



BOARD MEMBERS – VOLUNTARY NON-EXECUTIVE

Applicant Information Pack

Closing Date: Friday 6th November 2020 – 12 noon

Interview Date: Thursday 19th November 2020

How to express an interest

Please provide an up to date CV and a personal statement of no more than 500 words, telling us why you would be suitable for the role and how you meet the requirements of the role you have expressed a preference for. Please send your CV and personal statement to recruitment@stbasils.org.uk before the closing date.

Informal enquiries to Chris Knight, Director and Finance/Company Secretary
chris.knight@stbasils.org.uk Tel: 0121 772 2843

We would also appreciate you completing the equal opportunities questionnaire at the end of this pack.





Our Mission

St Basils *works* with young people to:

- Enable them to find and keep a home
- Develop their confidence, skills and opportunities
- Prevent youth homelessness

Our Vision

Our vision for all young people is that:

- Homelessness is not part of their experience of growing up
- There are integrated education, employment and housing pathways
- They are able to access the support and development opportunities they need to secure their futures and realise their potential

Our vision for St Basils is that:

By 2022 we will be the leading provider of accommodation, support and psychologically informed services for young people across the West Midlands.

- Our service developments will include:
 - Increasing our bed spaces outside Birmingham and growing our services in new areas
 - a nationally renowned centre of excellence for young people with complex needs
 - extending our service offer to Care Leavers
 - additional Live and Work schemes for young people engaged in education, training and work
- We will be the national lead for:
 - Psychologically informed consultancy, training and reflective practice services
 - Youth Voice engagement and support

ABOUT US

St Basils works with young people aged 16-25 who are homeless or at risk of homelessness, the largest organisation working exclusively in the West Midlands helping some 5000 young people each year across the region with specific services in Birmingham, Sandwell, Solihull, Walsall, Warwickshire, Worcestershire, the Wyre Forest and Coventry.

Every year some 1200 young people are housed in our 36 supported accommodation schemes, which for some young people includes their young children as well. We have a range of prevention, accommodation and support services to help young people regain the stability they need to rebuild their lives, gain skills, training and employment and move on. The aim is to help them successfully break the 'cycle of homelessness' so that they can go on to experience a bright, fulfilling future and never return to a state where they are at risk of homelessness again.

St Basils also works with young people and partners on a national basis (funded separately). We facilitate the National Youth Voice and National Youth Homeless Parliament, we are part of the national End Youth Homelessness Alliance and we are working to roll out our 'Positive Pathway' Framework nationwide.

HERE ARE THE LATEST STATS ON OUR SERVICES

3,665

young people were provided
with advice and support
services

79%

prevented from being
homeless

1,117

were housed by St Basils

90%

moved on in a
planned positive way

"You often hear the phrase that Birmingham is Britain's second city but in my view we should be proud of the fact you are Britain's first city when it comes to caring for vulnerable homeless young people". "No-one else is doing it as well as St Basils."

HRH The Duke of Cambridge

WELCOME – from the Chair and Chief Executive

Thank you for showing an interest in our work. St Basils does really important work, which is focussed on ensuring that homelessness is not part of growing up for young people. We want young people to feel cared about, to have trusted support and somewhere safe, suitable and affordable to live that enables them to learn and work.

Our environment is often challenging and our margins are tiny. We are a registered provider, a company limited by guarantee and a charity. Unlike many registered providers, we do rely on charitable income to achieve our outcomes. Partnerships and relationships are critical to us at all levels, locally, regionally and nationally. We are a Psychologically Informed Environment and invest in developing the strengths and skills of our team and young people. Our model combines good quality accommodation and progression support including assistance with employability. Underpinning all of our work is the engagement and perspective of young people at every level, including full Board Membership.

Our Board is critical to provide the oversight and governance to keep us mission focussed and financially viable. We believe it is important to reflect the communities we serve at all levels within St Basils, including our Board. In addition to the specific knowledge base, we need Board members who believe in our work, who are courageous, committed, and understand good governance.

If you feel this might be you, we would very much like to hear from you.

I hope that you find this information pack informative and helpful and look forward to receiving your expression of interest.

Feizal Hajat OBE
Chair



Jean Templeton
Chief Executive



Our Governance

The Senior Leadership Team led by Jean Templeton, Chief Executive is responsible for providing strategic leadership to the organisation.

Senior management are mandated to lead with clarity of purpose about the business we are in, and prioritise the delivery of services that meet our 7 strategic priorities. Our approach is one of 'Strategic Doing'.

