



# Homes England Board Members

## Information Pack for Candidates

**Closing Date: 11.00am on Monday 16 October 2023**





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# Welcome



**Peter Freeman,  
Chair  
Homes England**

## Dear Candidate

Thank you for your interest in these vacancies on the Homes England Board. Homes England was established by Government to increase the supply of quality homes, improve affordability and help create stronger, more liveable places. More than that, it was created to change people's lives.

In the current challenging market, Homes England's role has perhaps never been so important. We are working to galvanise a housing-led recovery and help fulfil the Government's Levelling Up and Local Devolution aspirations, connecting with other ambitious organisations and using our resources to work strategically across the country to create jobs, homes and long-term partnerships in places.

Homes England's Non-Executive Directors play a vital role in this, with corporate responsibility for ensuring that Homes England fulfils the overall aims and objectives set out in legislation as well as the mission and objectives it has been set by the Secretary of State. Non-Executive Directors also have responsibility for ensuring that Homes England complies with any statutory or administrative requirements for the use of public funds and assets.

I hope you will be inspired by this exciting opportunity to make a real difference to the delivery of housing and to the lives of millions. If you believe you have the experience and qualities we are seeking, we look forward to receiving your application.

We are looking to appoint up to four new Members to our Board and are particularly seeking candidates with senior experience in the areas of financial management, Audit, Risk, corporate governance, digital transformation, significant development project delivery and managing performance. We would welcome candidates who have experience of working with central government.

Full details of the role, responsibilities and commitments are set out in this document, and I hope you will decide to apply. We want to receive applications from a wide range of individuals, and we are committed to increasing the diversity of our board and committees. We particularly welcome applications from people with ethnicity, religion or belief, gender identity, sexual orientation, age and disability characteristics currently underrepresented on our Board. Boards of public bodies are most effective when they reflect the diversity of views of the society they serve and this is an important part of the Government's levelling up agenda.

Information about the Board can be found on the <https://www.gov.uk/government/organisations/homes-england>

# Homes England



Homes England is a 'non-departmental public body' sponsored by the Department for Levelling Up, Housing and Communities (DLUHC).

Homes England plays a key role in delivering the government's levelling up and housing agenda

Our ambition is to work in collaboration with equally ambitious partners to deliver the homes and places that our communities need, and to support the regeneration of our towns, cities and rural communities.

We have significant tools at our disposal. We own over 9,000 hectares of land and have £18 billion of combined capital spend (loan, grant, equity and guarantees) to deploy by March 2027. We also have a range of statutory powers that we can use to deliver our objectives. In addition, we have the expertise to broker private sector investment, convene stakeholders, facilitate collaboration, improve quality across the industry and champion good practice.

We can collaborate in a unique way between government and the public and private sectors. We're unified by our determination to embrace this crucial opportunity to help solve one of the country's most intractable domestic policy issues.

You can read our latest Annual Report & Financial Statements [here](#).

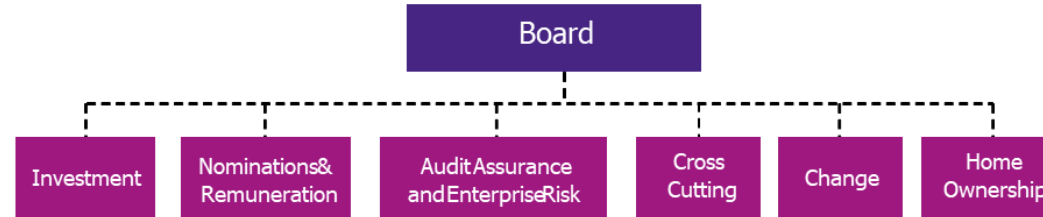
## About the role

The Board is composed of Non-Executive Directors and the Chief Executive (who also serves as the Accounting Officer).

The Board is led by Peter Freeman, who was appointed to the role of Chair by the Secretary of State in December 2020. A full list of current Non-Executive Directors, and those who served throughout the last year, is on our [Governance page](#).

The role of our Board is to provide strategic leadership and to promote our long term, sustainable success. Our Board has statutory responsibility for exercising our functions while working closely with DLUHC to ensure the delivery of our strategic objectives. In accordance with good practice, the Board has established a number of committees: the Investment Committee, the Nominations & Remuneration Committee, the Audit Assurance & Enterprise Risk Committee, the Change Committee and the Cross Cutting Committee. Some of the Board's statutory functions are delegated to its members, committees and staff.

