



CANDIDATE BRIEF

**APPOINTMENT OF NON-EXECUTIVE DIRECTORS
LOCAL SPACE
SEPTEMBER 2019**

PREPARED BY CHANNING HAMMOND ASSOCIATES



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For further corporate information please visit <https://www.localspace.co.uk>

Welcome

Dear Applicant

Thank you for expressing an interest in joining the Board of Local Space.

I hope that as you read and find out more about us you will be excited and motivated by the opportunity to contribute to an organisation committed to dealing with homelessness and making a significant impact in tackling the housing shortage facing London.

Since our creation Local Space has undergone a period of growth and change. We now own over 2400 homes, which is the result of the implementation of our growth strategy with our Newham Council partners. We have purchased 600 homes and will complete on a further 200 in 2021 to deliver our 800-growth strategy.

Local Space is a very special organisation, and whilst small, we are dynamic, we place great store in innovation, and we are extremely ambitious. Our strong position and assets coupled with equally strong relationships with partners provide the opportunity to deliver affordable housing in London for both the homeless, and key workers.

The current challenges that the affordable housing sector face are daunting. Development and growth in London are difficult and yet, as an organisation, Local Space has not only responded to these challenges but has thrived.

As a Non-Executive Director, you will be joining a strong and committed Board at an exciting time as we launch our 2020 -2025 Corporate Plan and enter a new phase of development which will focus on the customer and the digitalisation of our infrastructure.

If you believe that you have the range of experience, the ability and the enthusiasm to be part of shaping our busy future we look forward to receiving your application.



Richard Reynolds
Chair, Local Space

About Local Space

Local Space is a charitable registered provider and was created in 2006 in partnership with the London Borough of Newham. Newham Council gifted 450 homes which helped Local Space to raise around £200 million to buy and improve over 1,000 homes across east London. These homes were all used to house homeless people, mainly on housing benefit, in good quality temporary accommodation.

As a result of the 2016 growth strategy we now own 2,400 homes, predominately in east London. Local Space growth has resulted in both the properties where we are the named landlords, and those properties that we directly manage increasing to 1000 homes this summer, of which 132 are for keyworkers. The people who live in these homes are chosen by the borough councils in Newham, Hackney, Waltham Forest and the City of London. Around 1,900 of our homes are managed by the London Borough of Newham.

Local Space have now acquired 600 homes of the 800-growth strategy. The remaining 200 properties will be delivered by March 2021. Further growth contracts with Waltham Forest and Hackney will be completed by 2022.

The Local Space business model is successful with higher than average operating and net margins. The organisation enjoys a number of rent guarantees from partners spanning 15-30 years and which also benefit from annual uplifts.

We also currently the only housing association who holds the highest credit rating in the sector from Standard and Poors and are also IIP silver under the new and more rigorous standard.

The organisation has a vibrant staff culture and the Board comprises individuals with diverse skills and qualities.

We currently employ 28 staff members which this year will grow by a further four posts.

Local Space has 10 Board Members which includes two Newham nominated members and the CEO also sits on the Board. Aside from the main Board meetings, it has two sub committees, the Audit and Risk Committee and the Nominations and Remuneration Committee.

The membership is subject to annual appraisal and external observation to ensure that its performance remains at the required standard. The Board meets 6 times a year with pre-meeting training provided as identified from members' appraisals.

Local Space operates an active Tenants Panel, whose Chair attends all Local Space Board meetings and Board away days. The Tenants' Panel is our consultative group with which we share policy development, and which also acts as our scrutiny service.

Visit our website on www.localspace.co.uk where you can see our Board, Executive Staff and publications.

Local Space Mission

Delivering affordable and quality social housing to people on low incomes helping lives and communities to change for the better.

Local Space Values

At Local Space it's not just what we do but also *how* we do it that is important. Our business is supported by our core values which shape how we deliver our services.



Acting with integrity - We commit to our promises and are open in our dealings with others.

