



# Saffron Tenant Board Member Application Pack

We have an exciting opportunity for a Saffron tenant to join our Board in a Board Member role.

Thank you for considering the role of Tenant Board Member for Saffron Housing Trust. The Board for Saffron consists of three positions (25%) that are filled by tenants or people with the unique perspective of being a tenant.

The Tenant Group is completing a restructure in June, the aim of which is to create a group that can work closely with Saffron, its Board and Committees to create positive change for tenants and residents. The group will oversee tenant engagement and monitor Saffron's performance. We are responsible for nominating this Board position, giving us the opportunity to ensure that Tenant Board members are passionate about Saffron Tenants and Residents.

The Board comprises 11 Non-Executive Board Members (not a Saffron employee) and the CEO. Saffron recognises the importance of having tenants on the Board and we are looking for someone to bring direct, first-hand experience of everyday life in a Saffron property to the table. Someone who has dealt with navigating rent payments, has called the Contact Centre, had a repair carried out; essentially, any aspect of being a Saffron tenant.

Enclosed is your application form and supporting information.

We look forward to hearing from you.

From all in the Saffron Tenant Group



# About Saffron Housing Trust

Saffron Housing Trust was created in May 2004 when 4,345 properties were transferred from South Norfolk Council.

Today, we are a housing association with over 6,600 homes in Norfolk, Suffolk and across East Anglia. Saffron is a parent company with 3 non-charitable subsidiary companies, Crocus Homes Limited (Crocus), Saffron Housing Finance plc and Crimson Development Homes Limited.

Click on the links below to find out more about us!



Find out  
more about  
Crocus  
Homes



Inspiring Saffron  
Strategy 2024

Saffron  
Housing  
Trust  
Annual  
Report



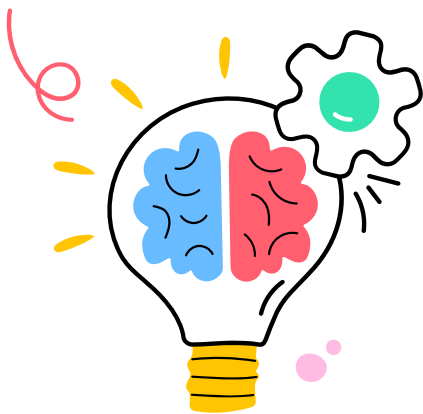
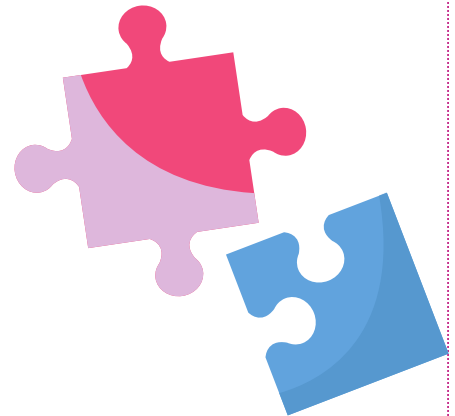


# Priority Skills Required

For this particular role we are seeking an individual who has lived in/service user experience and particular insight into the needs and aspirations of the tenants, residents and communities served by Saffron. Other skills and experiences we look for within our whole Board Membership include:



- Tenant Services and Digital Services
- Knowledge of Saffron communities and their concerns
- Stakeholder Engagement (Tenant and service user involvement and scrutiny)
- Financial inclusion and/or employment initiatives
- Health and Wellbeing, Social Policy



- Care and support for elderly/vulnerable people
- ICT Strategy, Systems and processes
- Corporate Finance and Business Planning
- Treasury management and emerging funding models
- Accounting and External Audit



# Priority Skills Required

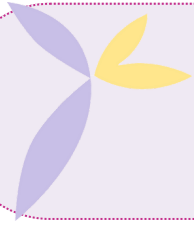
- Housing and Tenancy Management
- Strategic Asset Management, Repairs and Maintenance
- New Housing Supply and Construction
- Health and Safety and Compliance
- Environment and Sustainability
- Data, Analysis, GDPR and Cybersecurity



- Governance, Codes, Law and Social Housing Regulation
- Strategic Risk Management, Audit and Controls Assurance
- Equality, Diversity and Inclusion
- Business Transformation/Strategic HR and Culture
- Communications, Marketing, PR
- Strategic, Community or Stakeholder Partnerships
- Experience as a Board Member

If you have any of the above skills in addition to our priority skill of lived in/service user experience, then please detail these in the space available at the end of the application pack.





