

St Leger Homes Doncaster



Independent Board Member

Recruitment Pack

April 2025

**CAMPBELL
TICKELL**

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| YOUR APPLICATION

Thank you for your interest in the role of Independent Board Member with St Leger Homes.

On the following pages you will find details of the role and the selection process to assist you in completing and tailoring your application.

You will no doubt do your own due diligence but please read this pack carefully as it will provide you with an overview of the organisation and role.

To apply, we will need the following from you:

- **A CV.** Make sure this confirms your current/most recent roles (you can sum up earlier roles, say before the last 15 years), tell us about your achievements so we get a picture of your skills and experience, and try to keep it to two pages or three at most;
- **A supporting statement.** We want to hear about your motivation, why this role/ why St Leger Homes, and you will also want to evidence how relevant your offer is to the role specification; again, ideally in two to three pages; and
- **The declaration form,** which is accessible via the role page on our website and includes space to indicate if you cannot attend any of the interview dates.

Please submit your completed application documents using the online form, which is accessible via our jobs page: www.campbelltickell.com/jobs. You will receive an email confirmation and see an onscreen confirmation message after submitting your application, but if you have any issues, you can call 020 3434 0990.

Please ensure we receive your application in good time:

The role closes on Wednesday 7th May 2025 at 9.00am

We look forward to discussing this opportunity with you.

Please do call me on 07706 369273 if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply.

Kind regards

Bill Barkworth

Senior Associate Consultant
07706 369273



| WELCOME

St Leger Homes has a proud history of delivering great services on behalf of the tenants and residents of Doncaster, stretching back to our creation in 2005. Over the coming years, we want to continue to build on this; modernise further; continue to improve our performance; and become an organisation that truly reflects the aspirations of our tenants and stakeholders. As an arms-length management organisation, chief among these stakeholders is Doncaster Council, with whom we share a great relationship.

We want to recruit an Independent Board Member who can help us deliver governance best practice and ensure St Leger Homes continues to develop, improve and meet the needs of our tenants. We are led by a cohesive, determined, dedicated and friendly Board made up of independent members, tenants and Council nominees. As Chief Executive, Chris also sits as a member of the Board.

We see ourselves not just as providing landlord services to 20,000 properties, but more importantly, we take our responsibilities seriously to help our tenants live successful and fulfilling lives. We care about our tenants.

We continue to deliver services and support our customers in difficult times, and together with Doncaster Council and our other partners, we are determined to offer the support that some of our tenants need. Social rents in Doncaster are amongst the lowest in the country, but this does not limit our ambition or our performance. We are a low cost, mid to high performing organisation. Because of results like this and careful management we can continually adapt and improve services.

Looking ahead we face both challenges and opportunities with enthusiasm. We are excited to continue to modernise our repairs, maintenance and investment services, the Council is supporting us to invest in our housing access and homelessness services. Alongside this our safety and compliance team continue to support the business to deliver the highest of standards of building safety and compliance, ensuring our workforce follows safe working practices and our customers are safe in their homes.

At St Leger Homes, we don't claim to be something we are not, but we do have a fantastic skilled and dedicated workforce, who possess a 'have a go, can do culture'. This is evidenced in how our teams are ensuring we are fully compliant with all regulatory standards and that we can deliver the best service to our customers that we can. They want St Leger Homes to be an exemplar in our sector.

We will continue to champion Doncaster as a great place to work, live, learn and care for others, and we'll keep working with other organisations to improve the City for everyone. We will continue to transform our services by taking advantage of modern technology and fulfil our ambition to remain a top-performing housing provider.

The role of the Board Member is to effectively contribute to decision-making at Board and Committee level. It will provide an independent viewpoint and challenge, to shape our strategic vision and operational focus, and to deliver sustainable organisational development.

If you share our passion for improving services, our commitment to local people and our desire to be an open, transparent organisation, we would be delighted if you read the following information and consider applying for the role of Independent Board Member.

Dave Wilkinson
Board Chairman

Chris Margrave
Chief Executive

| ABOUT US

We operate as Doncaster Council's award-winning social housing company. A proud and passionate organisation providing homes in neighbourhoods that people are proud to live in.