St Basils is governed by a Voluntary Board of Non-Executive Directors and supported by two committees:

- Business Support and Audit
- Service Delivery and Development

In addition, we have a Fundraising Network of supporters

As a registered provider of social housing, St Basils is required (in accordance with the Regulator of Social Housing's Regulatory Framework) to adopt and comply with an appropriate Code of Governance. St Basils has adopted the sector specific NHF Code of Governance 2015. An annual statement of compliance in respect of the Governance Code is published in the Annual Report and Financial Statements.

St Basils is a registered charity, all Board Members are also Trustees. We are also a Company Ltd by guarantee.

Our aim is to improve and strengthen governance by ensuring that our Board has adequate representation in terms of skills balance, diversity and stakeholders including the two Youth Voice members and recruiting in an open and transparent manner.

We adopt a co-regulatory approach to governance by establishing a strong working relationship between Board members and service users and developing our governance arrangements with them. We have an Active Governance Programme where Board members visit services and a Policy to Practice internal assurance programme carried out by Senior Managers.

ABOUT THE ROLES – *Board Members – Voluntary Non-Executive*

As a result of the enhancement of the services being offered to our young people, St Basils is seeking up to 3 non-executive directors to sit on its Board, each with experience to enhance our collective knowledge and skills. The Board is responsible for ensuring the long term success of the organisation by setting and monitoring the progress of achieving its strategic aims.

Our key requirement, regardless of specialist expertise, is an understanding of good governance.

We are particularly seeking expressions of interest from individuals with experience in the following fields:

1) Employability and Employment

Ideally you will have experience of pathways to employment, enabling young people to find and sustain work. This may involve developing employability skills programmes or sourcing and/or developing bespoke programmes to suit the client group. You may be in the Learning and Development sector or come from a position of understanding the requirements of employers.

Knowledge of funding regimes and building partnerships to support the further development of the delivery of our programmes would be an advantage.

This member will also sit on the Service Delivery and Development Committee.

2) Mental Health and Safeguarding

Acknowledging that many homeless young people accessing St Basils' services have diagnosed and undiagnosed mental health problems, in addition to a range of other complex needs, St Basils are seeking someone with an understanding of mental health. Experience of complex trauma, dual diagnosis, mental health systems and psycho-social approaches/interventions to mental health and well-being would be welcomed.

Experience of Child Protection and Safeguarding vulnerable young adults will be welcomed.

This member will also sit on the Service Delivery and Development Committee.

3) Equality, Diversity and Inclusion

Homelessness is the ultimate exclusion. There are both structural and personal factors which contribute to an individual's likelihood of experiencing homelessness. St Basils is determined to tackle both and has a commitment to ensuring Equality, Diversity and Inclusion is at the heart of all that we do.

We would welcome applications from those with practitioner experience in Human Rights and tackling systemic discrimination and the ability to support the organisation as it reviews and refreshes its commitments and actions.

This member will also sit on the Business Support and Audit Committee.

ROLE PROFILE – *Board Member–Voluntary Non Executive*

ROLE	Board Member – Voluntary Non Executive x 3
RESPONSIBLE TO	The Chair of St Basils (also recognising the role of other stakeholders including residents, funders, regulators and the wider community)
RESPONSIBLE FOR	Providing collective governance of St Basils
SALARY	Unpaid, but reasonable travel and other expenses incurred in fulfilling the role of the Board Member can be paid upon request.
PURPOSE OF THE ROLE	
<ul style="list-style-type: none">• To work constructively with other Board Members and employees to ensure that St Basils is well managed; to ensure that it is accountable to its legitimate interest groups and stakeholders; and to ensure that it works within the requirements of the law, regulators and its funding bodies.• To act as a ‘guardian’ of St Basils Mission and Vision and to champion and support our Strategic Priorities and Principles to work by.	

