



woven[®]

BOARD & COMMITTEE MEMBER

INFORMATION PACK

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Welcome from the Chair

Dear Candidate

On behalf of the Woven team, I am delighted that you have expressed an interest in joining the Board of Trustee Directors at Woven.

It is an exciting time for the Association as we seek to build on our success to date, our new brand and our new HQ.

We are interested in hearing from prospective Board and Committee Members who want to help, are willing to dedicate time and energy to the cause and to our people and who share our passion for the Association to grow.

We are aiming to recruit new Board and Committee Members with a diverse set of backgrounds, skills and experiences to enable us to be the best we can be.

We're keen to speak to people who have a range of skills and experience – this might include, for example, property development, legal knowledge, audit and risk expertise or change management.

In return you will have access to an expanding network of like-minded contacts and we will keep you informed about our work, seeking

your engagement and input. We will provide you with a full induction to the Association's work and we will support you in your role as a Board and Committee Member.

We are focused on the next phase in the evolution of the association across its social, community and charitable activities. We are ambitious to continue to grow and diversify, to serve more people in different ways. We hope you will want to join us and help us shape the strategic direction of Woven as we step forward.

We're delighted to be working with our search and selection partners Engage who will be happy to answer any questions you might have in the first instance.

We look forward to hearing from you.

Yours faithfully

Neil McIvor
Chair

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Who we are

Woven (formerly Habinteg Housing Association (Ulster) Ltd) was founded in 1976 as a registered housing association in Northern Ireland.

We plan, develop, and manage 'integrated' housing schemes in both urban and rural areas throughout the region and work with a number of partner organisations in providing supported housing projects.

Woven represents not only our name, but also what we do. Our aim is to develop housing and bring people together to create thriving neighbourhoods, weaving together homes, lives, and communities to help create a shared vision of an inclusive Northern Ireland. Our Vision - **Homes, lives and Communities; Woven, as one** encapsulates this central aim.

Woven's main offices are in Belfast with a regional office in Derry/Londonderry. At an operational level, we have four Directorates - Homes & Communities, Asset Management, Development, Finance and Corporate Services. The work of Woven is overseen by a voluntary Board to ensure good governance, compliance, and accountability.



What we do

To achieve our Vision, we provide housing which combines a range of dwelling types - family houses, apartments, and bungalows - in order to appropriately meet the needs of the widest range of users, including older persons and persons with a disability.

Quality, sustainable developments include large and medium sized suburban housing developments, inner city apartments, individual rural cottages, and specialised housing schemes. Partnership projects include sensitively designed housing with care schemes, temporary accommodation for people who are homeless, and housing initiatives for people with additional support needs.

The standard and quality of Woven's developments has been recognised at local and national level with an impressive list of high-profile awards, including the UK Housing Award for Outstanding Achievement in Social Housing in Northern Ireland and the RICS Award for the Northern Ireland region. We are a Customer Service Excellence organisation and have Investor in People Gold status.



Our strategy

MISSION STATEMENT

Woven will provide accessible, affordable, inclusive, integrated homes and excellent services to enrich lives and communities of all our customers.

VALUES

People	Working for people, with people, through people
Quality	Driving continuous improvement across all our services
Integrity	Being honest, respectful, transparent and trustworthy in all that we do
Integration	Embracing diversity, equality, opportunity. Enhancing inclusive living experiences for all our customers
Engagement	Working to develop dynamic services internally and externally, through teamwork, collaboration and partnership

CORPORATE OBJECTIVES



Customer

By involving our customers and stakeholders, we will create sustainable and thriving communities and provide quality homes and services



Our People

We will value, invest in and empower our people as individuals and teams to improve how we work together



Operational Excellence

To deliver performance improvement in all areas of our operations



Financial

To ensure financial viability and deliver Value for Money

Meet the Board



Neil McIvor
Chair



**David
McCavery**



Nuala Loughran
Vice Chair



**Gordon
Davidson**



Gerry Gilpin
Honorary
Secretary



Laura Allen



Gerry McCabe
Treasurer



Michelle Alcorn

The organizational chart for Dublin City Council is structured as follows:

