



# Cartrefi Conwy

## Board Member Information Pack





## WELCOME FROM OUR CHAIR OF THE BOARD

“Thank you for your interest in joining the Board of Cartrefi Conwy. As the Chair of the Group Board, I am delighted to be able to share my experiences and the opportunities that await you here.

### **Why join the Board?**

When I joined the Cartrefi Conwy Board five years ago, housing was not my background. I hadn't previously delved into this sector, but it quickly became a fascinating journey filled with diverse aspects and opportunities. Cartrefi Conwy provided me with support through training, guidance on Board dynamics and clarity of what was expected of me as a Board member. If you've never considered joining a Board before, I encourage you to take this opportunity with Cartrefi Conwy. The learning curve is steep, but rewarding and you will be supported every step of the way.

### **What could you gain from being on the Board?**

Serving on the Board is not just about engaging in a captivating sector, it's about working alongside a group of truly remarkable individuals. Our Board are a diverse collective of people with varied backgrounds and viewpoints. Together, we set the strategic direction of Cartrefi Conwy, challenging the Executives to ensure our goals align with mission.

For me, being on the Board has opened doors to a new sector, allowed me to leverage my professional experiences and most importantly giving me the change to give back to the community where I was born and live.

We are currently seeking individuals with the following skills to join our Boards to help us drive our mission forward. The skills we are looking for include:

1. Accountancy / experience with an Audit Committee;
2. Customer Service with a focus on performance and improvement;
3. Property / Asset Management;
4. Experience of running a commercial business;
5. Income generation / Social Value;
6. Development / Commercial Development

At Cartrefi Conwy, you will find a supportive environment, where your contributions are valued and your insights help to shape the future of our organisation. If you have any of the skills listed above, then join us and be a part of a team that is dedicated to creating sustainable, affordable housing and fostering inclusive communities within North Wales.”

Best wishes,  
**Helen Pittaway**  
Chair of the Group Board

# ABOUT US

Since 2008, Cartrefi Conwy has proudly operated as a Registered Social Landlord, regulated by the Welsh Government.

As a not-for-profit Housing Association, our mission is to serve the community's best interests by providing sustainable and affordable homes for local communities, whilst promoting inclusivity and respecting the diverse needs of all individuals. Any surplus we make is reinvested to support our 'core social purpose', in line with our Rules and charitable objectives.

## Our Group Structure comprises of the following:

1. **Creating Enterprise:** Established in 2015 as a Community Interest Company (C.I.C) in 2015, Creating Enterprise is a wholly-owned subsidiary of Cartrefi Conwy. As a social enterprise, it delivers property services and creates opportunities for training, employment and volunteering for our tenants and the broader local community. Creating Enterprise delivers modern methods of construction, aimed at increasing the housing supply in Wales, reducing carbon emissions and fostering social and economic inclusion.
2. **Cartrefi Developments Limited:** Established to support the development of new properties.
3. **Calon Homes LLP:** A Joint Venture between our subsidiaries Creating Enterprise and Cartrefi Developments Limited. This partnership is currently helping to deliver more much needed affordable homes in the Conwy County.
4. **Onnen Limited:** A Joint Venture with ClwydAlyn Housing, aimed at delivering decarbonisation and sustainability works to existing homes.

## Our business plan at a glance:



We have a range of vacancies arising across our group, from Board Members to Co-optees. If you have skills in any of the following areas, we are keen to hear from you:



Accountancy / experience with an Audit Committee



Customer Service with a focus on performance and improvement



Property / Asset Management



Experience of running a commercial business



Income generation / Social Value



Development / Commercial Development



# ROLE DESCRIPTION

The shortlisting and selection process will be conducted based on the pertinence of your experience and skills. You will be requested to articulate the alignment between your skills, knowledge, and experience with the requirements outlined in the Role Description. Please elaborate on how your abilities, expertise, and past experiences relate to each aspect mentioned in the Role Description and demonstrate how you will fulfil them.

