



You matter | Ti'n cyfri

TPAS Cymru Board Recruitment Pack



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Welcome to TPAS Cymru

TPAS Cymru has supported social housing tenants and landlords across Wales to develop effective participation in Housing for over 30 years

Here's a quick word from our CEO and Chair of the Board



Thank you for your interest in becoming a Board Member. Following a governance review we are looking to recruit additional board members. We want to offer the best possible support and advice to our experienced staff team and demonstrate governance best practice to a diverse Welsh housing sector.

Being a Board member requires commitment and motivation but can be hugely rewarding and a great way to develop personally.

We welcome applications from people with all sorts of both professional and softer skills and there is no requirement to be part of the Housing Sector as we invite opinions from all sectors to ensure we stay current and more rounded.

Finally this pack will illustrate what it is like to be on the Board of TPAS Cymru and how you apply.

We very much look forward to hearing from you.



Bill Hunt
Chair

David Wilton
Chief Executive



Why join the TPAS Cymru Board?

- ✓ Learn new skills / knowledge
- ✓ We are small enough to adapt quickly, big enough to make a difference
- ✓ Be part of a collaborative, cohesive, knowledgeable and friendly Board
- ✓ Attend and contribute to our well respected events
- ✓ Reasonable expenses covered



Skills/Experience



We are keen to ensure that we are representative of our members and communities in Wales.

We would particularly welcome applicants that have the following skills, experience or backgrounds:

- 1. Human resources**
- 2. Finance & Accounting**
- 3. Experience of community development/ engagement**
- 4. Local Authority Housing experience**
- 5. Applicants from a minority group or with experience of working with minority groups**
- 6. Supported Housing**
- 7. Welsh speakers from Welsh speaking communities**

Please note your experience does not have to be gained in a professional setting and can be from personal experience

Role of Board Member

The main purpose of the role is strategic leadership, ensuring that TPAS Cymru is well run and delivers its Welsh Government programme on tenant involvement.

Key Responsibilities are:

- Set and oversee the long term strategic direction
- Oversee our responsibilities to our employees
- Manage risk to the business
- Approve key policies and make decisions about matters reserved for the Board
- Ensure the Board fulfils its duties and responsibilities for the proper governance of the organisation, including compliance
- Ensure performance is monitored and managed through internal controls



Role of Board Member

Key Responsibilities cont....

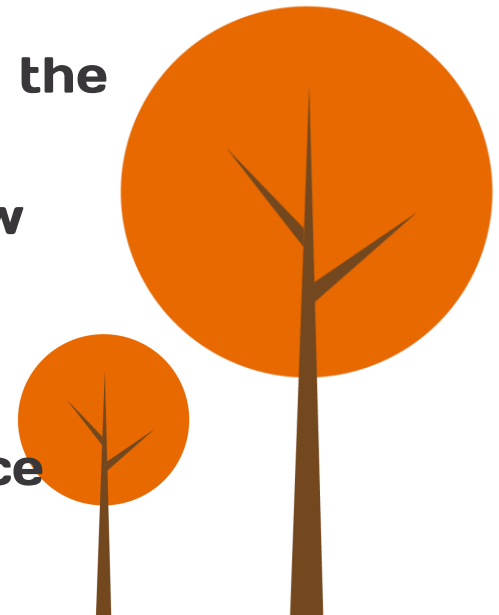
- **Ensure an effective business plan and budget is in place and that the business remains financially viable**
- **Develop and encourage good working relationships by working cooperatively with other Board members and key employees of TPAS Cymru**
- **Uphold the code of conduct and reputation of TPAS Cymru**
- **Promote Equality and Welsh language**
- **Maintain confidentiality**
- **Behave in accordance with the values of TPAS Cymru and uphold the reputation of the business at all times through acting in a professional and positive manner**



Role of Board Member

Person Specification / Qualities

- Working Together / Respect / Professionalism / Learning & Improving
- Ability to influence and persuade at the highest levels
- Strong team player with a collaborative working style
- Ability to build strong relationships with a range of stakeholders. Personal integrity and commitment to openness, inclusiveness and the maintenance of high standards.
- Thinks strategically with the ability to review and interpret complex data, spot risks and evaluate options.
- Personal integrity and commitment to openness, inclusiveness and the maintenance of high standards



Role of Board Member

Person Specification / Qualities

- **Thinks strategically with the ability to review and interpret complex data, spot risks and evaluate options.**
- **Confidence to challenge, ask questions with an appropriate level of detail.**
- **Shows independent judgement and original thought and actively participates in decision making.**
- **Prepared to take difficult decisions and measured risks**
- **Aware of political, economic and social factors which impact upon the organisation and our customers.**
- **Supports the collective ownership of decisions once agreed irrespective of position.**



HOW DO YOU APPLY?

