



## Gofal a Thrwsio ym Mhowys Care & Repair in Powys

Board Member Recruitment Pack

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Part of the Barcud Group

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## Welcome Letter

Thank you for your interest in this exciting opportunity available with Care & Repair in Powys. It is a great time to join Care & Repair in Powys as a Board member and shape the services that we provide in order to help older and disabled people to live safely and independently in their own homes. The Independent Board member role is very rewarding as you hear of how the agency assist clients in seeking unclaimed benefits, get energy efficiency advice as well as practical measures that help them move around their homes safely and with confidence. The Agency works with many partners across Powys and beyond, which include, Welsh Government, Powys County Council, Powys Teaching Health Board, Care & Repair Cymru, Age Cymru Powys as well as Barcud Group.

Through the dedication and hard work of our staff, we are a high performing Agency who are committed to our work within the community and happy to work with partners to improve the lives of our clients. We have a wide array of skills within our staffing structure including competent caseworkers who liaise with health experts and funders to identify solutions that best suit our clients. We also have knowledgeable and experienced technical officers to turn these suggestions into firm proposals ensuring that all the necessary permissions are in place, arrange designs and specifications for the work, and often ensure that a competitive tender is received. We also very fortunate to have Minor Adaptations Officers who will respond as quickly as they can to fit a few grab rails, handrails to help clients go up and down the stairs safety or a small ramp to make coming in and out of their homes much easier. None of this would happen without our caring admin team, who make each client feel so special, and keep them informed of progress with various aspects of the work as it progresses from the initial contact through to post completion feedback.

### Our values:

The work of Care & Repair is to support older and disabled people to remain living in their own homes, independently and safely, for as long as they choose to do so.

#### Dignity & Respect

- We treat all of our customers as individuals, with dignity and respect, and empower people to retain control of their own lives.

#### Inclusivity

- We work collaboratively with key partners and local communities to deliver excellent sustainable services.

#### Person-Centred

- We act in a way that is open, fair, accessible and equitable. We respect the views of our clients and colleagues. We put people first.

#### Quality

- We aim to provide the highest quality service, and demonstrate honesty, integrity and transparency in all that we do.

Board meetings are well structured and strategic; risks, performance information, management accounts and policies are reviewed and discussed as well as the strategic direction of the Agency. Board meetings are held either in person in our office in Newtown or remotely, although the business planning event and AGM will generally be in person.

We are looking for two new Independent Board Members who will contribute to the work that the Agency does across Powys. These roles will provide the opportunity for personal and professional development while gaining valuable strategic and governance skills. Care & Repair in Powys is part of the Barcud Group who are committed to developing individuals to enable them to reach their potential. This commitment to learning and development extends to Board Members and a comprehensive induction programme will be provided to the successful individuals. New Board Members will have the opportunity to be mentored by an existing Board Member.

Further information about Care & Repair in Powys is available on the website [crpowys.co.uk](http://crpowys.co.uk) and more information about the Barcud Group is available on the website [barcud.cymru](http://barcud.cymru). I do hope this recruitment pack inspires you to apply.

Helen Rhydderch-Roberts  
Chair of Care & Repair in Powys



## About Care & Repair in Powys

Care & Repair in Powys is a non-profit making Agency with charitable purposes, registered with the Financial Conduct Authority as a Community Benefit Society under the Co-operative and Community Benefit Societies Act 2014.

Care & Repair in Powys was established in 1988, and is one of thirteen independent Care & Repair Agencies working across Wales. They specialise in providing a range of advice and adaptations to enable older or disabled people to remain living well in their own homes, be they privately owned or privately rented.

Care & Repair in Powys offers a Healthy Home Service for older people living in Powys, to assess and advise on safety and security in the home. They also facilitate the Mamwlad project, which is a Welsh Government funded service to help people over 50 in the farming community to stay living at home safely and independently and to tackle loneliness and isolation.