As an Arm's Length Management Organisation (ALMO) we manage both Doncaster Council's social housing as well as home options and homeless services and have an excellent relationship with both the Executive Team members, the Mayor and local Councillors.

We employ approximately 900 staff and are proud of the standards we achieve for the people of Doncaster and the supportive working environment we have created.

In addition to landlord services, we also have an award-winning 'World of Work' service which helps our tenants and others develop skills and secure employment. We also have a successful apprenticeship programme, which enables us to grow our own and support an ageing and skilled workforce.

We have been awarded the highest health and safety rating from the British Safety Council and have also received Customer Service Excellence reaccreditation for over 10 years. We have also secured Domestic Abuse Housing Alliance Accreditation (DAHA), and during the last 5 years have been named as Large Employer of the Year at the South Yorkshire Apprenticeship Awards for the success of our local apprenticeship scheme.

We are a low cost, mid to high performing housing provider, but we aren't being complacent. We continue to aim high as an organisation, transforming our services, tackling challenges and continuing to improve our services with the interests of our customers being the key driver.

Social housing throughout the country is under considerable pressure and here in Doncaster we are no different. A key challenge for us however is to maintain some of the country's lowest rents whilst providing some of the best standards. This is a challenge we are facing up to by modernising the way we work, retaining the best of what we do, but also seeking to do things more efficiently.

We are a customer-centric people-focused business, and we are working hard to support our tenants to address the pressures and challenges they currently face.

We also run employment and education opportunities for tenants through our World of Work academy and provide additional support for tenants through our Tenancy Sustainability Team.

All the information you need to familiarise yourself with us is available at www.stlegerhomes.co.uk

THE BOARD



David Wilkinson, Chair

Dave recently retired as an Assistant Director at Doncaster Council, where he gained over 20 years' experience of senior management within the Local Authority sector. He has over 30 years' experience as a school governor and previously chaired the governing bodies of a large primary school and small junior school in his hometown of Mexborough.



Milcah Walusimbi, Tenant Board Member

Milcah is a mother of two and works as a Family Time Work with Doncaster Council. Before that, Milcah worked as a Support Worker with one of the leading learning disability support non-governmental organisations. Milcah moved from London to live in Doncaster 23 years ago. She has been a school governor at a primary school in Mexborough. She loves reading, is a people person and an advocate for those that are vulnerable.



Barry Keable, Tenant Board Member

Barry has 40 years' experience working for several large multi-national organisations in the consumer electronics and telecommunications sectors, holding senior management posts in Quality Assurance and Customer Services. Nearing retirement, he moved into Health and Social Care supporting disabled adults with their social activities and work placements and helping them to maintain a safe environment in their homes.



Trevor Mason, Independent Board Member and Vice Chair

Trevor has over 25 years' experience at director level across public service and the private training and education sector. Whilst Trevor is now retired, he has worked as a Chief Executive, latterly with a large regional based charity and social enterprise focusing on the physical and skills development and regeneration of deprived areas. Trevor brings considerable experience of working at a strategic level in financial management and business planning & delivery and has been on our Board for the last six years.



Susan Jones, Independent Board Member

Susan was previously Chief People Officer at Maria Mallaband Care Group, operating 80 care homes (c5500 employees) around the UK. She has over 14 years' experience operating at both Executive and Board Level in a number of successful retail, financial and professional services organisations. Susan has been a Board member for over 10 years, previously holding the position of Chair of Trustees at Thornton Grammar School for several years, and also as a Trustee for a regional Charitable Trust.



Sarah Smith, Councillor Board Member

Sarah is a councillor serving the Adwick & Carcroft ward since 2021 and Cabinet Member for Adult Social Care. As an artist, researcher, associate lecturer at Sheffield Hallam University, and an NHS Qualified Therapeutic Radiographer specializing in cancer research & care, she blends creativity with expertise to drive change.