KEY RESPONSIBILITIES	<ul style="list-style-type: none">• To devote sufficient time and energy to St Basil’s business, this includes: preparing for and attending board meetings and board development days; keeping up to date with housing issues through research and attending induction/training sessions organised by St Basils.• To participate in the management and control of St Basil’s activities including:<ul style="list-style-type: none">• Generating strategic opinions• Financial monitoring and control• Establishing plans, policies and objectives and ensuring plans are implemented and evaluating performance• Reviewing activity and deciding on appropriate action• To agree guiding principles and make decisions on all matters that might create significant financial or other risk to St Basils, or which raise material issues of principle.• To monitor the effectiveness and performance of the Board by participating in an Annual Individual Skills Self-assessment and Appraisal Scheme, and an Annual Board Performance Assessment.• To ensure that St Basils affairs are conducted lawfully and in accordance with the agreed values, goals and generally accepted standards of performance and propriety.• To consider and agree responses to reports from the Tenant Services Authority, the National Regulator of Social Housing, the National Housing Federation, Homes England, the Audit Commission, Companies House, the Charity Commission, Local Authorities, St Basils auditors, funders and any other relevant body.• To represent St Basils externally and foster good relationships with funders, local authorities etc.
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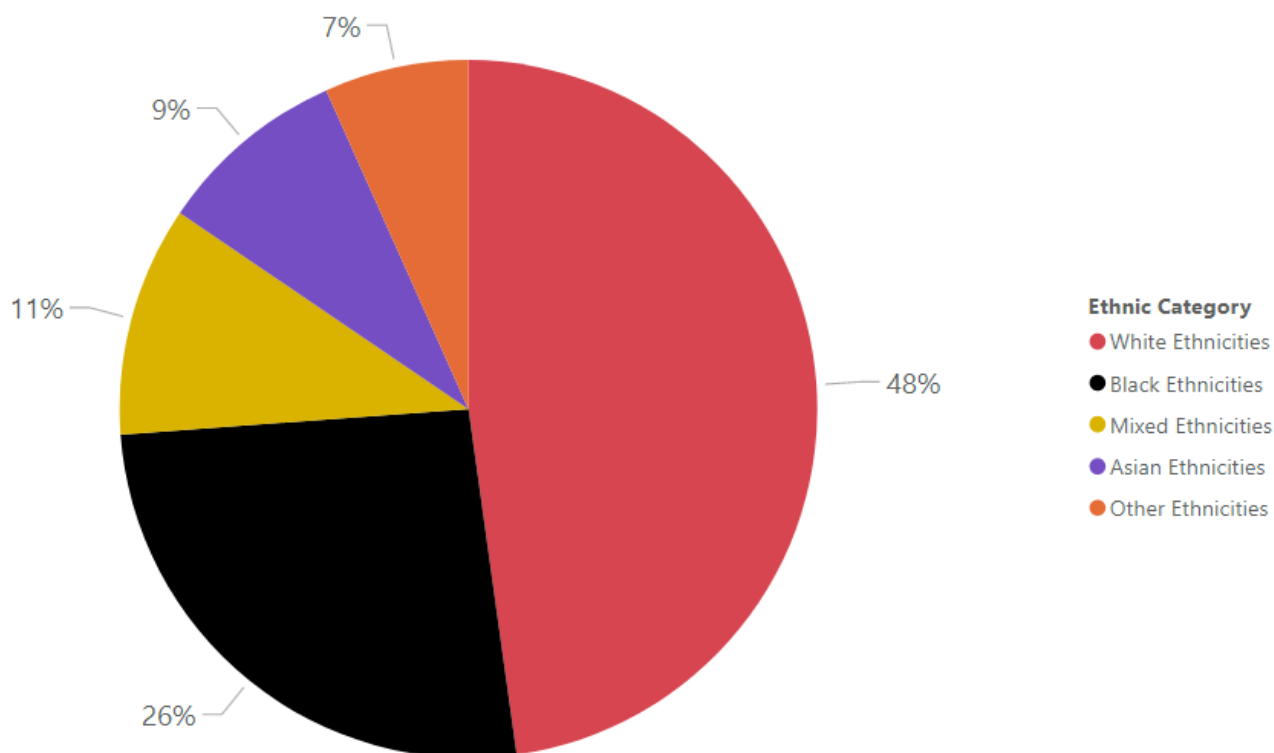
	<ul style="list-style-type: none"> • To participate when necessary in the recruitment of senior managers/employees. • To participate when necessary, as a panel Member for other landlord or employment functions, for example, being a Member of a Disciplinary Appeals Committee, or the appraisal of the Chief Executive. • To abide by the National Housing Federations Excellence in Governance – Code for Members and Standards of Conduct. • To declare any conflicts of interest as and when they arise and complete an annual Declaration of Interest. • To have due regard for St Basils Policies and Procedures with particular reference to: Company Membership, Equality, Diversity and Inclusion, Safeguarding and Financial Regulations and Standing Orders. • To become a Company Member with a Share Guarantee of £1 in the event of winding up of the Company.
TIME COMMITMENT	<ul style="list-style-type: none"> • 4 Board Meetings and 4 Committee meetings per year, all held late afternoon and early evening. • Prepare for and attend at least 80% of Board and Committee Meetings including the Annual General meeting normally held in September • Participate on a standing committee of the Board, and serve on ad-hoc committees as necessary • Attend and participate in the Annual Board Away Day (includes overnight stay) • Carry out 2 Active Governance visits per year • Provide effective and timely response to communications
PRINCIPLES TO WORK BY	<ul style="list-style-type: none"> • Young People First • Everybody counts • Strength and Unity through Diversity • Working and Learning with others • Delivery and Effectiveness • Accountability • Forward Thinking
STRATEGIC PRIORITIES	<ul style="list-style-type: none"> • Provision of good quality accommodation, which meets the needs and raises the aspirations of young people. • Provision and development of prevention and support services which meet the diverse needs of young people. • Young people fully involved in setting standards, identifying priorities and monitoring services. • St Basils - a good place to work. • Challenging discrimination and promoting diversity and cohesion through employment, service delivery and community engagement. • Optimising resources to achieve our strategic objectives.