- 1. Fill out our application form and skills matrix to tell us why you would like to join the Board and what you will bring to the Board in terms of skills and experience**
- 2. Its really important that you share our values and the core purpose of TPAS Cymru and can help us to deliver our business plan.**
- 3. After the closing date we will review all the applications, we would like to ensure we have a good mix of skills and experience.**

Interested?

Go to www.tpas.cymru/joinourboard

WHAT HAPPENS NEXT?

- 1.** If you are shortlisted you will be invited to a telephone / video meeting with a staff member / Board member so we can discuss your application in more detail.
- 2.** Those candidates passing this process will then be interviewed with the Chair of the Board and the Chief Executive.
Any potential candidates will then be invited to attend one of our Board meetings so that i) the rest of the Board can get to meet you and understand your approach and ii) you can see if the position interests you.
- 3.** If the Board approves your application and you are keen to join you will be co-opted on the Board until our *AGM* will take place in November and voting of new Board members takes place.

You must have some questions by now?

Q. Will I have an induction?

A. Yes there will be a induction programme tailored to you specifically with your input.

Q. How much time will I need to dedicate to the TPAS Board?

A. We hold quarterly Board meetings and occasional teleconference updates (*given the current environment Board meetings are now held remotely and take place as fortnightly catch ups for 45 mins approx. and bi monthly for half a day*)

In addition to attending meetings there are often sub groups we would like you to get involved in on specialist areas such as governance / recruitment etc.

TPAS also has events which we would encourage you to attend and contribute to wherever possible.

Q. How long do I sit on the board for?

A. Our standard term is for 3 years but this can be extended.

Q. Can I apply if I am connected to a housing, care or support organisation?

A. Yes, several of our members have these connections and we would welcome you and your skills / knowledge to our Board. However, we are equally open to applications from people from other sectors or organisations.

Q. Are there age restrictions?

A. Legally you do need to be 18+ but other than that, absolutely not. We welcome members from all age groups, ethnicities, social and economic backgrounds - only then can we truly hope to have a fully rounded Board at TPAS Cymru.

Q. I can see that you have offices in North and South Wales - where do you meet?

A. We currently meet remotely given social distancing rules but we have in the past met in Shrewsbury as this is an area that our Board members can all travel to by public transport. We will continue to monitor the best location for Board members and when we can meet face to face.

What does it mean to be on the TPAS Cymru Board

“Being a board member for TPAS Cymru gives you an opportunity to contribute positively in promoting the tenants voice to be at the heart of shaping social housing in Wales. TPAS Cymru provides a vital role in supporting tenants of all tenure’s and is at the forefront of promoting tenant involvement. This is a great opportunity for someone who feels passionate about social housing and wants to make a difference. The board members have a variety of skills and experience which is used to good effect in supporting each other and in delivering the aims of TPAS Cymru.”

(Les James, Carmarthenshire County Council)

“I enjoy being part of TPAS Cymru’s Board as it has given me oversight into all aspects of how an organisation is run. I love working in true partnership with tenants and other staff from across Wales to ensure TPAS Cymru adapts to the changing needs of tenant engagement in Wales.

Being on the Board has developed my skills around financial accounting, governance and business change as these are areas that are outside of my traditional work role’. Personally it has been great to build connections with Board members across Wales and get to know staff at TPAS Cymru better”

(Vicki Miller, United Welsh Housing Association & TPAS Cymru Vice Chair)



Where to find out more:



- Visit TPAS Cymru's website and social media to learn more, including our core values and activities www.tpas.cymru
- Want to see our all of our existing Board Members - go to www.tpas.cymru/about/management-board



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