LJHA

Leeds Jewish Housing Association

Board Member & Committee Member Recruitment Pack

Welcome to Leeds Jewish Housing Association

We are delighted to have your interest in becoming a Board member of LJHA, I hope this pack helps explain who we are, what we do and how becoming involved might be one of the most interesting and rewarding decisions you can make.

At LJHA we believe everyone has the right to have a place they can truly call home in order to thrive, we also know that this is not everyone's reality and it takes bold organisations like ourselves to drive societal changes for current and future generations. That's why our Vision is

To be an excellent Housing Association providing quality affordable homes, whilst making a positive impact and contributing towards a thriving Jewish community, for both young and old.

Founded in 1953 we have a rich history of 70 years within the Moortown and Alwoodley area and have grown our mixed property portfolio which stands now at 550 homes, including family houses, flats and homes for older people with the completion of our latest award-winning new development just off King lane last year. But primarily we are a people focussed organisation, serving our residents and our neighbourhoods to ensure vibrancy, cohesion and sustainability.

Housing Associations are regulated by the Government and therefore joining our Board is a serious commitment as we take the responsibility for both the strategic direction and performance of the organisation. Supported by an excellent staff team our good governance allows us to step back from operational activity and focus on our genuine ambitions to be the best social housing landlord we can be.

It is important that our Board has the skillset that matches our challenges, therefore we are particularity interested in seeking applicants with experience in the fields of

Property Development Property/Asset Management

Social Housing Sector Finance Communications/Relations

We feel this is an exciting time to join an equally exciting and impactful organisation and we hope you feel as enthused about what LJHA do as we do. If after reading this pack you would like to talk more, or apply please do reach out to us, there are details in this pack on how to do this.

Yours sincerely,

Mark Grandfield & Jonathan Shaw
Chief Executive Chair of Board

Who is Leeds Jewish Housing Association and What do We do?

Housing Associations are not-for-profit social housing providers, landlords who provide low cost but high-quality homes for those that need them the most. 17% of all households in England live in social housing so we are truly pillar organisations for any community, we exist to provide real housing options for people who can't afford to rent or buy homes on the open market and our homes are usually built with the support of government funding.

As an Organisation

LJHA are a stand-alone organisation, we are not part of the Leeds Jewish Welfare Board or Representative Council, we have 28 staff including repairs operatives, housing officers and housing support staff. All Housing Associations are regulated by the Government and therefore we are acutely aware of our governance requirements and ensure we run a financially viable, risk aware but equally ambitious organisation.
Our financial model is simple, we collect rent and service charges and use this money to provide services back to residents in the not-for-profit sector.

Our Residents

With around 800 residents we clearly know who the focus of our organisation is. We aim to run LJHA with residents best interests at heart and when making key resident facing decisions always seek to understand their views. We have residents on our Board and Sub Boards, resident ambassadors throughout our neighbourhoods and a formal Residents Consultative Group helping us keep clear on what is most important to them and where we should focus our efforts.

Our Homes

Our 550 Homes are very different with some from the 1950's and some only just built. Around half of them are specifically for older people and half are for people of any age, ranging from 1 bed flats to 4 bed houses. Their maintenance and upkeep are a key priority, carrying our regular repairs, all required safety checks and the required modernisation to ensure they remain high quality for generations to come.

The Services We Offer

As a landlord we carry out our repairs and collect our rent but our aim is to be much more than that if our residents need us. Where we are able we will support residents with applying to us, settling in, financial planning and for those that need them, finding 3rd party support agencies to help them flourish. For residents in our older persons accommodation we also provide a 24/7 housing support service whereby staff will engage with residents daily to ensure they are fit, healthy and their needs are cared for as well and providing events and activities to make our schemes vibrant places to retire. We are not a social or physical care provider but can help our residents find organisation to provide these services for them.

Our Long Term Goals

Our Board steer the strategic direction of the organisation by setting and monitoring our long-term strategic goals these are the tasks separate from the daily duties that will make LJHA stronger and more affective in the future, they are

- Enhancing our existing homes – setting the highest standards for property condition and making our everyday repairs as well as our major works programmes the best they can be
- Our plan for the future – asset management – assessing our older homes to make sure they fit the needs of the next generation, making bold changes where required
- Relationships and engagement – engaging with our residents on what we do, engaging with our external stakeholders to support our communities (the Leeds Jewish community, the Leeds City region and the national housing sector) and engaging with our staff to make LJHA a great place to work
- Development and growth – how we can build and acquire more homes for the Jewish Community
- Environmental footprint – how we understand and reduce our environmental footprint

Don't take our word for the impact LJHA has, our residents are probably the best ones to do this

"*I worried for years how I was going to manage in my house and what would happen to me in my later years, I don't have family but now I feel like I'm going to be absolutely fine living here and all those worries have gone"* Elderly resident, soon after moving into sheltered housing scheme

" I think moving here is really going to change things for me, I've only been here 48 hours but already I don't feel as isolated" Younger resident moving into a flat in the heart of Jewish Community

How To Apply

Thank you again for your interest in this post, we do not wish this application process to be too onerous and thus have kept the application simple for both you and for us.

Therefore could you please submit;

- An up-to-date CV showing your career history
- A supporting letter explaining your interest in this position and explaining how you are a good candidate for the position
- The declaration form – completion of the equalities section is not mandatory, this is requested for monitoring purposes in line with our commitment to equality and diversity.

