Co/ownership

Board Member

Information Pack

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Introduction

Dear Candidate

Thank you very much for your interest in becoming a Board member of Co-Ownership Housing.

We are registered both as an Industrial Provident Society and Charity. We have been operating since 1978 and are proud to have helped 30,000 families and individuals obtain their own homes in that time.

Our crucial work in improving access to homeownership has an evidenced, positive social impact in helping to build diverse neighbourhoods and sustainable communities across Northern Ireland.

In recent years, the organisation has embarked on a remarkable journey of transformation and modernisation, a journey that has depended on having the best staff team led by the best Board.

We are now looking for individuals to complement the Board with the right skill sets and attitudes, to help take Co-Ownership even further in delivering on its mission.

You will find more information about us on our website at www.Co-Ownership.org.

We are pleased to be working with Engage to help with our recruitment process. If you have any initial queries relating to the post in the first instance, please contact Patrick Minne patrick@co3.bz or 07792 509003.

We are looking for an exceptional individual with experience of managing people, who is willing to dedicate time and energy to our organisation, and share our passion to make the changes we want to see in homeownership by assisting those we serve. You will be joining a dedicated team of people who care deeply about the difference our organisation makes.

If this sounds like you, we look forward to hearing from you.

David Little

Chair Co-Ownership

Who we are

Co-ownership improves access to homeownership across Northern Ireland by providing affordable and sustainable rent and purchase products to people who might otherwise be excluded.

While we are widely referred to simply as 'Co-Ownership', our full official title is Northern Ireland Co-Ownership Housing Association Limited. In 2018, we celebrated our fortieth anniversary of delivering affordable homeownership across Northern Ireland. We have now assisted around 30,000 families and individuals to have a home of their own through shared ownership. In doing so, we help build neighbourhoods and sustainable communities.

We now have a turnover of over £40m a year, with net assets of in excess of £95m and we employ around 60 full time equivalent staff.