Creative and innovative solutions - We look for solutions to our problems and welcome new ideas and ways of working.

Putting people first - We work with our tenants to understand their situation and meet their expectations by providing value for money services.

Working with partners - We work with our partners to achieve more for our tenants and make our resources go further.

Social Value

Many of our tenants and communities are facing challenging times that look set to continue for some time. We recognise that providing quality homes is just part of our contribution. We understand the impact social value can have and want to provide additional services to facilitate this, so we can make a difference in our tenants' lives.

We are committed to achieving extra value from the goods, services, works and utilities we procure to provide a positive impact or wellbeing for our tenants or individuals in the

Structure Charts

These can be accessed and downloaded from the Additional Information section below these papers on the Channing Hammond Associates website

<https://www.channinghammondassociates.co.uk/vacancies>

Annual Report

This can be accessed and downloaded from the Additional Information section below these papers on the Channing Hammond Associates website

<https://www.channinghammondassociates.co.uk/vacancies>

Our Board

Richard Reynolds

Richard is also Group Chair of Homes for Lambeth and Chair of Meridian Home Start and Weald Property Developments. He is also a Patron of Discover (The Children's Discovery Centre in Stratford).

Martin Bellinger

Martin has 30 years' experience in the development sector, and co-founded build to rent developers Essential Living. He is a member of the DCLG Build to Rent sub-committee, and the London Urban Transformation Commission.

Caitlin Farrow

Caitlin is currently Head of Policy & Public Affairs at Anthony Nolan Trust. She is also a trustee of Health Improvement Project Zanzibar.

Tim Mulvenna

Tim has more than 20 years' experience in customer service in a number of industry sectors, including: housing, telecoms, charity and IT. He is now CEO of The Barnet Group and prior to that worked for London's largest landlord, L&Q, for 12 years.

Manu Nair

Manu is a high yield credit strategist at NatWest Markets. He was previously a Vice President at mid-market investment bank, Canaccord Genuity; and advised housing

associations and mid-market corporates on treasury management and capital markets fundraising.

Richard Stevens

Richard is a chartered accountant and spent most of his career as a partner in a major regional firm of chartered accountants based in London and the Southeast. He is also an experienced non-executive director serving on boards and committees in the social housing sector and other commercial enterprises.

Clive Turner

Clive has held a number of senior roles in local authorities, housing associations and government agencies in London and the South West. He has recently retired as Chief Executive of a large housing association.

Conor McAuley

Conor served on the London Docklands, London Thames Gateway Development Corporations Boards, and was a member of the Olympic Planning Committee. He recently retired as Newham's Executive Member for Regeneration and Strategic Development. Conor was Associate Director at Four Communications supporting development projects in East and South East London.

Chief Executive

We are currently recruiting for a new Chief Executive who will have a place on the Board.

Role Profile and Person Specification

Main purpose of the role

To contribute experience, expertise and insight to determine strategy, direction and control in the interests of customers and the wider community. In conjunction with fellow Board members the Board member shall;

1. Fulfil the legal duties of the Board member role.
2. Set strategy and agree the business and financial plans to support strategic delivery.
3. Provide financial stewardship and responsibility for the management of all Local Space assets. This will involve treasury management and regular scrutiny of Local Space's financial position.
4. Ensure effective and efficient administration of Local Space by establishing and overseeing a risk management framework and maintaining an agreed assurance framework.
5. Direct and control Local Space's work by establishing, monitoring and reviewing a framework of delegation and systems of internal control.

Essential Qualifications, knowledge and experience

The successful candidate will have

- Experience and skills in one of more of the following areas
 - Financial management and **Treasury Management**
 - Risk Management
 - **ICT and Digitalisation / Project management**
 - HR
 - Governance and law
 - Customer service
 - Housing management
 - **Strategic Asset Management / repairs and maintenance**
 - Development and procurement

At this time, we are particularly looking for skills for those areas highlighted in bold

- Proven ability to think strategically
- Strong analytical capability with the ability to analyse complex information and concepts.
- Understanding of the work of Local Space and the issues that it faces
- Experience of operating as a board member within another charitable, public sector or commercial organisation, or a strong and demonstrable ability to do so.

