



December 2022

**Finance Committee
Independent Member
Recruitment**

Candidate Information Brief

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Welcome Message

Thank you for your interest in becoming a Board Member at Lincolnshire Housing Partnership (LHP).

This is an exciting opportunity for you to help us to achieve our key priorities in providing great homes and a sustainable community offering that meets the needs of our customers. We want to be known for the quality of our homes and our commitment to the very best in customer service delivery.

We are looking to recruit an independent member for our Finance Committee.

In addition to an independent member for our Finance Committee, we are looking to recruit a Board Member who can provide strategic direction to LHP, helping us to maximise capabilities and deliver our key corporate priorities and Chair our Audit and Risk Committee. Further information on the Board and Committee Member opportunities and how to apply can be found at www.lincolnshirehp.com/board-recruitment.

If successful you will be expected to provide insight and constructive challenge, exercising oversight, contributing to decision-making and ensuring effective collective corporate governance. You will need to operate strategically and impartially, listen, communicate and influence effectively, exercise judgment and have the ability to inspire confidence and support amongst our stakeholders. Given the scale of our ambition, you will need to be passionate about wanting to make a difference for Lincolnshire and its residents.

You will have personal responsibility for working with the Board/Committee and Executive, to take an influential role in delivering on our aspirations to provide our customers with the very best in the customer experience.

We recognise our customers and colleagues come from diverse backgrounds, with varying experiences and needs. We believe that to be successful, we need to work with a talented and diverse range of people and therefore welcome applications from people of all backgrounds and with a broad range of experience. We strive for our Board membership to reflect the diversity of the communities in which we operate, therefore as our Board does not currently



Anthony Read
Chair



fully reflect these demographics, we positively encourage applications from people with a disability, of Eastern European heritage and under 45 years of age.

We are committed to ensuring equality, diversity and inclusion across all our working practices and actively promote equity, fairness, respect and engagement, and are committed to continuous improvement and combatting discrimination. In line with our commitment to equality of opportunity, your application will be dealt with fairly and all decisions will be based on merit and your ability to meet the criteria required for the role. Our process ensures that our selection panel will not know your identity until the interview stage.

This is a fantastic time to be joining LHP. If you are interested in any of these opportunities, we look forward to receiving your application.

Anthony Read

Anthony Read
Chair

About LHP

LHP exists to provide great homes, in strong communities across Lincolnshire. We manage around 12,500 homes and have a £50m annual turnover. As one of the largest employers in the region, we currently house more than 20,000 people. We are a registered charitable community benefit provider of social housing, and our purpose is to provide affordable homes for people in the greatest need in Lincolnshire.

Our homes are located across the east coast of Lincolnshire, with over 75% near Boston and Grimsby.

In 2022 we launched our new **Corporate Plan, Building Strong Communities Together**, in collaboration with customers, partners, and employees. We put our values of working together, putting the customer first, listening, acting, and learning at the heart of everything we do. Our visions and values remain the same with customers informing us of their priorities and the way we will go about our work in the future.

By great homes we mean great places to live which are secure, well-built, efficient to heat and run and which have sufficient space. But we know that to make a house into a great home they need to be in places where people want and can afford to live. So, we reinvest rental income

into repairs, upgrades and new affordable homes, but also into projects that improve health, build community spirit, reduce crime and which give people opportunities to realise their ambitions.

We understand that a strong community is one where people come together and support each other, and to achieve that we know we must collaborate with partners and listen to our customers.

Over the next few years, our aim is to achieve a consistent, high-quality service and to ensure customers can actively influence our decisions. We will do this by:

→ By creating structured opportunities to **Listen, Act and Learn** from our customers, employees, and



stakeholders, co-creating services so that everyone who uses our services has a meaningful say in how we deliver them

→ Working **Together** as we can achieve more by working together with our key stakeholders and by working together as one team

The LHP way!

As a charitable community-based organisation, we channel profit back into services and projects that benefit our customers and local neighbourhoods and through strong governance and a keen eye on value for money, we ensure we are a sustainable business that is in a position to grow for the benefit of our communities.