### Board and Committees at 31 March 2023



Board Members have corporate responsibility for ensuring that Homes England fulfils the overall aims and objectives set out in legislation as well as the mission and objectives it has been set by the Secretary of State. The Board provides challenge and oversight of the Executive's performance on both programme delivery and spend.

Board Members also have responsibility for ensuring that Homes England complies with any statutory or administrative requirements for the use of public funds and assets. More details on the responsibilities are provided on the following page.

Generic information about the role of non-executives in Government is provided in the Cabinet Office's [Code of Practice on Corporate Governance in Central Government departments](#).

## Role Description and Key Responsibilities

The Non- Executive Director has a responsibility to:

- Ensure Homes England delivers its Strategic Objectives within the policy and resources parameters set by the Secretary of State;
- Hold the Chief Executive to account for the effective and efficient delivery of the strategic and annual business plans and for the day-to-day management, delivery and performance of Homes England;
- Ensure that effective arrangements are in place to provide assurance to the Board and DLUHC on risk management, governance and internal control;
- Ensure that any statutory or administrative requirements for the use of public funds are complied with; that the Board operates within the limits of its statutory authority and any delegated authority agreed with DLUHC and in accordance with any other conditions relating to the use of public funds;
- Approve Homes England's Annual Report and Accounts;
- Oversee production and retain oversight of Homes England's Risk Appetite Statement and Risk Management Framework;
- Set performance objectives and remuneration terms linked to these objectives for the Chief Executive, which give due weight to the proper management, use and utilisation of public resources;
- Act as a champion for the work and role of Homes England at public events and meetings, taking on a specific champion role for priority topics as required and advise on the effective wider management of stakeholders.

## Board member Selection Criteria

We are looking for up to 4 posts (two to begin immediately and 2 to join the Board later in the Financial Year). We are seeking candidates who have credibility and stature in organisations of scale and complexity – both current and former Chairs, Chief Executive Officers, Group Finance Directors or equivalent senior level roles. It is anticipated that two of the successful candidates will be identified as successors for the roles of Chair of the Audit, Assurance and Enterprise Risk Committee and Chair of the Investment Committee, when vacancies arise.

All candidates must demonstrate, in their CV and supporting letter, how they meet the selection criteria for the roles, through their knowledge, skills and experience.

### Essential Criteria:

- Prior non-executive experience is not a requisite, but you must bring a demonstrable record at a senior level, where there has been significant exposure to a non-executive board;
- An excellent understanding of governance particularly in relation to the role of the Board in overseeing the performance of organisations, and holding the executive to account for meeting its strategic objectives;
- You will have credibility and stature as a strategic leader in organisations of scale and complexity;
- Excellent commercial acumen and strong analytical skills, gained from leading organisations in these sectors;
- A passion and enthusiasm for working with government in meeting the challenges of the housing sector.

Ideally, we are looking for candidates with experience in one or more of the following areas:

- Financial management as a Chief Financial Officer, or an equivalent role;
- Assurance, Audit and Risk, for example as a Chair of an Audit Committee, Internal Audit Director or Chief Risk Officer;
- Experience within Corporate Services or Operations;
- Leadership in a Registered Provider;
- Delivering significant Digital transformation;
- Leadership role in an organisation that has managed significant change;
- Experience of working directly with Central Government and an understanding of the political landscape.

# Outline Terms and Conditions

**Remuneration:** £24,984 per annum (equivalent to £694 per day). Committee Chairs attract additional remuneration in line with increased time commitment. Remuneration is treated as employment income and will be subject to tax and National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.

**Time Commitment:** Your time commitment is expected to be a minimum of 3 days per month.

**Term:** Appointments are made by Ministers for a period of up to 3 years.

**Location:** National. Board meetings are usually held in-person, most often in London.

Additionally, the Board will travel elsewhere in the country at least four times per year. You will be expected to travel to these locations as necessary. Committees are currently hybrid, with the option to attend in-person in London, and very occasionally elsewhere.

## **Expenses and Subsistence:**

Reasonable travel and subsistence expenses incurred on Home England business will be reimbursed in accordance with Home England policies.