Care & Repair in Powys currently employs 19 staff who are based at Tŷ Canol in the centre of Newtown. From there, the Agency operates across the whole of Powys.



### Our agreed priorities are:

- 1 Set up Hospital to a Healthy Home scheme
- 2 Employ our own Occupational Therapist
- 3 Employ our own Energy Officer
- 4 Employ our 4th Minor Adaptations Officer
- 5 Investigate becoming a charity
- 6 Expand the Mamwlad project
- 7 Explore hiring out Mobility Aids



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**Care & Repair in Powys**

Further details about Care & Repair in Powys can be found at: [crpowys.co.uk](http://crpowys.co.uk)

## Our Services

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Care & Repair in Powys offer a tailored response to clients to meet their individual needs.

This is based on a person centred, solutions-based response which usually begins with an assessment of the lived environment and the clients' hopes and future wishes within that environment.

### **Our service is holistic and may include:**

- engagement with statutory services
- privately arranged, locally brokered solutions
- in-house cost-effective services
- referrals to other providers to support needs

### **Our in-house services include:**

- home safety advice, including fire safety
- slips, trips and falls assessment
- home energy efficiency advice and support
- adaptations grant applications
- benefits check
- technical service for recommended adaptations e.g. level access showers
- minor adaptations installation – grab rails, ramps etc
- benevolent fundraising applications for home repairs
- support with locating suitable contractors
- application to the Priority Services Register
- support with energy efficiency grant applications

## Achievements

### **In the last financial year we:**

- helped 2,351 clients
- Exceeded 1,000 casework referrals
- Achieved the 15-day average Rapid Response Adaptations Programme response time
- Completed 675 Healthy Homes Checks
- Raised £374,506 in welfare benefits
- Completed works to the value of £1,101,882
- Raised £19,879 in benevolent funding to support clients
- For both core work and practical services, 100% of satisfaction surveys would recommend our service to others

We recently received a very positive evaluation by Care & Repair Cymru on behalf of Welsh Government confirming that we exceeded the requirements of Welsh Government grant funding and performed above our baseline, which meant that for the second year running we exceeded the agreed level of performance.

# Care & Repair in Powys Board Member Role Profile

The Board is responsible for ensuring the success of Care & Repair in Powys:

- setting its mission and values
- defining, and overseeing delivery of strategic objectives
- ensuring that the Agency remains financially viable

all in accordance with the constitution, the law and regulatory requirements. Day to day management is the responsibility of the relevant Barcud Group Director and the Agency Manager.

## Main purpose of the role

- Ensure the efficient and proper conduct of the Agency's business
- Act within the powers set out in the Agency's constitution
- Promote the success of the Agency
- Exercise independent judgement
- Exercise reasonable care, skill and diligence

## Key responsibilities

### Fulfilling the role of the Board

With other members of the Board, the responsibilities of the Board member are to:

- Ensure that the Agency is compliant with legal, statutory, constitutional and regulatory requirements
- Set and ensure compliance with the values, vision, mission and strategic objectives of the Agency which must be designed to ensure its long-term success
- Ensure values and strategic objectives align with that of the Barcud Group.
- Determine the nature and extent of the principal risks the Agency is willing to take to achieve its objectives
- Establish a culture that is focused on the current and future needs of business, other customers and key stakeholders, and embeds equality, diversity and inclusion in the Agency
- Ensure the Agency operates effectively, efficiently and economically
- Provide oversight, support, direction and constructive challenge at Board meetings
- Ensure the integrity of financial information, setting and approving each year's budget, business plan and annual accounts prior to publication
- Establish and oversee control and risk management frameworks in order to safeguard the assets, compliance and reputation of the Agency

