

NON-EXECUTIVE DIRECTOR RECRUITMENT PROCEDURE

A. Introduction

The Board of Rochdale Boroughwide Housing (RBH) has two constituent groups of members. Although selected or nominated in different ways, the processes of recruitment need to be mindful of the skills, knowledge and experience required by the Board to successfully manage the organisation.

Non-Executive Directors will serve a maximum of two terms of office.

B. Non-Executive Directors

The Chair of the Board of Directors and other Non-Executive Directors will all be appointed by the Representative Body. Appointments to the Board of Directors can also be made by the Regulator using its enforcement powers in the event of an intervention to remove and replace a Member of the Board or to make an appointment to the Board.

The Representative Body, working with the Board of Directors, will set and publish selection criteria, based on skills and experience sought. The Representative Body may, if it wishes, appoint external advisors to assist with this process. The Secretary or Governance Manager will support the process.

A Nominations Committee will be formed of not more than four Representatives and the Chair of the Board (or Deputy Chair if a Chair is to be appointed).

Advertisements will be posted in appropriate media, based on the skills being sought. An Independent Advisor may also be appointed to manage the process and a scope and clear terms of reference will be put in place.

Potential candidates that have become known to the Board outside the formal recruitment process will be invited to apply for the position and will be evaluated along with other candidates.

The application form will require the candidates to identify relevant skills and experience and a demonstration of how they meet core competencies.

The Nominations Committee will shortlist appropriate candidates (not more than five for each vacancy), having consulted with the Chief Executive.

An open and transparent selection process will be undertaken, including an interview. The process will also include an informal meeting with the Board Chair and other Board Members as well as members of the Executive Management Team.

The shortlist and final recommendation will be passed to the Representative Body for consideration.

The application form and recruitment process will seek out applicants' conflicts of interest and the Nominations Committee will check the eligibility of its shortlist.

C. Executive Directors

The two Executive Directors are the Chief Executive and the Director responsible for finance. The Representative Body will approve the appointment (by the Non-Executive Directors) of the Chief Executive.

D. Induction for New Board Members

There is an extensive induction programme for all new Board Members which includes meeting the Secretary as well as meetings with the Chief Executive, members of the Executive Management Team and other relevant employees.

Mentoring/buddy by another Board Member will also be provided as part of the induction programme.

Outline Re-appointment and Recruitment Process Map

