Welcome

Are you a strategic leader who can deliver our exciting vision?

Established in 2004, Iceni Homes is a joint venture development management company between three housing associations operating across East Anglia.

Our current Chair is coming to the end of his three year term so we are looking to appoint a new individual to work closely with our Board. Our new Chair will take Iceni forward as we further expand our service offering and customer base.

You will be able to look at the future of Iceni and turn strategy into action. A background in development is not essential, however proven experience of being an inspiring and influential Chair is.

I hope you find this pack informative and I look forward to hearing from you.

Managing Director
Phil Murton
Iceni Homes

For further information about Iceni and the work that we do please visit www.icenihomes.co.uk
Iceni Homes is a unique partnership that creates high-quality housing for people across the UK.

We are a unique collaborative partnership between three leading East Anglian housing associations:

- Colne Housing in Colchester
- Suffolk Housing in Bury St Edmunds
- Hundred Houses in Cambridge.

Iceni Homes also works very closely with a range of other housing stakeholders and is a development partner with Homes England.

We offer a truly comprehensive development management service through from inception to completion; delivering a range of products from Affordable Rent through to Shared Ownership and Market Sale, for our Shareholders and other customers.

Iceni Homes' strength lies in its ability to deliver well-designed housing of all tenures for a range of customers, providing a bespoke, quality, cost-effective service.

Put simply, no other organisation works in this way: a professional and flexible approach is at the heart of our success in working with a wide variety of housing sector partners.

Underpinning our ability to complete housing projects on-time and on-budget, is our passion for knowledge-sharing and promoting great communication with our partners and customers.

For 14 years, Iceni Homes has provided excellent, modern, economically-sustainable housing to thousands of people, through our partners.

As we look ahead our focus is on further evolving our successful approach, and our ability to bring together private, public and non-profit organisations with a single common objective: the creation of affordable, high quality housing.

"Expert solutions, uniquely delivered."
Our Board’s role is to provide entrepreneurial leadership of the Company within a framework of prudent and effective controls which enable risk to be assessed and managed.

The Board sets the strategic vision for Iceni. It ensures that the necessary resources are in place for the Company to review management performance and meet its objectives.

The Board is made up of the CEO and a non-executive Board member from each Shareholder, Iceni’s Managing Director and an independent Chair. All members have equal voting rights.

The Board sets the Company’s values and standards and ensures that its obligations to our shareholders and others are understood and met.

As a private commercial business operating within a mixed public/private sphere, balancing commercial objectives with our Shareholders’ requirements is a key ingredient to Iceni being successful.
Resource structure
About the role

ICENI HOMES – CHAIR

Iceni Homes is a private company limited by guarantee. In addition to the requirements of the Companies Act, the company operates under the rules as set out in the Company’s Joint Venture Agreement and Framework Agreement.

ROLE PURPOSE

To provide strong strategic and commercial direction, guidance, and leadership.

Ensure that the members of the Board are fully engaged to develop and deliver Iceni’s vision, values and strategic objectives.

Maintain proportionate and appropriate governance through sound approaches to risk, performance, fiscal oversight, resulting in mature and sound decision making.

Develop and maintain an open, supportive relationship with the Managing Director and to provide constructive challenge.

Be an ambassador for the organisation.

ROLE PROFILE

The powers of the Chair are limited in accordance with the Company Agreements and ensure that the Chair is representing the best interests of Iceni and its shareholders through the effective leadership of the Iceni Board.

The key responsibilities of the role are to:

Chair the meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision making process, and maintaining a constructive Board environment, with all members encouraged to express their views and challenge where necessary.

Work closely with the Managing Director / Company Secretary to ensure that meetings are well planned, meaningful and fulfil Iceni’s governance requirements.

Build a relationship of mutual trust and respect with the Managing Director, ensuring open and regular communication.

Provide challenge and scrutiny on the performance of the Managing Director. Conduct an annual appraisal of the performance of the Managing Director, in consultation with other Board members, ensuring that appropriate development is provided and any issues of under-performance addressed.
ROLE PROFILE

Develop and maintain a good working knowledge of Iceni’s activities and management.

Become familiar with the Company’s Shareholder Agreement and governing documentation and operate in accordance with such documentation.

In conjunction with the Board, establish a framework for approving strategies, policies and plans to achieve Iceni’s strategic objectives, ensuring compliance around key policies and that decisions taken at meetings are implemented.

Safeguard Iceni’s good name and reputation and be an effective ambassador and spokesperson for the organisation. Being an active contributor to growth and ambition for the Company.