With a freelance portfolio of projects spanning from NHS England, HM Probation Services, Sports England, CRUK and more, Sarah's passion lies in creating inclusive, engaging projects & outcomes with the people who use them. She's a fervent believer in collaboration, working closely with communities to co-produce meaningful policies, projects and initiatives. Drawing from her own experiences as a carer, and as someone living with chronic health issues & disability, she's a staunch advocate for accessibility and working with communities to create positive change in both policy and practice.



Phil Cole, Councillor Board Member

Phil has been a councillor since 2012 to serve Edlington and Warmsworth. Phil is also Cabinet Member for Finance, Trade Services and Planning. He has a wide range of knowledge and involvement in community issues both within his Ward and across the Borough. He was the senior political advisor to Rt Hon Caroline Flint for 22 years.



Allan Jones, Councillor Board Member

Allan was elected to Finningley ward in 2002. He is presently a member of City of Doncaster Council Overview and Management Committee; he has recently been co-opted onto Finningley Parish Council. He has a wide range of knowledge and involvement in community issues and is committed to delivering effective efficient services which meet customer's needs.



Chris Margrave, Chief Executive

Chris joined St Leger Homes in January 2021. He is an experienced property services professional with over 30 years expertise. Chris's previous positions include Director of Investment and Director of Assets at Wakefield and District Housing. He is a Member of the Chartered Institute of Building (MCIOB) and a property health and safety professional with a passion for property compliance.

He has a track record of driving improvement in construction, asset management, building and fire safety, property compliance, investment and repairs and maintenance.



THE EXECUTIVE TEAM



Chris Margrave, Chief Executive

Chris joined St Leger Homes in January 2021. He is an experienced property services professional with over 30 years expertise. Chris's previous positions include Director of Investment and Director of Assets at Wakefield and District Housing. He is a Member of the Chartered Institute of Building (MCIoB) and a property health and safety professional with a passion for property compliance.

He has a track record of driving improvement in construction, asset management, building and fire safety, property compliance, investment and repairs and maintenance.



Lee Winterbottom, Director of Property Services

Lee started out as an apprentice joiner working for his dad and has spent the past 27 years of his career in social housing. He's proud to be involved in a sector that he sees regularly going further and changing people's lives for the better by providing not just homes, but also support, training, education, and employment. Lee is very family oriented and translates the importance he places on family values into all aspects of the work he's engaged in, considering the impact of his work on families and individuals, both from a tenant and a staff perspective. Lee is passionate about the opportunities and benefits that can be created by providing the stable foundation of a home that's safe and well managed.



Jane Davies, Director of Customer and Housing Services

Jane was born in Doncaster and has worked for St Leger Homes since its creation in 2005. She thoroughly loves coming to work and is passionate about delivering excellent customer care and high standards as well as helping make Doncaster a great place to live and work. Jane is a real people person and enjoys collaborating and working closely with tenants and residents and making a difference to the lives of tenants and improving communities. Jane has a degree in social housing and is a chartered member of the Chartered Institute of Housing and has vast experience across housing management, tenant involvement, customer services and homelessness. She has been involved in national campaigns around stopping social housing stigma and sees social housing as a valuable and essential part of ensuring everyone has a safe and stable home.



Kevin Hanlon, Director of Corporate Services

Kevin joined St Leger in March with a background as a finance director in housing and local government. He most recently was the Chief Finance Officer at Beyond Housing a 15,000-stock housing association in Redcar/Scarborough for circa 5 years and prior to that role Director of Finance and Resources at Chesterfield Council. His career going further back includes working for PwC, Aon and Grant Thornton. He looks to use finance as an enabler to improve the investment in homes, repairs and services to customers. He is married with three children and lives in N Yorkshire. Outside of work he spends time rock climbing (Stanage Edge in Sheffield being a favourite location), cycling, travelling and going for family walks.



ROLE PROFILE: BOARD MEMBER

Responsible to: Board Chair

Main contacts: Chief Executive, Directors, Board Members, Heads of Service, Service Managers, staff across St Leger Homes, Customers, Elected Members, and Colleagues and Board Members from other ALMOs.