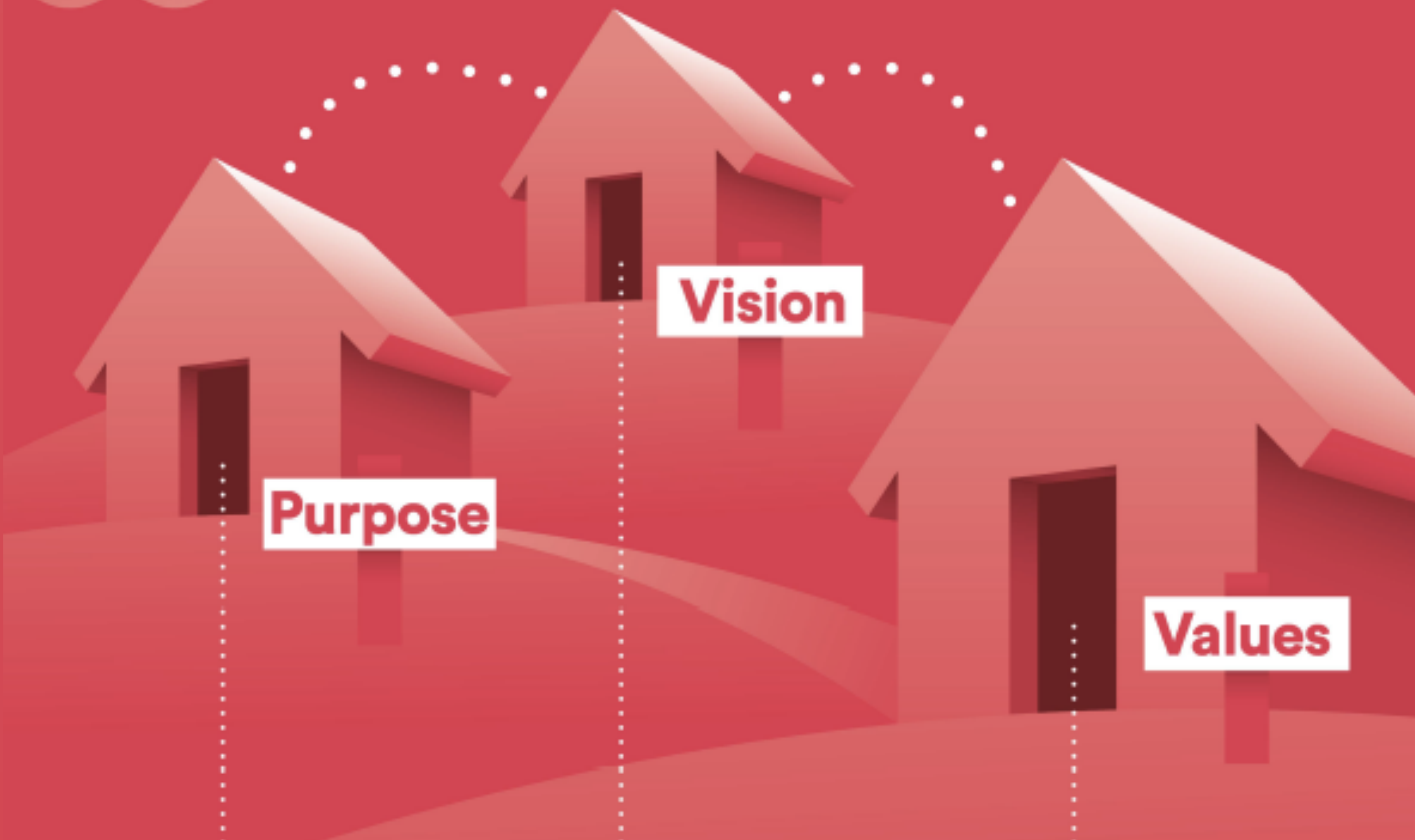
What we do

We are the experts in shared ownership, partnering with our clients to help them build a financial stake in their own home.

Through our shared ownership offer, purchasers take as large a share in the property as they can afford to start with (between 50-90%) and they can increase that share at any time. Co-Ownership buys the remaining share and charges the purchaser a rent below the market rate on that share. The advantage to the purchaser is lower monthly repayments than if they had bought their property outright; and they are not excluded from the market by the need for a big deposit. Meanwhile, mortgage providers have the comfort of opting to take the Co-Ownership Housing share as a deposit.

In addition to this, we have introduced a Rent-to-Own scheme which allows people who cannot access a mortgage to rent a new-build property from our subsidiary OwnCo Homes, for up to three years. This allows them the time needed to improve their financial position and enable them to obtain a mortgage. They can then buy the property from Co-Ownership using the refund of 20% of rent paid as their deposit.

Our Strategy



To enable people to become homeowners.

To lead the way on affordable home ownership.

Putting customers first.
Working together.
Doing the right thing.
Evolving and improving.

Click on the link below to download our corporate plan

2021 - 2024 CORPORATE PLAN

co-ownership.org

Our Finances

We submit annual reports to the Financial Conduct Authority. Here is a summary of the latest audited balance sheet. You can get the full detail of our finances by downloading our last three years' financial reports by clicking the links below to the FCA's Mutuals Register:

	Note	2020 £	2019 £
Fixed assets			
Housing properties	14	**423,879,384**	400,577,207
Other tangible assets	17	**248,186**	678,169
Investments	16	**300,001**	300,001
		424,427,571	401,555,377
Current assets			
Stock	18	**1,028,673**	3,139,916
Debtors	19	**14,352,587**	15,023,606
Investments	20	**18,511,231**	15,322,036
Cash at bank and in hand		**13,782,370**	16,401,792
		47,674,861	49,887,350
Creditors: amounts falling due within one year	21	**(23,717,411)**	(26,801,844)
Net current assets		**23,957,450**	23,085,506
Total assets less current liabilities		**448,385,021**	424,640,883
Creditors: amounts falling due after more than one year	22	**(347,078,460)**	(331,080,090)
Net assets excluding pension deficit		**101,306,561**	93,560,793
Pension deficit	24	**(5,471,000)**	(3,887,000)
Net assets including pension deficit		**95,835,561**	89,673,793
Capital and reserves			
Called up share capital	24	**56**	56
Revenue reserves	25, 26	**95,835,505**	89,673,737
Total capital and reserves		**95,835,561**	89,673,793

Annual report to March 2020

Annual report to March 2019

Annual report to March 2018

Meet the Board

David Little BSc MBA
Chair

Alyson Kilpatrick
Vice Chair

Philip Price BSc

Alastair Coulson

Samuel Dickey MRICS

Gillian Greer

Norman McKeown

Derek Wilson

Jordan Buchanan

Alan Ledlie

Nicola McCrudden CIHCM

What we are looking for

Co-Ownership has a team of Board members who between them bring a wide range of excellent skills and competencies to their positions as trustees and directors. We are looking for an exceptional Board member to join that team, bringing to it experience of managing people.

Experience

- You will have a demonstrable track record of success in a substantial company, charity or public sector body, in particular in the management of human resources.
- You will have had experience in developing your own professional networks.
- Experience of working in a collaborative environment.

Knowledge

- You will have a working knowledge of the HR environment, recruitment and selection procedures, and legal compliance.
- You will know about the strategic considerations that drive not-for-profit organisations, and the ways in which those considerations differ from the private and public sectors.

Skills

- You will be able provide expertise that assists the Board in establishing the best strategies for the management of Co-ownership's people.
- You will be able to assess changes to the labour market and suggest ways in which Co-ownership might adapt its people strategy to become an employer of choice.
- Your excellent interpersonal skills will allow you to constructively perform the challenge function needed for a healthy Board, and to lend support to your Board colleagues and the executive team when needed.

This is not an exhaustive list and if there are other skills and qualities that you feel relevant that would add value to the Co-Ownership Board, we encourage you to make an application. We are inviting people from across all sectors who have the relevant skills and who connect with the mission and values of Co-Ownership to submit their CV. Co-Ownership is committed to diversity and equality of opportunity and welcomes candidates from all sections of the community, including women and people from BAME backgrounds who are currently under-represented on the Board.