- DEVELOPMENT**
 - Director of Development
 - Head of Development
 - Development Manager
 - Senior Development Officer
 - Development Officers
 - Contracts Manager (Development)
 - Special Projects Coordinator
 - Development Support Officer
 - Building Inspector

- FINANCE AND CORPORATE SERVICES**
- Finance
 - Director of Finance and Corporate Services
 - Head of IT
 - Information Technology
 - ICT Systems Administrator
 - IT Assistant
 - IT Support Technician
 - Head of Finance
 - Finance Manager
 - Senior Finance Officers x2
 - Finance Officers x2
 - Finance Assistant
 - Head of HR
 - Human Resources
 - Senior HR Business Partner
 - HR Business Partner
 - HR Administrator
 - EXECUTIVE SUPPORT TEAM**
 - Chief Executive
 - Quality & Performance Manager
 - PA to Chief Executive
 - Administrative Officer
 - Administrators
 - Communications Senior Officer
 - HOMES AND COMMUNITIES**
 - Director of Homes & Communities
 - Head of Housing
 - Business Support
 - Senior Administrative Officer
 - Administrators
 - Community Involvement
 - Senior Officer – Tenant and Community Svcs
 - Community Involvement Officers
 - Administrator (TBUC)
 - Housing
 - Senior Officer - Apartment, Older Persons and Supported Living
 - Scheme Coordinator Alison Cameron
 - Housing Managers (HO)
 - Senior Housing Officer Income Recovery
 - Housing Officers
 - Community Assistants
 - Housing Manager
 - Senior Housing Officer Anti-Social Behaviour
 - Welfare Advice Officer
 - Housing Assistant
 - Housing Officers (NW)
 - Community Assistants
 - ASSET MANAGEMENT**
 - Response Maintenance
 - Head of Asset Management
 - Response Maintenance Manager
 - Senior Assets Officer
 - Assets Officers
 - Administrators
 - Compliance & Planned Maintenance
 - Sen. Prog. Planning & Business Partner
 - Clerk of Works
 - Student Placement Claran McLammon
 - Procurement
 - Head of Procurement
 - Procurement Officer
 - Business Support
 - Senior Administrative Officer
 - Administrators

Finances

Here's a snapshot of our accounts at 31 March 2023. Further details on our accounts over the last three years may be accessed by clicking on the links below to our annual reports.

| | Notes | 2023
£ | 2022
£ |
|---|-------|------------------|--------------|
| Turnover | 3 | 17,729,361 | 17,411,205 |
| Operating costs | 3 | (15,865,189) | (15,571,869) |
| Operating surplus | | 1,864,172 | 1,839,336 |
| Gain on property disposals | | 1,931,148 | 2,363,216 |
| Transfer to disposal proceeds fund | 15 | (1,359,983) | (1,755,111) |
| Interest and financing income/(costs) | | (1,811,230) | (1,681,915) |
| Other finance charges | 19 | (83,000) | (82,000) |
| Surplus before tax | | 541,107 | 683,526 |
| Taxation | | - | - |
| Surplus after tax | | 541,107 | 683,526 |
| Other comprehensive income | | | |
| Actuarial gain/ (loss) in respect of pension scheme | 19 | 4,384,000 | 1,724,000 |
| Total comprehensive income for the year | | 4,925,107 | 2,407,526 |

| | Share Capital
£ | Capital reserve
£ | Revenue reserve
£ | Restricted reserve
£ | Total
£ |
|----------------------------------|--------------------|----------------------|----------------------|-------------------------|-------------------|
| Balance at 1 April 2022 | 11 | 81 | 26,184,141 | 1,883 | 26,186,116 |
| Surplus / (deficit) for the year | - | - | 546,218 | (5,111) | 541,107 |
| Other comprehensive income | - | - | 4,384,000 | | 4,384,000 |
| Transfers between reserves | (3) | 3 | (3,228) | 3,228 | 0 |
| Issued share capital | 2 | | | | 2 |
| Balance at 31 March 2023 | 10 | 84 | 31,111,131 | 0 | 31,111,225 |