Provide leadership to the Board in fulfilling its responsibilities of giving strategic direction, setting overall policy, defining goals and priorities, setting targets and evaluating performance.

Take the lead in establishing a strong working relationship between the Board, the Managing Director and other senior staff.

Bring an independent perspective to the work of the Board, together with awareness of current issues and policy development (regionally and nationally), which may impact on, or provide opportunities for, Iceni.

Periodically review Iceni’s overall corporate governance arrangements and approve changes to ensure they remain fit for purpose. This includes structure, way of working and Board membership – so it incorporates the right balance of skills, knowledge and experience required to deliver its role.

In conjunction with the Board, ensure that effective systems are in place to manage risks with appropriate controls and robust systems – and that those systems are reviewed appropriately.

Declare all relevant interests and avoid conflicts of interest and ensure that Board members make all necessary declarations.

Manage any conflicts between individual Board members and between Iceni’s wider shareholding framework and others’ service partnerships.

Comply with confidentiality of information personally and ensure that all Board members do so.

Ensure development plans are in place for staff and Board members. Attend and participate actively in induction and appropriate training events.

Ensure strong Board member performance through appraisal, attendance, participation and debate. Ensure the training needs of individual members are appropriately met.

Carry out all statutory duties of a company director*.
Person Specification

Essential

Proven senior level executive or non-executive experience within the private, public or voluntary sectors.

Experience of providing robust and visible leadership in an executive or non-executive capacity.

Proven chairing skills, including the ability to organise, co-ordinate and follow through key decisions, manage a range of views, and positively challenge to achieve the desired outcome.

Governance and organisational skills including strategic planning, risk management, performance management and service development.

Experience of managing organisational and cultural change.

Excellent communication, stakeholder engagement and interpersonal skills - ability to command the respect of, and to challenge, fellow Board members.

Strategic thinking and planning, able to analyse complex information, statistical data, and financial information, demonstrate clear analytical intellect and guide rational decision-making.

Strong understanding and extensive experience of results focused performance.

Sound, independent judgement and confidence to facilitate and engage in debate constructively.

Able to lead and work effectively as a member of a team of decision-makers, including a high degree of integrity, tact and diplomacy to collaborate and sustain relationships, and resolve conflicts effectively.

Understanding and acceptance of legal duties, responsibilities and liabilities of a company director.
PERSON SPECIFICATION

Desirable

Business growth and commercial expertise, i.e. experience of developing new business models in SMEs or other organisations, experience of growing and delivering high quality products and services.

Familiarity with and understanding of Public Contract Regulations and Public Procurement, Teckal.

Experience of working in an environment where a comprehensive understanding of financial issues including analysis of appraisal and cash-flow was essential.

Experience of working at a senior and influential level with multiple and diverse stakeholders.

Experience of working in both public and private sectors.

Experience of property development.

* Companies Act 2006
  • Act within powers (para171)
  • Exercise independent judgement (para173)
  • Exercise reasonable care, skill and diligence (para174)
  • Avoid conflicts of interest (para175)
  • Not accept benefits from third parties (para176)
  • Declare interests in proposed or existing transactions or arrangements (para177)
## Principal terms and conditions of service

<table>
<thead>
<tr>
<th>Position</th>
<th>Independent Chair of Board of Directors, Iceni Homes.</th>
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<tr>
<td>Salary and benefits</td>
<td>£7,500 per annum</td>
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<tr>
<td>Location</td>
<td>Board meetings are held at Coppice House, 5 Greenwood Court, Skyliner Way, Bury St Edmunds, Suffolk IP32 7GY</td>
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<td>Time commitment</td>
<td>Up to 4 days a month.</td>
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<td>In addition to your ambassadorial work, there are:</td>
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<td>Four Board meetings per annum</td>
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<td>Plus the Annual General Meeting</td>
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<td>Two strategic planning days</td>
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Key dates for the selection process

A rigorous recruitment process will be adopted for the position to ensure that the required skills and expertise are brought to the Board.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tr>
<td>12 noon, Friday 6th April 2018</td>
<td>Closing date</td>
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<tr>
<td>Monday 23rd April 2018</td>
<td>Interviews</td>
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<tr>
<td>August 2018</td>
<td>Appointment to Iceni’s Board</td>
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If you would like an informal discussion you can call either:
Managing Director Philip Murton on 07921 483 727 or Senior Independent Director Sara Thakkar on 07884 318618

How to apply
Please email your CV, supporting statement, contact details for two referees and the recruitment and monitoring form to Amy Saunders amy@icenihomes.com The recruitment and monitoring form is not mandatory.