



Homes
England

Homes England Board Non-Executive Directors

Information Pack for Candidates

Closing date: Thursday 12th August





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Welcome to Homes England



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. This determination has gathered real, tangible momentum over the last few years. It has been matched by significant financial and intellectual resources, focused on forming new types of partnership, addressing market failures and scaling up delivery so more people across the country can access a quality home.

As the country moves beyond its current challenges, Homes England's role has perhaps never been so important. We are working closely with the Government to be an even stronger institution that can galvanise a housing-led recovery, connecting 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 helping achieve the Government's housing ambitions. Non-Executive Directors 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. 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.

Homes England



Homes England is a 'non-departmental public body' sponsored by the Ministry of Housing, Communities and Local Government.

Homes England is an agile, commercial organisation that 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.

Just as the agency has built its capabilities and expertise to meet the challenges it was created to address new priorities have come to the fore - from design quality to net zero to the future of our towns and cities. It is paramount for the agency to show leadership and work collaboratively with industry and Whitehall to ensure homes and communities are built to address the challenges the country will face in the 21st Century.

Homes England, its Mission and Objectives

Our mission is to intervene in the market to ensure more homes are built in areas of greatest need, to improve affordability. We will make this sustainable by creating a more resilient and diverse housing market.

- **Unlocking land:** we will unlock public and private land where the market will not, to get more homes built where they are needed.
- **Unlocking investment:** we will ensure a range of investment products are available to support housebuilding and infrastructure, including more affordable housing and homes for rent, where the market is not acting.
- **Increasing productivity:** we will improve construction productivity.
- **Driving market resilience:** we will create a more resilient and competitive market by supporting smaller builders and new entrants, and promoting better design and higher quality homes.
- **Supporting local areas:** we will offer expert support for priority locations, helping to create and deliver more ambitious plans to get more homes built.
- **Delivering home ownership products:** we will effectively deliver home ownership products, providing an industry standard service to consumers.

Information on Homes England's performance is available in [Annual Report and Financial Statement 2019/20](#).



About the roles

The Board is composed of Non-Executive Directors and the Chief Executive, who also serves as the Accounting Officer. It is led by Peter Freeman, who was recently appointed to this role by the Secretary of State. 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 MHCLG to ensure the delivery of our strategic objectives. Some of the Board's statutory functions are delegated to its members, Committees, sub-Committees and staff – details on the Committees are provided at slide 8.

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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](#).



Non-Executive Directors Key Responsibilities:

- ensure that 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 MHCLG 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 MHCLG, 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.



Committees

In accordance with good practice, the Board has established a number of committees.

Periodically the committee structure is reviewed in the context of the agency's strategic plan and might be expanded to reflect changing needs and priorities:

- **The Investment Committee** scrutinises new business cases, considers guarantees on behalf of MHCLG and monitors performance.
- **The Audit and Risk Committee** supports the Accounting Officer and Board in their responsibilities for risk control, governance, financial stewardship and financial and statutory reporting. It reviews the comprehensiveness of assurance and reporting processes, consistent with the Accounting Officer's assurance needs.
- **The Nominations and Remuneration Committee** is responsible for advising on overall pay and rewards; the remuneration, contractual and pension arrangements of staff at Director level and above; senior succession planning; key HR policies; and setting and agreeing the annual performance objectives, remuneration terms and other terms and conditions of employment of the Chief Executive.
- **The Safety Health and Environmental Committee** ensures that the Board is able to provide strong leadership in ensuring a positive safety, health and environmental culture. The Committee also has oversight of the Agency's leadership role in influencing the wider housing and construction industry, as a master developer and major construction client.



Selection Criteria

We are looking for up to 3 posts and candidates who have credibility and stature as a strategic leader - former Chairs, Chief Executive Officers, Group Finance Directors or equivalent senior level – in organisations of scale and complexity.

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 market.

We are looking to **appoint up to 3 posts. You must have experience in one of the following areas:**

- Experience of leading in the housebuilding/developer sectors. You will have gained a strong understanding and experience of corporate governance as either Chair of an Audit Committee or as a Chief Financial Officer, or an equivalent role and level; OR
- Experience of the challenges involved in affordable housing and delivering the Government's ambition to 'level up', gained from leading in either the local government or affordable housing sectors; OR
- Experience gained in a major construction company or major firm of engineers / project managers / consultants that support the construction sector.



Key Terms and Conditions

Remuneration: £24,984 per annum (equivalent to £694 per day). This 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 maximum of 3 days per month.

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

Location: National. Board meetings are usually held in different locations across the country with many in London and Coventry. Future meetings are expected to be a mixture of virtual and in-person, with committees largely virtual. You will be expected to travel to these locations as necessary, but only as permitted under any restrictions in relation to Covid-19.

Expenses and Subsistence: Reasonable travel and subsistence expenses incurred on Homes England business will be reimbursed in accordance with the Agency's policies.

Conduct: The Government expects all holders of public office to work to the highest personal and professional standards. In support of this, all Non-Executive Directors of UK public bodies must abide by:

- 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; and,
- the [Seven Principles of Public Life](#).

Nationality: There must be no employment restrictions, or limit on your permitted stay in the UK.



How to Apply

Please submit the required documentation to publicappointments@communities.gov.uk by **Thursday 12th August 2021**.

If not provided your application will not be taken forward. Late applications will not be considered.

Please ensure you include **‘Homes England – Non-Executive Director’** as the subject line of your email.

Please note: it is your responsibility to ensure we receive all parts of your application by the closing date.

1. **Curriculum Vitae** (*maximum 2 pages*) include your education, professional qualifications and full employment history. In the same document please submit a **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.
2. **Application Form and Diversity Information.** This is an online form. 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 the Homes England/MHCLG 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.

Candidates should note that ‘due diligence’ will be carried out as part of the assessment process and will be shared with the Panel and Ministers. You should expect this to include searches of previous public statements on social media, blogs and/or other publicly available information.

You will receive an automated acknowledgement of your application.

Please note that your application will not be considered if all documents are not provided.



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 Advisory Assessment Panel will be:

- Peter Freeman, Homes England Chair and Panel Chair
- Tracey Waltho - Director General, Housing and Planning, MHCLG representative
- Wendy Barnes - Independent Panel Member

In the present circumstances, interviews will be conducted remotely. Should the situation change and we are able to conduct interviews in person, they will be held in central London.

Due to the high volume of applications we receive, we only provide feedback to candidates who reach the interview stage. The feedback can only be issued once the Minister has publicly announced the successful candidate.



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@communities.gov.uk.



Closing date: **Thursday 12th August**



Shortlisting: **Late August**



Panel interviews: **September**. In the present circumstances, interviews will be conducted remotely. Copies of passports will need to be brought to interview in order to check candidates' identity.



The Minister may choose to meet with these candidates before making a decision

Provisional start date: **October/ November 2021**

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

MHCLG 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 those based in the Midlands and North in light of the Government's levelling up ambition.

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 Leader, we will offer interviews to disabled candidates who meet the published minimum criteria. 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 complete the declaration in the on-line application 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 indicate this in the email covering your application or contact public.appointments@communities.gov.uk. 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: **Stephen Fishman** at, public.appointments@communities.gov.uk. Please put '**Homes England Non-Executive Director**' as the subject line of your email.

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 public.appointments@communities.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 public.appointments@communities.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 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@communities.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.

The data controller for Public Appointments is joint between MHCLG, 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@communities.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.