Equal Opportunities

St Basils has pledged its commitment to the Diversity in the Boardroom Campaign and we are aware our current board is not sufficiently reflective of the ethnic diversity of the young people we work with. We are keen to change this and strongly encourage expressions of interest from individuals from Black, Asian or minority ethnic communities.

The chart below provides analysis of the young people St Basils has engaged with between October 2019 and September 2020.

Ethnicity Split of YPs who began accessing a service between Oct-19 and Sep-20



Criteria for disqualification as a Charity Trustee

There are a number of circumstances where an individual would not be eligible for appointment as a Charity Trustee and member of the Board of Directors.

Please refer to the Automatic Disqualification Table at Appendix 1 before applying.

We look forward to receiving your expression of interest.

Equal Opportunities Monitoring

Name:	Role applied for:
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St Basils is an Equal Opportunities employer which is promoted in all of our recruitment. We are keen to ensure this is also reflected in the make-up of our Board and represents our diverse community. Our policies do not discriminate on the grounds of ethnicity, gender, marital status, sexual orientation, disability, age or religion. Our recruitment and selection procedures aim to avoid any unfair discrimination on these grounds during the consideration of applications for board membership. To help us monitor this policy and the effectiveness of our recruitment practices we ask all applicants to complete the following questions. As with all the other information on this form it will be treated as confidential and the recruiting panel will not see this part of the form, it will only be used to monitor our equal opportunities policy.

Please help us to achieve our aim by completing the following questions.

We consider applicants regardless of ethnic or racial origin. How would you describe your racial origin?

White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	White Other* <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>
Black African <input type="checkbox"/>	Black Other * <input type="checkbox"/>	Chinese <input type="checkbox"/>	Indian <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Asian Other* <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>
White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Mixed Other * <input type="checkbox"/>	Rather not say <input type="checkbox"/>
* Any other, please specify			

We are not required by legislation (Employment Equality (Religion or Belief) Regulations) to collect data on our members' religions and you are not required to answer. However, as an organisation committed to equality and diversity we wish to take seriously our members' held beliefs and are committed to ensuring where practicable that meetings do not conflict with practising that belief.

Please state if you have a religion or belief

Are there any special requirements that you need in order to practice your religion or belief?

Your gender, sexuality, status or age will not influence our attitude towards your application.

My gender is:

Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>	Rather not say <input type="checkbox"/>
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My Sexual Orientation is:

Heterosexual <input type="checkbox"/>	Gay Man <input type="checkbox"/>	Lesbian <input type="checkbox"/>	Bi-Sexual <input type="checkbox"/>	Rather not say <input type="checkbox"/>
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My Status is:

Single <input type="checkbox"/>	Married <input type="checkbox"/>	Divorced <input type="checkbox"/>	Widowed <input type="checkbox"/>	Separated <input type="checkbox"/>
Living with Partner <input type="checkbox"/>	Rather not say <input type="checkbox"/>			

My Age is:

16-20 <input type="checkbox"/>	21-30 <input type="checkbox"/>	31-40 <input type="checkbox"/>	41-50 <input type="checkbox"/>	51-60 <input type="checkbox"/>
61-64 <input type="checkbox"/>	65 or over <input type="checkbox"/>	Rather not say <input type="checkbox"/>		

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Giving information about your disabilities or health problems ensures that we take appropriate steps to respond to your application in a fair and equal manner. Describing your disability or ongoing health problems will not preclude you from consideration for a job for which you are able; however this information will assist us in deciding what adaptation (if any) may be required.

Do you have a disability as defined above? YES ☐ NO ☐

Please describe any adaptations you believe that you may need for this role (please use a separate sheet if necessary)

Please state any assistance you may need in order to attend an interview (please use a separate sheet if necessary)