Role purpose

To effectively contribute to decision-making at Board level, providing an independent viewpoint and challenge, in order to contribute to the strategic vision and operational focus to deliver sustainable organisational development.

Principal Accountabilities

Your accountabilities as a Board Member will include:

- To approve and own the strategic direction for the company, including its vision, aims and strategies, to guide St Leger Homes to achieve its aims in the most efficient and effective manner, consistent with the organisation's values and approach.
- Participate in shaping the company's long-term vision, developing its corporate plan and agreeing that plan with Doncaster Council.
- As a Board, to take ultimate collective responsibility, as per the Memorandum & Articles of Association, for controlling the company, whilst delegating the day-to-day management to the Chief Executive.
- To ensure that all decisions taken by the Board are compatible with the vision and Corporate Plan and that effort and resources are directed accordingly.
- To request, receive, read and consider reports prepared by officers. Question and challenge these where necessary to ensure that decisions are well founded.
- To ensure that the Board's actions and decisions comply with current legislation and the relevant policies and procedures of the organisation, as well as developing and promoting corporate vision and values for the organisation that are clear and inspiring.
- To attend Board Meetings and to fully engage and participate in Board discussions and decision-making through a subcommittee structure.
- To approve strategic plans, financial regulations and contract standing orders.

- To approve annual budgets (and multi-year budget projections) and to monitor progress against these.
- To ensure that an on-going risk assessment and management process is in place across the company, that it is informing policies, procedures and plans and that individual Board Members are updated on this and advised of any significant changes as they occur
- To offer advice and mutual support to other Board Members in reaching consensus.
- To take collective responsibility for decisions of the Board.
- To abide by the company's Equality and Diversity Policy.
- To declare any relevant personal or professional interests in any matters being discussed by the Board.
- To uphold the company's Code of Conduct and maintain the highest standards of probity.
- To respect the confidentiality of information, where its release would compromise the interests of the company, its staff and Doncaster Council tenants and leaseholders.
- To provide advice and guidance in subject areas where the Board Member has particular expertise to the Board and Chief Executive, where appropriate.
- To take part in the recruitment and selection process of the Chief Executive, Executive Directors and Board Members as required.
- To ensure that the company has the resources, both human and financial to achieve its aims.

Statutory Duties

- To act within powers.
- To promote the success of the company.
- To exercise reasonable care, skill and diligence.
- To exercise independent judgement.
- To avoid conflicts of interest and declare interests.
- Not to accept benefits from third parties.



PERSON SPECIFICATION

This section outlines the experience, skills, knowledge and behaviour we are looking for in applications we receive. In addition to the right skills and experience, we look for people who can demonstrate how they work in line with our values and behaviours, which underpin everything we do.

For this specific vacancy:

We are looking for an individual with senior level experience in one or more of the following – Housing, Finance, or Local Government.

Experience and knowledge

1. Successful track record of leadership and strategic management in a public or private sector organisation or within community leadership.
2. A track record of having operated and contributed effectively to make a positive difference in either the private/public, voluntary or community sector.
3. Experience of working in co-operation with a wide range of external bodies/stakeholders, developing a positive personal and organisational profile, and building partnerships that add value.
4. Proven track record of providing clear, balanced advice and guidance on strategic issues as a member of a senior management team.
5. Knowledge of the work of Boards and Committees that are comprised of members with a wide range of skills and backgrounds.
6. To demonstrate an understanding and commitment to social housing issues.

Desirable Criteria

7. An understanding of how to operate in a non-executive capacity.
8. An understanding of the local community issues and challenges in the Doncaster and South Yorkshire region.
9. An understanding of the barriers faced by disadvantaged and socially excluded groups.