## It is the duty of each Board Member to:

- Ensure that the Association complies with its governing document, relevant legislation, and regulations.
- Ensure that the Association fulfils its defined objectives as stated in its governing document and utilises its resources solely to achieve those objectives.
- Actively contribute to the board of management's responsibility of providing strong strategic direction to the Association. This includes setting overall policies, defining goals, establishing targets, and evaluating performance against agreed-upon targets.
- Protect and uphold the good reputation and values of the Association while promoting the company's success. When making decisions, consider the following six factors that demonstrate responsible business behaviour:
  - The long-term consequences of each decision.
  - The interests of employees.
  - The importance of nurturing business relationships with suppliers, customers, and others.
  - The impact of the company's operations on the community and the environment.
  - The importance of maintaining a reputation for high standards of business conduct.
  - The need to act fairly towards members.
- Ensure the efficient and effective administration of the Association.
- Ensure the financial stability of the Association.
- Respect the confidentiality of information concerning Cartrefi Conwy's business activities, customers, and employees.
- Adhere to the Association's Code of Conduct at all times.
- Utilise your specific skills, knowledge, and experience to contribute to informed debates and provide constructive challenges within the board of management. This may involve thoroughly reviewing board papers, conducting additional research on discussion topics, leading or challenging discussions, focusing on key issues, and providing guidance on new initiatives or other areas where you possess special expertise.
- Safeguard and manage the Association's property, as well as ensure proper investment of its funds.
- Appoint the chief executive officer and monitor their performance.
- Always act honestly and reasonably, disclosing any relevant interests or conflicts of interest.
- Allocate sufficient time to effectively fulfil your responsibilities, upholding high standards of integrity and ethics. Support the chairman and executive directors in cultivating the appropriate culture, values, and behaviours both within the boardroom and beyond.

# CONDUCT

If you are appointed as a Board or Committee Member, you will be required to...

1. Please declare all your interests, including employment, positions of responsibility, memberships in other organisations, directorships, and any financial interests that may be relevant to the work of the organisation.
2. You are not permitted to receive any financial remuneration or payments unless approved by the Board. However, you may claim reasonable traveling and out-of-pocket expenses that are necessary for carrying out the organisation's business.
3. It is crucial to ensure that any personal or private financial interests do not influence your decision-making process. You must never utilise your position as a Board/Committee Member or Member of the organisation for personal gain in any form.
4. If you have any direct or indirect pecuniary interests or other non-pecuniary interests in any contracts or business matters being considered, which could potentially impact your judgment, you must disclose them. If requested by other Board Members, you should withdraw from the meeting during the discussion and consideration of such matters.
5. All information pertaining to the organisation's business, policies, organisation, management, future plans, clients, tenants, and staff, to which you have access, must be treated as confidential.

The board must also comply with the Code of Governance set down by Community Housing Cymru and with Schedule 1 of the Housing Act 1996 regarding standards of probity.



# ADDITIONAL INFORMATION

- Board and Committee business is conducted exclusively in English.
- Board and Committee meetings are usually scheduled on weekdays and are expected to last no longer than 3 hours.
- When meetings are conducted in person, they usually take place at our Head Office located at Morfa Gele, Cae Eithin, North Wales Business Park, Abergele, LL22 8LJ.
- Currently, we are holding virtual meetings, and we will continue to offer virtual or hybrid meetings in the future to accommodate those who find it difficult to attend in person.
- The Cartrefi Conwy Board typically holds 8-10 meetings per year, while its committees convene approximately 4 times annually.
- The Creating Enterprise Board meets 4 times a year. Board and Committee meetings are usually scheduled on weekdays and are expected to last no longer than 2½ hours.
- Board members normally serve for a term of 3 years and are subject to retirement by rotation at the end of each term.
- The maximum duration of continuous service for a board member is 9 years.
- Co-optees, on the other hand, are appointed based on terms agreed upon with the Board and are not subject to retirement by rotation.
- All appointees to the Board and Committees are required to actively participate in the annual board evaluation and appraisal processes.
- Board and Committee members are individually obligated to sign a Deed of Agreement for Services.
- They are expected to fulfil their duties and adhere to the obligations outlined in the Agreement and the supporting Role Description.
- Board members are expected to undertake additional positions on committees / chair a committee at some point during their tenure.





## HOW TO APPLY:

To apply for this position, please send an up-to-date CV that outlines your full career history, along with a statement explaining why you are interested in this role and the skills and experience you can bring to it.

You can submit your application via email to:  
[recruitment@cartreficonwy.org](mailto:recruitment@cartreficonwy.org).

For more information or an informal chat about the position, contact Aimee Tomalin at [aimee.tomalin@cartreficonwy.org](mailto:aimee.tomalin@cartreficonwy.org) or call 01745 335 348.

The closing date for applying for this vacancy is Monday 29th July.

## DATES FOR YOUR DIARY...

Closing Date:

**JULY**

**29**

Shortlisting:

**AUGUST**

**1**

Interviews:

**AUGUST**

**9**



 01745 335348

 [govadmin@cartreficonwy.org](mailto:govadmin@cartreficonwy.org)


 [www.cartreficonwy.org](http://www.cartreficonwy.org)





# Cartrefi Conwy

## Board Member Information Pack

 01745 335348

 [recruitment@cartreficonwy.org](mailto:recruitment@cartreficonwy.org)

 [www.cartreficonwy.org](http://www.cartreficonwy.org)