| | Notes | 2023
£ | 2022
£ |
|---|-------|--------------------|--------------------|
| Fixed assets | | | |
| Housing properties | 10 | 207,839,650 | 190,056,766 |
| Other tangible fixed assets | 12 | 6,986,664 | 3,495,724 |
| | | <u>214,826,314</u> | <u>193,552,490</u> |
| Current assets | | | |
| Trade and other debtors | 13 | 3,741,701 | 8,968,369 |
| Cash and cash equivalents | | 5,666,467 | 4,675,700 |
| | | <u>9,408,168</u> | <u>13,644,069</u> |
| Less: Creditors: amounts falling due within one year | 14 | (17,412,028) | (18,245,930) |
| Net current liabilities | | <u>(8,003,860)</u> | <u>(4,601,861)</u> |
| Total assets less current liabilities | | <u>206,822,454</u> | <u>188,950,629</u> |
| Creditors: amounts falling due after more than one year | 14 | (175,886,229) | (159,403,513) |
| Pension fund asset/(liability) | 19 | 175,000 | (3,361,000) |
| Total net assets | | <u>31,111,225</u> | <u>26,186,116</u> |
| Reserves | | | |
| Share capital | 21 | 10 | 11 |
| Revenue reserves | | 31,111,131 | 26,184,141 |
| Capital reserves | 22 | 84 | 81 |
| Restricted reserves | 23 | 0 | 1,883 |
| Total reserves | | <u>31,111,225</u> | <u>26,186,116</u> |

Annual Report March 2023

Annual Report March 2022

Annual Report March 2021

Board Member Personal Specification

1. Those interested in serving on the Woven HA board should be able to demonstrate that they:
2. Understand the diverse needs of the organisation's beneficiaries and the aims, principles and values of the organisation.
3. Have relevant experience in the private, public, voluntary or community sectors either as an employee or on a volunteer basis
4. Have diplomatic skills, including the ability to be objective, to probe and question, and to act decisively when necessary.
5. Are visionary, creative and passionate about the organisation's service, and prepared to invest energy in its success by learning and understanding its business and its stakeholders.
6. Are team players, able to listen and work with others, offering guidance and support, but ready to participate in effective, evidence-based decision-making by the board.
7. Understand the responsibilities of company directors and charity trustees, the importance of good governance, compliance and regulation and agree to work in accordance with any code (s) of practice agreed by the board.
8. Are able and willing to act impartially and apolitically.
9. Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgement.
10. Show some financial acumen to help lead the association in a changing financial climate.
11. Whilst not essential previous experience in any of, Housing Development, Audit and Risk, and/or Change Management would be considered advantageous
12. Are good communicators, willing and able to promote the decisions of the board and the interests of the organisation and its clients.
13. Can commit to the time commitments as required by the organisation.

Eligibility

Candidates must disclose any information about their personal or professional life which in the Trustee Board's perception could bring Woven 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 an Woven Board Member. This will not necessarily result in an inability to serve on the board.

Time commitment

The Board's purpose is to oversee governance and drive the strategic direction of the Association.

The Board meets six times a year and incorporates several committees; Audit and Risk Assurance, Finance, Development, Housing and Nominations and Remuneration.

In addition to Board meetings, members will be expected to serve on at least one committee which meets at least four times per year.

Induction and Support

Board & Committee Members will be offered a full induction programme and supporting materials.

Expenses

Board Members will be reimbursed for travel and subsistence costs when carrying out Woven Board business.



The application process

For a confidential discussion about the position in the first instance, please contact Engage Director Patrick Minne, patrick@co3.org.uk 07792 509003.

1. Candidates are asked to provide a full CV by email to Engage by **noon on Monday 29 July 2024** to apply@engageexec.co.uk.
2. Engage will submit your application to the Woven Board panel who will shortlist candidates.
3. Shortlisted candidates will be invited to meet the panel for a two-way discussion about their candidacy.
4. The full Board will vote to ratify the selection of the successful candidate.

Successful candidates will be invited to attend:

- Board Meeting 22 August 2024
- Annual General Meeting 11 September 2024



Please address any enquiries relating to the advertised position to Woven's recruitment partners:

Patrick Minne
Director



Tel: 07792 509003

Email: apply@engageexec.co.uk

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

Woven
Laganwood House
44 Newforge Lane
Malone Road,
Belfast BT9 5NW

Tel: 028 90427211

Email: info@woven.org.uk

Web: www.woven.org.uk