## **Conduct:**

The Chair/Members will be expected to act in accordance with:

- The principles set out in the Cabinet Office's [Code of Conduct for Board Members of Public Bodies](#). The Code sets out, clearly and openly, the standards expected from those who serve on the boards of UK public bodies and will form part of individual members' terms and conditions of appointment;
- The [Seven Principles of Public Life](#)

## **Nationality:**

You must have a right to work in the UK, there must be no employment restrictions, or limit on your permitted stay in the UK.

## **Annual Performance Review and Reappointment:**

Annual performance reviews are expected to be undertaken.

Reappointments are not automatic and will only be considered subject to satisfactory performance reviews.

# How to Apply

Please submit the required documentation **listed at 1-4 below** to [www.Odgers.com/89954](http://www.Odgers.com/89954) by **11.00am on 16 October 2023**. **If not provided your application will not be taken forward. Late applications will not be considered.** You will receive an automated acknowledgement of your application.

If you are unable to apply online, please send your documents to [anne.neill@odgersberndtson.com](mailto:anne.neill@odgersberndtson.com) Please ensure you include 'Homes England Board Member' as the subject line of your email.

- 1. Curriculum Vitae** (*maximum 2 pages*). Include your education, professional qualifications and full employment history.
- 2. An accompanying Supporting Letter** (*maximum 2 pages*). Please tailor, setting out your suitability for the role(s) and how you meet the Selection Criteria. We suggest you use specific examples to demonstrate how you meet the Criteria. If you can offer experience in more than one of the areas referenced above, there is no need to submit more than one supporting letter against the criteria - just clearly reference and example those criteria in a single supporting letter.
- 3. A Conflict Of Interest Form** (The form can be found available for download at [www.Odgers.com/89954](http://www.Odgers.com/89954)). You should declare any potential issues including conflicts of interest (perceived, potential or actual): this includes your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to Homes England, DLUHC or HM Government, or cause public confidence in the appointment to be jeopardised. The Panel will explore your declarations during the interview process. Failure to disclose such information could result in an appointment either not being made or being terminated.
- 4. Application and Diversity Information Form.** All candidates are requested to complete a Diversity Monitoring Form. Your Diversity Monitoring Form will be stored separately from your application and will play no part in the selection process. The form can be found available for download at the conclusion of the online application process. Invitations to complete the form will be sent periodically if you have not been able to complete it at this stage. Diversity data will be treated in confidence and is used for data gathering information only and will not affect your application. Please complete the Disability Confidential section if relevant.

Candidates should note that 'due diligence' will be carried out as part of the assessment process if you are called to interview and will be shared with the Panel and Ministers: this will include searches on social media, blogs and/or other publicly available information.

If you would like an informal conversation about this role, please contact Odgers Berndtson: **Anna Dickinson:** [anna.dickinson@odgersberndtson.com](mailto:anna.dickinson@odgersberndtson.com) or **Becky Royle** [rebecca.royle@odgersberndtson.com](mailto:rebecca.royle@odgersberndtson.com)

## Assessment Process: Overview

Public appointments are made on the basis of merit, in accordance with the Cabinet Office Governance Code on Public Appointments. The decision on who to appoint is made by Ministers, who receive advice from the Advisory Assessment Panel on the suitability of candidates against the published selection criteria.

The timeline provided is indicative and could be subject to change.

### **The Advisory Assessment Panel will be:**

- Joanna Key, Director General for Regeneration, DLUHC Representative and Panel Chair
- Peter Freeman, Homes England Chair
- Wendy Barnes, Independent Panel Member

Due to the high volume of applications we receive, we only provide feedback to candidates who reach the interview stage and will only be provided once the campaign has concluded.

## Assessment Process: Indicative Timeline

The timeline provided is indicative and could be subject to change, potentially at short notice. If you are unable to meet these timeframes, please let us know by contacting [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).



Closing date: 16 October 2023



Shortlisting: November 2023 (TBC)



Panel interviews: January 2024 (TBC). Interviews may be conducted at the DLUHC offices at 2 Marsham Street, London SW1P 4DF or remotely via Teams conferencing. Copies of passports will need to be provided prior to interview in order to check candidates' identity. Should face to face interviews resume, please let us know if you have any accessibility issues.