Skills and Abilities

1. An open-minded thinker, able to take a view across the full range of issues affecting the organisation or committee, harnessing a strategic approach which determines priorities and delivers effective outcomes.
2. The ability to advise and determine strategies which ensure the effective and efficient implementation of organisational aims and objectives.
3. An ability to actively monitor and manage the performance of the organisation, ensure that it applies and adheres to the highest standards of corporate governance, scrutiny, legal and financial responsibilities.
4. An ability to understand complex issues and discern what is significant before meetings.
5. The ability to apply creative and imaginative solutions, with good judgement and a high level of integrity.
6. The ability to operate effectively as a member of a team with collective responsibility.
7. An ability to engage with a variety of internal and external audiences and diverse communities.
8. An ability to develop positive relationships with local people/stakeholders, agencies and other relevant clients and to champion the organisation's causes.
9. An ability to chair and facilitate meetings of subgroups or working parties of the main Board would be useful, but not essential.

Personal Qualities

- A highly respected individual with good judgement, with a high degree of probity and integrity.
- Dynamic, versatile and adaptable with a strong commitment to making a difference.
- The ability to command trust and respect from colleagues and stakeholders.
- A clear commitment to equal opportunities principles and practice.
- Excellent ambassadorial qualities. An open, engaging and enthusing winning style and the ability to interact effectively with a range of people at national, regional and local levels.

- Committed to public service values of accountability/openness, and equality of opportunity.
- A communicator with highly developed oral, written and presentation skills.
- An ability to form independent judgements.
- Ability to fulfil the required time commitment for the role.

Eligibility Criteria

Before applying, please review the criteria below to ensure that you are eligible for this role.

- Must be over the age of 18.
- Must not be an undischarged bankrupt nor made any arrangement or composition with their creditors.
- Must not be under a disqualification order made by a Court under the Company Directors Disqualification Act 1986 and have not given a disqualification undertaking to the Secretary of State, which has been accepted.
- Must not be an employee of St Leger Homes.
- Must not live in one of Doncaster Council's homes.
- Must have not been convicted of a criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty was imposed).
- Must have not been disqualified from elected membership of the local authority.
- You have not been convicted of any offence which is likely to bring the Company into disrepute.

Please note that any Board Member offer at St Leger Homes is subject to satisfactory background checks.

| KEY TERMS & CONDITIONS

Remuneration:

The roles are remunerated at £3,575 per annum, plus reimbursement of travel expenses incurred in the performance of the duties of a Board member.

The appointment:

The Term of office would usually be for two three-year terms, up to a maximum of six years.

Time Commitment:

The time commitment for this role will be between 1-2 days per month. Board Members are appointed as a Member of the Board and will also be assigned to 1 or 2 Committees.

Board Meetings – we hold 6 Board Meetings per annum. These are held on the 1st Thursday of every other month. Starting at approximately 12.30, they last 3-4 hours including lunch and Board Member training and awareness sessions.

We expect that Board Members will attend all Board & Committee meetings and where possible there can be a mix of online and in person attendance.

Strategic Planning Sessions – we hold 2 strategic planning sessions each year (July and November) and are half day events. Board members are expected to attend all Strategic Planning sessions which are ‘in person’ meetings.

Committee meetings – We have 4 Committees. 3 of these Committees hold quarterly meetings. The 4th Committee holds meetings twice per year unless additional meetings are needed.

Training – a number of training sessions are arranged on an annual basis. We expect our Board Members to attend all training sessions.

We also welcome Board Members to be involved and attend Colleague events such as Colleague Festival and Apprentice Awards. These invites are circulated as required.

Location:

Board and Committee meetings are held at our offices at: Civic Office, Waterdale, Doncaster, DN1 3BU

| KEY DATES AND SELECTION

Closing date | Wednesday 7th May 2025 at 9.00am

We will be in touch with you to let you know the outcome of your application by the end of the following week.