In early-2020 we launched our internal Culture Change Programme, The LHP Way. The aim of this was to deliver an even better service

through greater investment in our employees. This means providing engagement and development opportunities

for our teams, as well as embracing the benefits that new technology can bring.

We have made great strides with our Digital Transformation Journey, and in 2021 we launched a customer portal and app – MyLHP - and a new corporate website, but we know we have more to do.

Our focus is also on what LHP can do to contribute to a more sustainable future and our Environmental, Social and Governance (ESG)

Strategy aims to create positive environmental and social impacts, with outcomes that benefit our customers, communities, employees and other stakeholders.

Our commitment to being a **Customer First** company means that our customers are at the forefront of our decision-making.

And it goes without saying we're proud to be a values-based organisation.

Further information about the organisation, our achievement and future aspirations can be found on our website at www.lincolnshirehp.com/board-recruitment

These are our values:



Customer First

We put customers at the heart of our decision-

making process and develop services that are built around their needs. This emphasis is felt by customers in every interaction with us, driving up our customer satisfaction and ensuring we invest our money where it has the greatest impact.



Listen, Act and Learn

We create a structured opportunity for

stakeholders, staff and customers to provide feedback. We value this time and insight and use it to act and learn from it. Before investing in new and existing projects, we seek the views of those set to benefit.



Together

We proactively seek out new partnerships

and work to build on the many successful joint working projects already underway. We achieve more by working together with our key stakeholders and by working together as one team.

Role Description: Finance Committee Independent Member

The Finance Committee provides assurance to the Board on key aspects of LHP's financial framework including the Business Plan and stress testing and the Treasury Strategy. This is to support the long-term financial sustainability of LHP and ensure that legal and regulatory requirements are met.

The Finance Committee members share responsibility for:

- scrutinising the review of the Business Plan annually to ensure plans reflect strategy and are based on reasonable economic, development and operational performance assumptions and will maintain the financial viability of LHP
- scrutinising the annual stress testing of the Business Plan and identify and monitor the implementation of any mitigation actions needed to ensure continued financial viability of LHP, recommending approval to the Board
- reviewing of annual budgets of LHP and its subsidiaries, ensuring financial resources are available to meet the financial business plan objectives, value for money targets and that budgets comply with key performance indicators and covenants
- reviewing of the Treasury Strategy, supporting treasury policies and Treasury advisors
- scrutinising treasury management activity and monitoring performance reviewing all new loan facilities, refinancing and security arrangements and any changes to LHP's banking arrangements and banking provider
- scrutinising overall performance against the Business Plan every six months including reports on cashflow positions and covenant compliance
- putting in place action plans to address any areas of serious under-performance or significant risk and escalating any major risks to financial viability, compliance or regulation to Board
- reviewing of any aspects of LHP's financial performance as directed by Board
- undertaking a self-assessment of the Committee performance and Terms of Reference at least annually and regularly evaluating training needs

The full Terms of Reference of LHP's Finance Committee are available on our website.

Time Commitment

These roles are part time with a commitment of approximately one day every six months (on average), including travel and preparation time. There would be an initial additional commitment during induction at LHP. Each Committee Member is expected to attend at least 80% of Committee meetings (as applicable), have enough time to prepare for the meetings and commit to continuous development as a Committee Member.

LHP holds on average two Finance Committee meetings per year.

Committee meetings are usually held at 4pm for approximately two hours. These are usually virtual meetings.

Upcoming meeting dates are: 8 March 2023, 14 November 2023 and 5 March 2024.

In addition, Committee members are required to take part in an annual review of their performance with the Chair.

Appointment tenure

The initial appointment will be for two years, with the possibility of extending the appointment, subject to the needs of LHP and satisfactory performance.

Remuneration and Equipment

Independent Members are remunerated **£2,250 per year** with additional paid expenses such as mileage, hotel accommodation, train fares. All Committee Members are also provided with a tablet to access LHP services such as the Paper Portal, Teams meetings, LHP intranet and emails.

Person Specification:

All candidates must be able to demonstrate a commitment to the public purpose of LHP, as well as demonstrating they meet a majority of the following criteria.

In your written application, please give examples of how your experience matches the criteria required to be effective in the role listed below.