Please send your application by email to Kerry.phillips@ljha.co.uk

Applications must be received by Friday 12th January 2024

If you wish to have an informal discussion about the role and organisation or if you have any other questions please contact Mark Grandfield, Chief Executive on 0113 320 7777, or mark.grandfield@ljha.co.uk.

Board of Management Terms of Reference

BOARD of LEEDS JEWISH HOUSING ASSOCIATION – terms of reference

1 Ultimate Responsibility

The Board of Management (BoM) has ultimate responsibility for the conduct and control of the Association's affairs and for everything done in its name. It recognises the need to distinguish between governance and management and will not usually seek involvement in day-to-day administration.

The Board will establish the necessary Sub Boards and appoint members to the Sub Boards to oversee operational delivery of services and ensure that day to day management is effective and efficient.

2 OFFICERS

The Board will appoint a chair at the meeting immediately following any annual general meeting.

3 Powers Reserved by the Board

The Board may delegate certain of its responsibilities. It reserves expressly to itself the following powers and responsibilities:

- **Regulation.** The Board will ensure there is a robust framework for, and compliance with, the Regulator of Social Housing's Economic and Consumer Standards
- **Objectives and Strategy**. The Board will define the values, objectives and strategy of the Association and will approve and keep up-to-date its Purpose, Core Values and Corporate Strategy.
- **Financial Viability**. The Board shall ensure there is effective management of resources to ensure their viability is maintained and neither the Association nor its assets are put at undue risk. The Board will approve the annual budget and the assumptions used therein and will keep up-to-date the Association's business plan containing long term financial forecasts. The Board will approve the annual accounts and recommend the appointment of auditors to the AGM.
- **Control Structure**. The Board will approve the Sub Board structure and composition and terms of reference of its Sub Boards. It will also approve the delegation to Employees and Sub Boards. It shall carry out its Annual Board Review Actions. It will ensure that LJHA's financial procedures are reviewed by the Board members at least every 2 years. Performance Monitoring - on at least a quarterly basis, the Board will monitor performance against the annual budget, and will review key performance indicators. The Board is responsible for Risk Management within the Association and the deployment of a robust H&S Policy.

While the Board retains ultimate responsibility for treasury policy and strategy, it may delegate this to the Finance, Audit and Risk Sub Board.

4 Equality, Diversity and Inclusion (EDI)

Leeds Jewish Housing Association (LJHA) values diversity and is committed to ensuring and promoting equality of opportunity in housing and employment and in the provision of its services. We are committed to considering the needs of individuals when developing policy and in our day-to-day operations. We work with our employees, partners and residents to demonstrate and promote a culture of tolerance and respect in our community. We are a minority ethnic housing association, with a commitment to welcoming employees and residents from a wide variety of backgrounds.

The Board will take responsibility for the appointment (as per rule E6) and dismissal of the Chief Executive and will ensure that it is represented in the recruitment process for new members of the Board and Directors of LJHA.

The Chair and/or Vice Chair will carry out the annual appraisal of the Chief Executive.

5 Delegation

The Board will delegate the management of the Association to the Chief Executive. The Board may change the terms of any statement of delegation or any of the standing orders or terms of reference of its Sub Boards.

In the case of dispute, the Board's decision will override that of any Sub Board.

6 Complaints and Appeals

The Board, or individual members, may provide an appeal panel in the event of complaints staff grievances or disciplinary action which may be taken against the Executive Directors or Board Members.

The Board have overall responsibility to monitor tenant complaint data and learnings from complaints. To ensure that the Ombudsman's Complaint Handling Code is adopted accordingly.

7 Frequency of Meetings

Ordinary meetings of the Board will take place in accordance with a timetable agreed by the Board annually in advance (minimum three times a year per Rule D26). Special meetings may be called by the Chair or by other members of the Association in accordance with the rules C17-18.

8 Attendance at Meetings

Board meetings will be attended by the members of the Executive Management Team and others if invited by the Chair or Chief Executive. The Board may include observers. Board members not able to attend a particular meeting should offer their apologies as soon as possible, preferably seven days prior to the meeting date.

9 Quorum

The Quorum for the Board will be the greater of 50% of all Board members or five members. In the event of a tied vote, the Chair shall have a second, casting, vote.

10 Membership

No more than 25% of the Board may be executive officers of another Registered Provider.

LJHA imposes no restriction on Board Members from other Registered Providers being Board Members of LJHA. However, LJHA expects such other Board Memberships to be declared and any conflicts of interest to be dealt with in an appropriate manner.

11 BOARD RESPONSIBILITIES

The Board has ultimate responsibility for the conduct and control of each company's affairs and for everything done in its name.

The Board will appoint a chair and vice chair at the meeting immediately following any annual general meeting.

12 Powers Reserved by the Board

The Board reserves expressly to itself the approval of the annual accounts and appointment or recommendation of appointment of auditors.

The Board is required to approve any spend over £100,000.

The Board is required to approve any borrowing as per rules B1-B3.

Ensuring that before the Association takes on any significant new liabilities that it understands and manages the likely impact on current and future business and regulatory compliance.

13 Conduct of Meetings

The Board will follow the regulations for the calling and management of its meetings as set out in the company's Rules or equivalent constitutional documents.

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