First interviews | Thursday 22nd May 2025 | via Teams

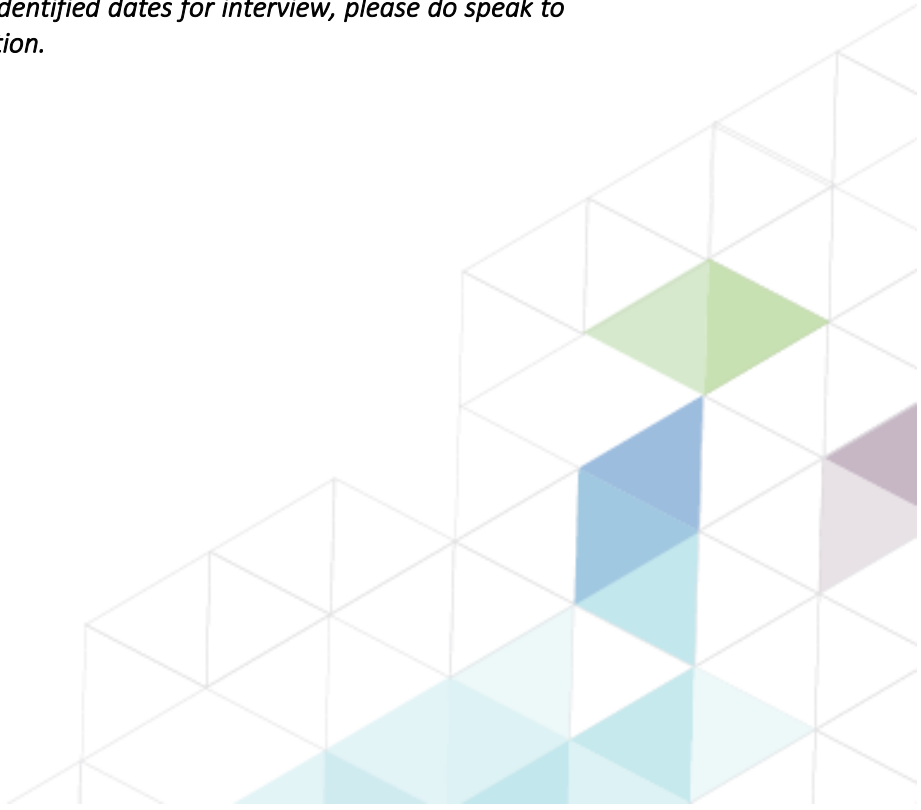
Longlisted candidates will be interviewed by a Campbell Tickell panel, Bill Barkworth, Senior Associate Consultant and Debbie Bannigan, Senior Associate Consultant

We will be in touch to let you know the outcome of the interview at the end of the following week.

Final interviews: Friday 6th June 2025 | in-person | in Doncaster

There will be a final panel interview with St Leger Board colleagues: David Wilkinson, (Chair), Trevor Mason (Vice Chair), Milcah Walusimbi and Chris Musgrave, Chief Executive and Bill Barkworth, Campbell Tickell, will also be in attendance.

If you are unable to attend on any of the identified dates for interview, please do speak to Campbell Tickell before making an application.



St Leger Homes of Doncaster

Independent Board Member

£3,575 pa plus travel expenses
Doncaster



We are looking for someone to join our Board as an Independent Board Member – are you interested in contributing to helping our local communities develop and thrive?

St Leger Homes manages Doncaster's 20,000 council homes, and we have a proud history of delivering great services to our tenants and residents stretching back to our creation in 2005.

We want to continue this momentum, modernise further, continue to improve our performance and be fully compliant with all regulatory standards. Our aspirations are to become an organisation that truly reflects the aspirations of our tenants and stakeholders.

As an arms-length management organisation, chief among these stakeholders is Doncaster Council, with whom we share a great relationship. We see ourselves not just as a landlord providing services to 20,000 properties, but more importantly we take seriously our wider responsibilities to help our tenants live successful and fulfilling lives. We care about our tenants.

We are looking for an additional independent board member, who can help us to ensure St Leger Homes continues to develop, improve and meet the needs of our customers.

The role of the Board Member is to contribute to strategic decision-making, providing an independent viewpoint and challenge, helping shape our vision and strategies to deliver further organisational development.

We are looking for an individual who has sound and wide-ranging management experience specifically from either a housing, finance, or local government background.

We have a diverse range of customers and would like our Board to be representative of this. We very much encourage applications from people of all ages over 18, ethnicities and backgrounds.

You can download a job pack from
www.campbelltickell.com/jobs

Closes | 7th May 2025 | 09:00

For further discussion, contact
Bill.barkworth@campbelltickell.com

07706 369273

CAMPBELL TICKELL

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