Essential

1. **Customer Focus** - Ability to understand and articulate the needs, priorities and issues of customers in LHP's community.
2. **Leadership** - Ability to think strategically and see the bigger picture, be held accountable and hold others to account – contributing positively to setting LHP's strategic direction and the identification of emerging external factors that may impact LHP and our customers.
3. **Independence** - Ability to demonstrate impartiality, objectivity and integrity – with a focus on balancing risk management with achievement of long term strategic outcomes.
4. **Analysis** - Ability to analyse and interpret complex information and evidence - demonstrating critical information seeking, intellectual flexibility and sound judgement in decision making.
5. **Communication and Relationship management** - Ability to listen, communicate, support, challenge and influence effectively - positively giving, receiving and acting on feedback, and articulating clear reasoning. Ability to work effectively within LHP - developing open and positive relationships that generate confidence and trust.
6. **Teamwork** - Ability to build supportive, collaborative relationships and work as a team - showing self-awareness and welcoming, valuing and showing regard to the differing views and advice of others, motivating and empowering others and inspiring trust and confidence.
7. **Equality, diversity and inclusion** - Demonstrable commitment to equality, diversity and inclusion and ability to understand and articulate discrimination and inclusion issues within the sector and a personal commitment to treating people fairly, honestly and with respect.
8. **Personal Effectiveness** – Ability to self-reflect and show a commitment to personal development - demonstrating confidence, self-control and emotional intelligence and motivation to have a positive impact on our customers.
9. **Corporate Governance** – Ability to understand the role of a non-executive – how to contribute to effective corporate governance, decision making, exercising strong financial stewardship and securing value for money and corporate risk and performance management.
10. **Professionalism** – Ability to use experience, specialist expertise and insight gained through a professional background at a senior officer or non-executive level in finance to assist the Board in making decisions and add value to the work of the Committee.
11. **Governance** - Understanding of the relevant codes and frameworks governing finance in the UK, including financial management, sustainability and governance.



- Understanding of a strongly regulated sector and the regulatory framework for registered housing providers.
12. **Financial/general management** – Expertise in financial/general management within a business or public sector environment of a similar scale to LHP. Including: Treasury, Cash Flow and Investment Management, Business Planning & Scenario Testing, Financial Management / accountancy – strategy planning & Stress Testing, Value for Money, efficiency metrics, procurement and use of resources

Desirable

13. **Housing Sector** - Interest or current strategic understanding of the housing sector and of the social, economic and political environment.

How to Apply

Ref Number: LHP005 Finance Committee Independent Member

If you wish to apply, you will need to follow these steps:

- Fill in the application form at www.lincolnshirehp.com/board-recruitment, which asks you to tell us how you meet the criteria in the person specification, why this role is important to you and how you can positively contribute to LHP
- Please ensure that you have also completed and submitted the equal opportunities monitoring form that is included with the application form. The information you provide is not seen or considered by the selection panel at any stage. It will be treated as confidential and used for statistical purposes only

It is essential you ensure your application covers all the relevant experience that the selection panel will be looking for. Further guidance on how to complete your application form can be found at: www.lincolnshirehp.com/board-recruitment.

If you wish to receive a hard copy of the application form or equal opportunities form, or in an alternative format e.g., Audio, Braille or large font then please **contact our Recruitment Team on 0345 604 1472** or by emailing recruitment@lincolnshirehp.com.

Application documents should be submitted via the LHP website www.lincolnshirehp.com/board-recruitment by no later than **12 midday on Thursday 26 January 2023** with final interviews being held virtually **week commencing 6 March 2023**.

To find out more about LHP's governance and what it is like being a Board Member, please visit our website, www.lincolnshirehp.com/governance.

LHP will, of course, respect the privacy of any conversations regarding these roles.

So what are
you waiting for?

Apply today!

Lincolnshire Housing Partnership Limited registered as a charitable Community Benefit Society under the Co-operative and Community Benefit Societies Act 2014 with registered number: 7748. Data Protection registration number: ZA345449
Registered Office: Westgate Park, Charlton Street, Grimsby, North East Lincolnshire, DN31 1SQ

LHP Lincolnshire
Housing
Partnership