

Board Recruitment Pack

September 2026



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Flexible



Going above
and beyond

Accessible

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Welcome to Homes in Somerset

Dear Applicant,

Thank you for your interest in becoming a Board Member at Homes in Somerset (HiS). As a Board, we are fully committed to supporting the Executive Team and colleagues to achieve our purpose of providing stronger communities through great homes.

This is an exciting time for Homes in Somerset. We launched our new five year Corporate Strategy in the Summer and effective from September 1, 2026, we became the largest social housing provider in the County, having taken on the management of Somerset Council's housing stock. Prior to that, HiS managed around 4000 homes on behalf of Somerset Council but, following an independent Options Appraisal to review how services could be aligned, the Executive Members of the Council supported the recommendation to place the management (but not ownership) of all of Somerset Council's housing with us resulting in HiS managing 10,000 homes. Colleagues from the Council's housing function also transferred to Homes in Somerset and this is a time of huge opportunity as we look forward to delivering the continued high level of housing services to all tenants.

In line with our Governance Framework, we moved to a skills-based Board three years ago. Due to two current Members stepping down at the end of their terms, we are now looking for new members to join our Board and we are especially seeking people with lived experience of social housing or a good knowledge of risk management, finance or human resources, but these are not essential as full training would be provided as part of the detailed induction, updated for your skills set.

We have two roles available:

- The Tenant Board Member brings an invaluable tenant perspective and lived experience to Board discussions but, like every Board Member, shares collective responsibility for decisions and acts in the best interests of Homes in Somerset. As a tenant of Somerset Council (who remain your landlord), you will have a unique chance to ensure the voice of tenants is central to every decision we make.
- An Ordinary Board Member. We would welcome applicants from tenants of Somerset Council or non-tenants who ideally have skills in one or more of the areas detailed above.

The role of a Board Member is remunerated, and any associated expenses are paid too, please see the details within the Role Profile section of this pack.

For more information about our Board and Executive team, please visit our website www.homesinsomerset.org/about-us.

If you have any questions regarding this position or would like to arrange an informal conversation with our Chief Executive, Peter Hatch, please don't hesitate to get in touch with the People Team at 0800 585 360 or jobs@homesinsomerset.org.

Thank you again for your interest in Homes in Somerset. The closing date is 5pm on Monday 2 November 2026. We look forward to receiving your application.

Kind regards,
Paul Stephenson
Chair of the Board



About Homes in Somerset

We are an Arm's Length Management Organisation (ALMO) created in 2007. This means we are a wholly owned Council management company responsible for delivering housing management, maintenance and community services for more than 10,000 tenancies and leaseholders on behalf of Somerset Council who retain ownership of the homes.

We ensure good quality, safe homes are provided to the people who need them the most. We also manage current and future development programmes for new affordable homes across Somerset.

Just a few of our accolades include successive Investors in People Gold Award, Domestic Abuse Housing Alliance (DAHA) Gold Accreditation, and the Royal Society for the Prevention of Accidents, (RoSPA) Gold award and we have big plans as set out in recently launched five-year Corporate Strategy as illustrated below:



Our Equality, diversity, inclusion statement

HiS is committed to working in a way that treats people equitably, celebrates diversity, and promotes inclusivity - because we believe this builds a better society for all. We believe this approach will enable us to serve our customers better, help our leaders make good decisions and ensure we are a great employer and shape the way we engage with our communities. This approach will also help us to meet the legislative requirements under the Equality Act 2010, including our Public Sector Equality Duty.

Our Board

The Board is made up of 9 members, four independent members (one of which can be an Ordinary Member which is defined as either an independent or a tenant of Somerset Council), three councillor nominees and two tenants. We are seeking both an Ordinary and a Tenant Board Member.

The Board is determined to ensure that customers are heard and involved in the governance and delivery of services. Our Customer Influence and Engagement Strategy outlines how this is achieved and the many ways in which tenants can seek a role. The current vacancy for a Tenant Board Member is very much at the centre of our engagement and influence commitment and provides an excellent opportunity for tenants wishing to support the organisation in the delivery of its objectives for customers.