## Working as part of the Board team

### The Board member has responsibility to:

- Share responsibility for, and uphold, the decisions of the Board
- Fully participate in the work of the Board, making every effort to attend all Board meetings and other events such as the annual business planning event.
- Where appropriate, work constructively with the Barcud Board, CEO and Leadership Team and the wider staff team of the Agency as well as that of the Group and other stakeholders
- Comply with the Board's adopted Code of Conduct
- Comply with any legislative, regulatory or Agency requirement of a Board member i.e. Companies House obligations
- Actively engage in the Group Board's performance review arrangements
- Complete an induction training programme within six months of appointment
- Participate in collective and personal learning and development

## Skills and abilities

With regards to broader skills, Board members need to be able to:

### Business skills

- Think strategically, taking account of the political, economic, social and technological impacts on the business
- Assimilate and make sense of complex data
- Evaluate facts and evidence logically
- Anticipate and understand the risks and consequences of different options
- Identify opportunities and provide creative input to problem solving
- Oversee delivery of Agency objectives without becoming inappropriately involved in operational detail

### Interpersonal skills

- Probe and challenge constructively without creating conflict
- Work collaboratively
- Listen to and consider the views of others
- Know when to contribute a thought and when to keep quiet
- Speak clearly and to the point
- Build and maintain good relationships based on mutual respect

### Specialist skills and knowledge

Skills and knowledge in one or more of the following specialisms:

- Knowledge of Powys and issues facing rural communities
- Knowledge of health and social care
- Knowledge of welfare support
- Knowledge of funding, funding environments and/or funding relationships
- Understanding digital innovation, digital delivery and hold technology skills
- Community engagement know how
- Communications / marketing / branding capabilities
- Understanding of influencing others in change situations
- Knowledge of Equality, Diversity and Inclusion

## Personal qualities

Board members also need certain personal qualities to work as an effective member of the Board. These include:

- › Alignment to the mission, values and strategic objectives of the Agency and the Barcud Group
- › Commitment to promoting accountability, openness, transparency, diversity, equality, inclusion, and living the Nolan Principles (see page 12)
- › Independent judgement – expressing own views, including disagreement when necessary
- › Preparedness to tackle difficult or sensitive issues
- › Willingness to highlight problems and acknowledge mistakes
- › Preparedness to ask for help to understand things when necessary to be able to contribute to discussion and decision making in all areas
- › Remaining measured and controlled at all times
- › Flexibility – open to new ways of working and able to adapt to change
- › Reliability – fulfilling agreed commitments
- › Self-awareness – aware of own strengths and weaknesses and motivations
- › Welcoming challenge to own views
- › Welcoming constructive feedback on own performance and using opportunities to learn and develop
- › Ability to commit the required amount of time to the role, including the time needed to prepare thoroughly for meetings and engage with the Agency beyond the Board meeting

## Conduct expectations

- › Avoid conflicts of interest
- › Not accept benefits from third parties
- › Declare any interests in transactions or arrangements with the association

## Welsh language

We value the importance of the Welsh language and culture in our work and aim to provide a bilingual service to everyone who wants to use it. We particularly welcome applications from individuals who appreciate and value the Welsh language and culture, and are committed to promoting their importance within our organisation.



## Time commitment

- › 4 Board Meetings a year (Ideally in person, although Zoom is an option)
- › 1 Business Planning Day (in person)
- › 1 AGM (in person)
- › At least 5 hours per quarter commitment required

## Travel

Care & Repair (Powys) is based in Newtown and any in person meetings would usually be held in Care & Repair in Powys' offices at Tŷ Canol, Newtown.

Mileage and subsistence expenses can be claimed in line with Barcud's Group Board member Expenses Policy. A copy of the Policy will be provided as part of the induction process.

## Term

A maximum of 3 x 3-year terms.

## Remuneration

Unremunerated, however reasonable travel plus expenses will be covered.



# Care & Repair in Powys Board

The Care & Repair in Powys Board is made up of up to eight members - up to five independent members and a minimum of three nominees from the Barcud Board.