Essential Skills

The successful candidate will have

- Effective communication and influencing skills, with a willingness to provide constructive challenge to peers and the Executive Management Team.
- A proven ability to work effectively as part of a team that makes collective strategic decisions.
- An active interest in social housing, and a willingness to learn and develop in this field.
- An understanding of the role of a Board, and willingness to accept the statutory duties, responsibilities and liabilities of Board membership in a charitable registered provider of social housing.
- An ability to maintain standards of probity and work within the regulatory and governance frameworks.
- An ability to work with electronic communications or a demonstrable willingness to learn.
- The willingness and ability to devote the necessary time and effort required for the role.

Eligibility criteria

The following will mean that a person is not eligible for appointment

- they are disqualified from acting as a company director, charity trustee or Board member of a registered society for any reason; or
- they have been convicted of an indictable offence which is not, or cannot be, spent; or
- a composition is made with their creditors generally in satisfaction of that person's debt
- they are a member or officer of London Borough of Newham.

Key Terms

Remuneration: £4,000 per annum

These appointments will be made initially for a term up until the end of our 2020 AGM, with subsequent 3 year terms of office thereafter (up to a maximum of 9 years). Board members are subject to annual board appraisal.

The Board meets 6 times a year normally on Tuesday evenings from 4pm with pre-meeting training provided as identified from members' appraisals.

There are further time commitments for strategy days/planning days and committees, where appropriate. The expectation is that the overall time commitment is 25 days per year.

Recruitment Process and Key dates

Recruitment Stage	Dates
Closing Date for receipt of applications	9am on Friday 20 th September 2019
Initial Interviews	Tuesday 1 st October
Online assessments	From 2 nd October
Final Interviews	16 th or 17 th October 2019

Candidates who are longlisted will be invited to attend initial interviews in London with Hilary Channing and Anna Hammond, Managing Directors, Channing Hammond Associates.

Online assessments and feedback will be conducted with those candidates who are short listed through to the final interview stage.

The final interview arrangements will be confirmed with the selected candidates.

If, having read all the information, you would like an informal chat with Hilary or Anna please email to schedule a call back.

hilary@channinghammondassociates.co.uk or anna@channinghammondassociates.co.uk

How to Apply

Local Space has engaged Channing Hammond Associates to manage the recruitment process and as such all applications should be uploaded through the Channing Hammond Associates recruitment portal www.channinghammondassociates.co.uk/vacancies

Please take a moment to review our requirements for making your application.

Your completed application should consist of the following items:

Your tailored CV. Please keep to a maximum of 4 sides of A4. When providing information about past employment, please explain clearly any employment gaps.

Please send in MS Word format

A supporting statement. Please keep to a maximum of 2 sides of A4. This is your opportunity to demonstrate your suitability for the role and in doing so we would like you to include the following areas in your statement.

- Your motivation for applying for the Non-Executive Director role and the benefits to Local Space of your appointment.

- Your key skills and experience in relation to the specific skills requirements as well as those outlined in the Person Specification.

Please send in MS Word format

Underneath this candidate brief on the website you will find a button with Additional Information on. Please visit this button to complete the Local Space Diversity and Equalities Form and complete the Declaration. Please complete and upload these with your application.

Once you have your CV, Supporting Statement, completed declaration form and equalities monitoring form ready, please upload them through the website www.channinghammondassociates.co.uk/vacancies

The closing date for applications to be considered is by 9am on Friday 20th September.

We will acknowledge your application within 24 hours of receipt, so in the event you do not receive this acknowledgement, please let us know so that we can check. Please note that proof of emailing does not mean proof of receipt.

We look forward to receiving your application.