Role Profile

Job Title: Board Member

Remuneration: £4775 per year plus reasonable expenses



Time Commitment: Board meetings (in-person) every other month, on a Tuesday afternoon plus two-day Board Innovation days held twice a year where attendance is expected. We also hold three Spotlight sessions each year for training and briefing purposes. These are primarily virtual. In addition, there is a requirement to participate in ad-hoc ambassadorial work and attend conferences. As a Board Member, there is an expectation to join other committees of the Board such as Audit and Risk, Development, Remuneration & Nominations and our Strategic Tenants Committee. The frequency of these committee meetings varies and will increase any time commitment required. You will also have an annual appraisal.

Job Purpose: Board Members are responsible for the overall governance and strategic direction of the Company.

Main Responsibilities of the Board as a whole

- To ensure that the Company functions in line with its Articles of Association and within the legal and regulatory framework of the sector
- To uphold the fiduciary duty and the duty of skill and care invested in the positions of Members undertaking such duties in a way that adds to public confidence in the Company
- To determine the overall strategic direction and development of the Company
- To set and ensure compliance with the values, vision, and strategic objectives of the Company approved by Somerset Council, ensuring its long-term success
- To establish and oversee and participate in a risk management framework in order to safeguard the assets and reputation of the Company
- To ensure the Board has adequate information to take informed, clear and strategic decisions.
- To ensure that the needs of present and future beneficiaries of the Company's activities inform the decisions that are taken
- To ensure that the Executive Team exercise effective control over the operations of the Company by establishing and overseeing a framework of delegation and systems of internal control
- To develop and promote the highest standards of governance and maintain high standards of probity, integrity and conduct. To promote and maintain shareholder's trust in the organisation
- To set and lead by example a positive culture, where tenants and customers are placed at the heart of the Board's decision making
- To demonstrate a clear and active commitment to achieve equality of opportunity, diversity, and inclusion in all of the Company's activities, as well as in its own composition
- To ensure the Company operates effectively, efficiently, and economically
- To provide oversight, direction and constructive challenge to the Company's Chief Executive, and Executive Team
- To appoint and, if necessary, dismiss or terminate the services of the Chief Executive
- To satisfy itself as to the integrity of financial information, approving each year's budget, business plan and annual accounts prior to publication and ensure that the Company remains financially viable

Key tasks and responsibilities of individual Board Members

To act as an accountable member of the Company by:

- Contributing to the development of the Company's values and upholding those values
- Contributing to the development and delivery of the Company's purpose and the achievement of its strategic objectives
- Declaring any relevant financial or non-financial interests to the Company Secretary for entry in the Register
- Abiding by the Code of Conduct for Board Members and Members of Committees at all times
- Respecting the confidentiality of information at all times
- Adhering to the principles of collective responsibility
- Ensuring that decisions made by the Board are upheld both publicly and privately
- Upholding the reputation of the Company and refraining from any actions that may bring the Company into disrepute
- Complying with and acting within the Company's governance framework, Code of Governance, and associated policies and procedures, as set and amended from time to time by the Board
- Avoiding situations where there is, or may be perceived to be, a direct or indirect interest that conflicts, or may potentially conflict, with the interests of the Company
- Actively participating in individual and Board performance and effectiveness reviews, and learning and development activities, to ensure the organisation is led by a skilled and diverse Board
- Complying with the law and with HiS's policies and procedures relating to equality, diversity and inclusion

To make an effective contribution to the Company by:

- Operating collectively as a team
- Working effectively with the Executive Team and other senior staff, and maintaining positive working relationships with all staff
- Being self-motivated in seeking out information and requesting training where needed
- Preparing thoroughly for meetings by reading and assessing all relevant papers and reports and, where necessary, questioning these to ensure decisions are well founded
- Preparing thoroughly for training sessions and other events, and attending with a willingness to participate
- Paying particular attention to strategic and creative thinking when formulating policy and avoiding involvement in operational detail
- Being open and effective in communications

To ensure the effective management and promotion of the company by:

- Representing the Company in a professional manner
- Attending various events on behalf of the Company

Common Responsibilities

All Board Members share responsibility for the decisions made by the Board. All decisions must be made in the best interests of the Company and cannot be made owing a greater allegiance to any other organisation or interest.