The Minister may choose to meet with these candidates before making a decision.  
Provisional start date: March 2024 (TBC)

Please note: The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress.

## Diversity and Equal Opportunities

DLUHC is committed to the principle of Public Appointments on merit with independent assessment, openness and fairness of the process and providing equal opportunities. Applications are welcome from all, we particularly encourage applications from women, people from ethnic background, people with disabilities and other under-represented groups.

We are very interested in receiving applications from across the UK acknowledging that boards of public bodies are most effective when they reflect the diversity of views of the society they serve and this is an important part of the Government's levelling up agenda.

The Homes England Head Office is in Coventry with offices in London. Whilst most meetings take place in London, some meetings may take place in other locations around the UK or via video conferencing. These positions require the postholder to undertake some travel across the UK and to work unsocial hours on occasion (including some weekend and overnight stays).

If you believe you have the experience and qualities we are seeking, we look forward to receiving your application.

### Disability Confident

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled applicants that meet the minimum criteria for this position will be offered an interview. By 'minimum criteria,' we mean that you must provide evidence in your application which demonstrates that you meet the level of competence required under each of the essential criteria. If you wish to apply under this scheme, please declare this on the Diversity Monitoring Form. It is not necessary to state your disability.

### Reasonable Adjustments

If you would like a confidential discussion regarding any reasonable adjustments during the process, please contact [rebecca.royle@odgersberndtson.com](mailto:rebecca.royle@odgersberndtson.com). You do not need to apply under the Disability Confident Scheme to ask for a reasonable adjustment.

# Further Information

## Contact:

For further information about the roles or application process please contact Odgers Berndtson:

Anna Dickinson: [anna.dickinson@odgersberndtson.com](mailto:anna.dickinson@odgersberndtson.com)

Becky Royle: [rebecca.royle@odgersberndtson.com](mailto:rebecca.royle@odgersberndtson.com)

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).

## Complaints:

If you feel this competition has not been conducted fairly and you wish to make a complaint, you should initially contact the Appointments Team at [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).

If after investigation by the Department you remain dissatisfied, you may take your complaint to the Commissioner for Public Appointments at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk) details on how to make a complaint can be found on the Commissioner's website at: <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/investigating-complaints/>

# GDPR

We will process your application in accordance with the General Data Protection Regulations and Data Protection Act 2018. Your data will be held securely and processed for the purpose of the recruitment process. Access will be restricted to those dealing with your application or involved in the recruitment process, this will include Ministers and Special Advisers.

Data may also be shared with Cabinet Office, in order to comply with the Public Appointments Governance Code, article 3.1 of the Public Appointments Order in Council 2019. Data may also be shared with Cabinet Office and The Commissioner for Public Appointments in order to meet the public equality duty as set out in the Equality Act, s149. The Commissioner may also request access as part of a complaint investigation or review of the recruitment process.

Your data will be stored for 2 years, if appointed your data will be stored for the duration of your tenure and may be shared with the organisation that you are appointed too, unless specifically requested otherwise. Should you wish your data to be removed from our records, please contact [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).

## Complaints:

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner who can be contacted at:

Information Commissioners Office

**Wycliffe** House

Water Lane

Wilmslow

Cheshire

SK9 5AF

0303 123 1113 email: [casework@ico.org.uk](mailto:casework@ico.org.uk).

The data controller for Public Appointments is joint between DLUHC, OCPA and the Cabinet Office.

## Seven Principles of Public Life

In 1995 the Committee on Standards in Public Life defined seven principles which should underpin all who serve the public. It is important that members of public bodies maintain the confidence of Parliament and the public. Consistent with the Governance Code, applicants will be assessed on merit, and all candidates will need to uphold the standards of conduct set out in these principles that will be tested during the selection process. Failure to disclose such information could result in an appointment either not being made or being terminated. Should you wish to speak to someone concerning a potential conflict of interest or other issues please contact a member of the Public Appointments team at [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk) in the first instance.

**Selflessness** Holders of public office should act solely in terms of the public interest.

**Integrity** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships

**Objectivity** Holders of public office must act and take decisions impartially, fairly and on merit, using best evidence and without discrimination or bias.

**Accountability** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

**Honesty** Holders of public office should be truthful.

**Leadership** Holders of public office should exhibit these principles **in** their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.