Time Commitment

Board Meetings

Co-Ownership Board members attend all Board meetings. These take place every two months and usually run from 10am-12noon on the first Thursday in the relevant month.

Committee Meetings

Board members will normally be expected to serve on either the Finance & HR Committee (FHR) or the Audit Risk & Governance Committee (ARG). Committee meetings are held quarterly, with additional ones required around the time of the AGM and at the end of the financial period. These are usually scheduled on the same Thursday morning and last up to two hours.

Other Meetings for Board Members

The Annual General Meeting is held in September just after the Board meeting. Normally a Board Strategy Workshop is held once a year.

The Virtual Boardroom

Co-Ownership operates a paperless Board room. Papers are issued via its "Virtual Board Room". All Board members are issued with an iPad to access the Board and committee papers, and in addition can use it to access research papers, consultations, reports and a full governance manual.

Trustee Induction and Support

All new Board members will be offered induction and supporting materials.

Board Member Role Profile

Board members act collectively: they do not have individual executive authority. However, as individuals they are responsible for upholding the values and principles of the organisation and for contributing their personal skills, knowledge and experience to the organisation's work. They may also serve as officer holders of the Board, in which case the relevant role profile will in addition apply to the Board member concerned.

Board members may be co-opted to the Board and/or to serve on a committee of the Board, or they may be elected members of the Board. This profile applies to all members of the Board, whether elected or co-opted.

1. **Ensure that he/she is fully familiar with the organisation's corporate governance framework and documentation, including for instance its rules, and policy/practices on declarations of interests.**

2. **Be an ambassador for the organisation, promoting its interests and taking care to present it in a positive light. This will involve supporting the Board's decisions and organisation policies, and behaving courteously and abiding by the corporate governance framework, including for instance the Board Member Service Agreement and Code of Conduct, at all times.**

3. **In addition to membership of the Board, serve on at least one standing committee of the Board at all times and rotate between standing committees at the request of the Board.**

4. **Prepare for and attend Board meetings and Committee meetings where so indicated.**

5. **Attend and participate in induction programmes and learning and development events for Board members.**

6. **Attend and participate in performance appraisal activities for Board members.**

7. **Act as an authorised signatory in accordance with the signatories policy.**

8. **The Board, acting through the Board Chair, from time to time may give an individual Board member responsibility for providing oversight and guidance on its behalf in relation to areas of the Board's work, for instance leading/sponsoring specific projects or align with specific stakeholders. In that event, the relevant individual will take an active involvement in the work area and will seek to reflect his/her own knowledge and expertise in that work area.**

9. **In consultation with the Board Chair, request independent professional advice and/or learning and development support where it may be relevant to assist in the effective discharge of the role of Board member.**

Board Member Specification

Those interested in serving as a Co-Ownership Board Member must be able to demonstrate that they understand the diverse needs of clients and potential clients, and the aims, principles and values of Co-Ownership.

1. **Have relevant experience in the private, public, voluntary or community sectors either as an employee or on a volunteer basis including serving on a committee or Board.**
2. **Have leadership skills, including the ability to be objective, to probe and question, and to act decisively when necessary.**
3. **Are visionary, creative and passionate about Co-Ownership's service, and prepared to invest energy in its success by learning and understanding its business and its stakeholders.**
4. **Are team players, able to listen and work with others, offering guidance and support, to ensure effective decision-making by the Board.**
5. **Understand the responsibilities of IPS directors and charity trustees, the importance of good governance, and agree to work in accordance with any code(s) of practice agreed by the Board. Ongoing support, learning and development opportunities will be offered to Board members with this.**
6. **Are able and willing to act impartially and apolitically.**
7. **Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgement.**
8. **Some financial acumen to help lead the charity in a changing financial climate.**
9. **Are good communicators, willing and able to promote the decisions of the Board and the interests of Co-Ownership and its clients.**
10. **Can commit to the time commitments as detailed in 'Time Commitment' above**

Eligbility

Candidates must disclose any information about their personal or professional life which in the trustee Board's perception could bring Co-Ownership into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the organisation, or behaviour which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime, which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates must disclose any information which could give rise to a perception of conflict of interest with their role as a Co-Ownership Housing Board member. This will not necessarily result in an inability to serve on the Board.

How to apply

- Application is by submission of an up to date CV by email to patrick@co3.bz by email.
- Your submission may be followed up with a conversation with Engage to talk you though the main roles and responsibilities.
- That is followed by a 'conversation with a purpose' with the Chair and the Board members to discuss see how you meet the criteria set out in the role description and the level of commitment you are able to make to this voluntary role.
- There will be an opportunity for successful candidates to meet the full Board before they make a commitment to join.

Please address any enquiries relating to the advertised position, and your submission, to Co-ownership's recruitment partners:

Patrick Minne

Tel: 07792 509003
Email: patrick@co3.bz

www.engageexec.co.uk

Enquiries unrelated to this recruitment can be addressed to:

Tel: 028 90327276

Email: hello@co-ownership.org

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