Person Specification

This person specification is in two parts, a set of core qualities expected of all Board Members; and a set of knowledge, skills, competencies, and experience that the Board needs to have among its membership. Where specific gaps in core qualities are identified at the recruitment stage, support may be given to meet them. All Board Members are encouraged to expand their general knowledge of the sector and maintain their specialist knowledge if it is of positive relevance and benefit to the Company.

Core Qualities for all Board Members

To have and demonstrate a commitment to:

1. The success of the Company
2. Social housing and the development of sustainable communities
3. Meeting the needs of vulnerable people
4. Working effectively with other Members and colleagues
5. The Company's purpose
6. The Company's values
7. Tenant involvement
8. Equality, diversity and inclusion
9. Adding social value to the communities that the Company serves



To have and demonstrate a sufficient standard of education or skills and knowledge to enable the proper assimilation of information presented to the Board and its Committees; to be able to raise relevant questions about them; and to reach informed decisions.

To have personal circumstances that enable:

- Attendance at an average of six Board meetings per year, plus Committee and/or working group meetings as appropriate
- Ad hoc discussions between meetings with other Members and staff to help inform and develop the work of the Company
- (For Board Members) attendance at two Board Member Innovation Days per year, Board Spotlight sessions (an average of three per year), and a minimum of two days of training and personal development each year
- Full participation in the annual appraisal process
- Taking on a Champion role, where Members assist staff in the preparation of strategies, policies and other work within their chosen area

To have the ability to:

- Work effectively in groups
- Understand the principles of budgeting and monitoring financial performance
- Understand the core elements of letting, managing and maintaining property, and monitoring performance
- Make rational decisions based on the information available
- Exercise reasonable care, skill and diligence

Knowledge, skills, and experience to be provided by Board Members

Each Member will be appraised annually to review their skills and contribution to the Board and/or the Committees on which the Member sits. Every three years the appraisal will include a 360-degree review where other members and senior staff input into the process. An annual assessment of the collective Board and Committee skills and attributes will be reviewed by the Board. Individual Member skills, knowledge and experience will be measured against the following areas:

- General organisational and business skills
- Neighbourhoods and community experience and skills
- Housing and related services skills
- Finance and audit skills
- Regulation and compliance skills

Any knowledge/skills/experience gaps on the Board and its Committees will be identified through an annual Members Skills Assessment and consideration will be given to the identified gaps when recruiting Members and during succession planning. The gap analysis will also support the programme of learning and development for Members.

Homes in Somerset has adopted the National Housing Federation's Code of Governance requirements and previously elected members of the Board are not permitted to apply unless a period of three years has elapsed.

Reasonable adjustments will be made for anyone requiring additional support with numeracy and literacy.



Recruitment timetable

Activity	Proposed Dates
Recruitment opens	W/c 21 September 2026
Closing Date	5pm Monday 2 November 2026
Shortlisting	W/c 9 November 2026
Formal Interviews	9 & 10 December 2026
Reference checks and confirmation of appointment	W/c 14 December 2026
Attend first Board meeting as an observer	27 January 2027

How to apply

Please visit our website www.homesinsomerset.org/about-us/work-with-us and select the 'apply now' button to complete our online application form.

You will be asked for full contact details for two referees (including your current employer if applicable). Please note we will not request references without your prior permission.

All appointments are subject to two satisfactory references; a DBS check and relevant checks linked to Board membership.

Alternatively, you can write us a letter to the Homes in Somerset address:

The People Team, Homes in Somerset, Bridgwater House, King Square Bridgwater
TA6 3AR.

The closing date for applications is Monday 2 November 2026, at 5pm.



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