# Role Profile

The Saffron Board is collectively responsible for ensuring the success of the Trust and its compliance with all legal and regulatory obligations. It does this by directing and supervising the Trust's affairs.



## The Board:

- Provides leadership of Saffron Housing Trust
- Provides constructive challenge to the Executive
- Sets the organisation's strategic aims, ensures that the necessary resources are in place
- Reviews management performance
- Sets the organisation's values and standards and ensures that its legal and regulatory obligations are understood and met.





# Board Member Role

## Responsibilities of Non-Executive Directors

- Provide leadership to Saffron
- Constructively challenge to seek assurance that the Trust complies with all legal and regulatory requirements
- Help establish the objectives, values and mission for the Trust
- Oversee the Trust's management and financial performance
- Ensure the necessary resources are in place to succeed
- Use individual skills to contribute to an effective Board
- Represent the organisation positively
- Fulfil the functions of a Non-Executive Director as set out in the Trust's Rules, Standing Orders and other governance documentation

## Governance Responsibilities

- Promote high standards of governance with the provisions of the Trust's adopted Code of Governance
- Ensure that appropriate succession planning procedures are in place in relation to Board succession

# Key Criteria

## Organisational

- Understanding of legal duties, responsibilities and liabilities of being a Board Member.
- Time and commitment to the role
- Awareness and understanding of equality, diversity and inclusion issues

## Personal Qualities

- Good independent judgement
- Ability to constructively challenge at Board level
- Ability to mediate
- Impartiality, fairness and confidentiality
- Tact and diplomacy
- Respect for others
- Respected and trusted by other Board Members
- Effective networking skills and ability to build partnerships
- Team player
- Good communication and interpersonal skills
- Strategic vision
- Creative thinking
- Integrity

## Experience

- Leadership
- Sector experience or related sector experience.
- Commercial skills
- Board Membership and governance requirements.
- Good interpersonal skills
- The desire and ability to be an ambassador for Saffron.
- An understanding of the housing sector, in particular the issues and challenges facing the sector

### Term of office

3 years with a maximum of 6 years in office.

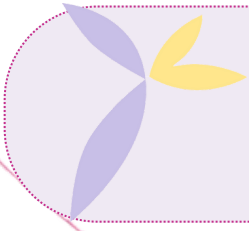
### Time commitment

- 7 Board meetings a year plus
- Committees and/or subsidiary Boards
- 2 away days a year
- Occasional Strategy Sessions

### Remuneration

- £5,250 per annum payable monthly
- Payment of travelling expenses
- Learning and development opportunities.





# Board Member Application Form

**Name:** .....

**Address:** .....

**Current Occupation:** .....

**Home Phone Number:** .....

**Mobile Phone Number:** .....

**Email Address:** .....

## Do you require the following?

Sign language

Large Print

Braille

Translation

Other

Translation language (if English is not your first language)

**Relationship With Saffron:** .....

## Are you:

- A tenant of Saffron Housing Trust? Yes      No
- A lessee of or service charge payer to Saffron Housing Trust? Yes      No

What experience and skills do you have that would help you to be a good Board Member?



Why do you wish to become a Board Member?

*Please describe in the space below why you would like to become a Board Member and what qualities you will bring to the Board.*



## Declaration

I am not:

- Bankrupt and I am involved in no voluntary arrangement with creditors.
- Prohibited in law from being a Director.
- Incapable by reason of mental disorder, illness or injury of managing and administering my property and affairs.
- Currently subject to a Notice of Seeking Possession or a Possession Order as a tenant of the Trust.
- Convicted of any criminal offence or awaiting trial.

I understand that Saffron will undertake personal references and fit and proper person checks.

**Signed:** .....

**Date:** .....

When you have completed the form you can: Email it to: [governance@saffronhousing.co.uk](mailto:governance@saffronhousing.co.uk). Please make sure you put your name and Board Member application in the subject line. Post it to: Board Member Applications, The Governance Team, Saffron Housing, Saffron Barn, Swan Lane, Long Stratton, Norfolk, NR15 2XP.





## Timeline

- **24th March** - Applications open
- **3rd April 3-4pm** – Teams Engagement Session with our current tenant Board Member, Tallia Langston.
- **20th April** - Applications close
- **7th May** - Interviews in person at Saffron Barn

