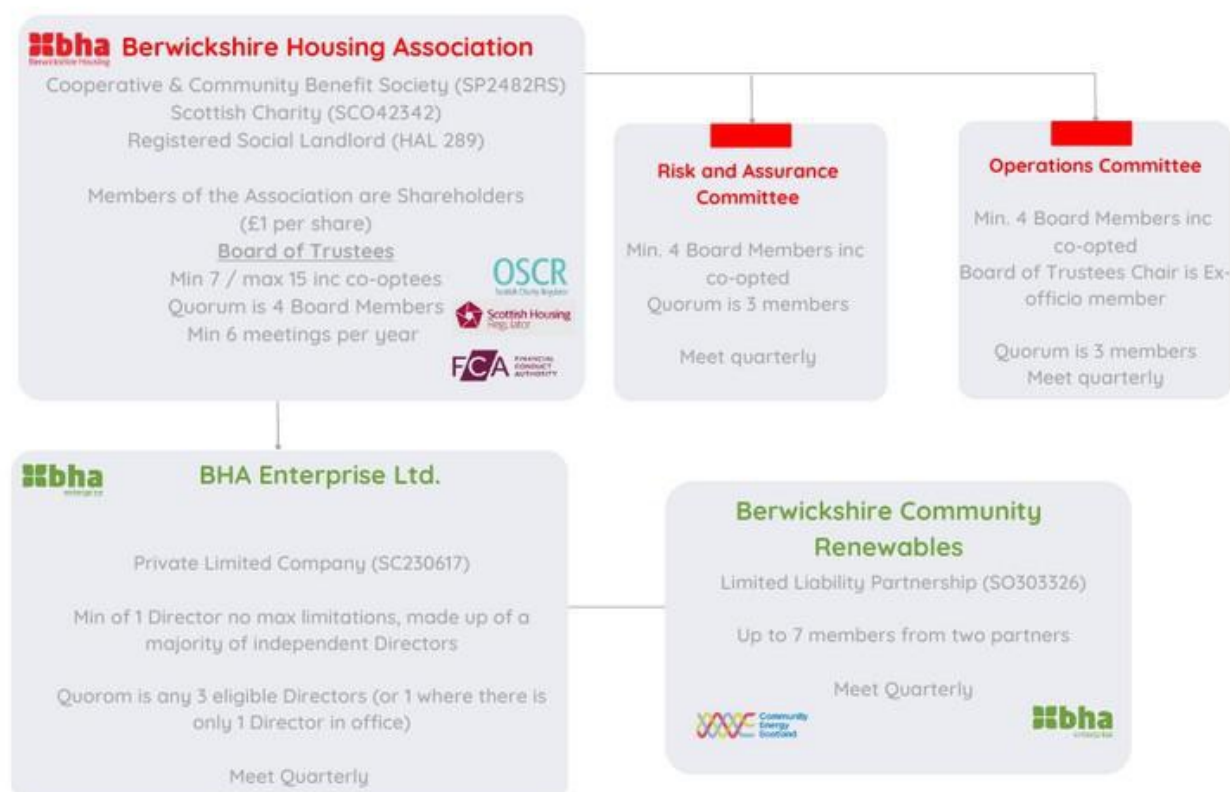
# About Berwickshire Housing Association

Founded in 1995, Berwickshire Housing Association (BHA) is an ambitious and successful housing association that has built up a portfolio of just under 2,000 homes within Berwickshire, Scottish Borders.

We are a Co-operative and Community Benefits Society, a Registered Social Landlord as well as a Scottish Charity. As such, we report annually to the Financial Conduct Authority (FCA), Scottish Housing Regulator (SHR) and the Office of the Scottish Charities Regulator (OSCR).

Berwickshire Housing Association is governed by a group of volunteer members which forms the BHA Board that oversees the strategic direction and performance of the Association. This is supported by the Operations Committee and Risk & Assurance Committee.

We have two subsidiary companies; Berwickshire Community Renewables LLP (BCR) which runs The Fisherman Three Windfarm along with its partner Community Energy Scotland, who project manages the operations of the windfarm on our behalf, and BHA Enterprise Ltd.



We continually demonstrate our commitment to our customers by;

- Working with local authorities and third sector organisations in the provision of good quality affordable accommodation.
- Gaining and reporting on customer feedback - including making changes as a direct or indirect result of feedback.
- Benchmarking performance against peer groups, locally and nationally.
- Undertaking regular procurement framework exercises for all externally provided services, to demonstrate value for money.
- Undertaking internal reviews to ensure that operational structures and services delivered meet customer expectations.
- Supporting community-based initiatives that benefit customers.
- Investing in our communities and working to understand needs, to increase opportunities, build resilience, and promote the wellbeing of our customers.

The rural areas in which BHA operates, brings financial and other challenges for customers wishing to access good quality housing at a reasonable cost.

Overall, it is the responsibility of the Board and the Executive Team to ensure that it delivers the best possible services to its customers, alongside retaining and recruiting values aligned and sufficiently skilled and knowledgeable colleagues at all levels throughout the organisation.

Please refer to our website: **<https://www.berwickshirehousing.org.uk/>** for more information on our current Board Members and the Executive Team.



# The role of a Board Member

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## Key responsibilities:

- Work with the Board and Executive Team in setting the strategic vision, values, and culture for Berwickshire Housing Association.
- Ensure effective oversight of delivery against the strategic plan, monitoring of customer satisfaction and overall value for money.
- Ensure the necessary financial and other resources are in place to deliver the strategic outcomes and promote the long-term, sustainable success of the organisation.
- Ensure good oversight of the governance arrangements.
- Ensure effective risk management of BHA's financial plan, activities and operations.
- Ensure effective decision making, actively contributing experience, insight, and skills to provide constructive challenge, debate and inform decision-making.
- Fulfill the role of a charity trustee, complying with Berwickshire Housing Association's Code of Conduct, Standing Orders, rules and other internal policies and procedures.



# Terms of Appointment

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**Remuneration:** There is no remuneration although you can claim for reasonable travel expenses.

**Your appointment:** The term of office will usually be a three-year term. As well as being a Board Member, you may be asked to join one of the committees in accordance with your skills/experience and interests.

**Time commitment:** There are typically 6 Board meetings and 4 committee meetings each year, plus the Annual General Meeting. In addition, there are three or four strategic planning events (all day).

We estimate that the time commitment for the role is around 8 hours per month. Board Meetings are held from late afternoon/early evening, usually finishing no later than 7.30p.m.

## **Location:**

Our main office is at 55 Newtown Street, Duns, Berwickshire. All Board meetings take place within a hybrid model i.e., in-person at head office or by MS Teams.

## **How to apply:**

We are working with Allcroft Associates to recruit for these positions. Details here: <https://allcrofta.com/projects/berwickshire>

If you want further information please contact Jim Allcroft MD Allcroft Associates on 07783 701 922, [jim@allcrofta.com](mailto:jim@allcrofta.com)

- Applications should be made via email to [jim@allcrofta.com](mailto:jim@allcrofta.com) and must include on separate documents:
- A letter of application setting out your interest in the role
- A comprehensive curriculum vitae (CV)
- A completed Diversity form (available for download from the Allcroft Associates Website)

**Closing date for application: Wed 15th October, 1200**