## The current Board Members are:



### Helen Rhydderch-Roberts (Chair)

Helen is Head of Research for a specialist Executive Search firm specialising in risk, governance and non-executive director appointments. She combines this with running a portfolio of rental properties in Wales and England. Originally from Sheffield she attended London School of Economics for her first degree and then worked in finance, and finance recruitment before completing an MBA at Bath University. After a spell in HR she worked as a Director in Executive search before moving to Wales full time with her Crickhowell born husband and family. Here she served as Chair of Governors at the local school and she Chaired the Powys County Council Standards Committee.



### Dafydd Lewis

Dafydd is a former Corporate Director for Gwynedd Council having had responsibility for housing, adult social care, health & well-being and community safety partnerships. Dafydd brings his skills to the Projects and Performance Committee and Care & Repair in Powys Board. Dafydd is a fluent Welsh speaker.



### Mark Rees

Mark is a retired Trade Union Cymru Learning Support Officer, with 10 years' experience of housing management and tenant participation. Throughout Mark's career, he has been committed to the ethos of community involvement, social justice, and responsibility. Mark's experience as a former Board Member of Mid-Wales Housing Association gives him good knowledge of the relationship between Care & Repair in Powys as a Subsidiary operating within a Group structure.



### Carina Roberts

Carina has over 30 years' experience of leading in the housing sector, and experience in partnership working with public and private sector organisations. Carina's knowledge of social housing and extra care provision are a valuable addition to the Projects and Performance Committee and the Care & Repair in Powys Board. Carina is a fluent Welsh speaker.

## Independent Board Member Vacancy

## Independent Board Member Vacancy

## The Nolan Principles

Established in 1994 by the UK Government, a Committee on Standards in Public life was set up to improve standards of behaviour in public life. The Committee, which was chaired by Lord Nolan, devised seven principles which are outlined below, and known as the Nolan principles.

### 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 material 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 the 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 so doing.

### Honesty:

- Holders of public office should be truthful.

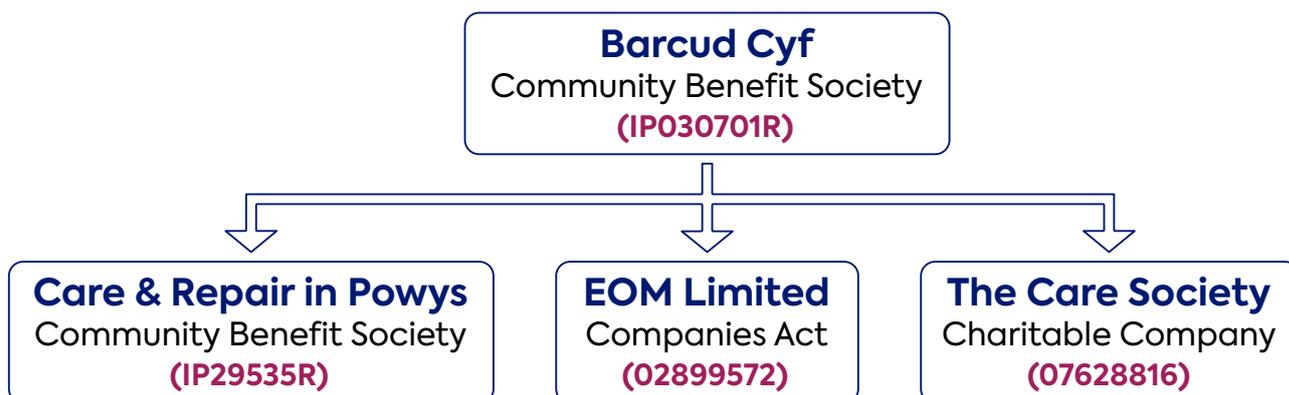
### Leadership:

- 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.

## Barcud Group Structure

The governance of the Barcud Group is managed through the Barcud Board, Committees and the subsidiary Boards, together with Barcud's Leadership Team.

### Barcud legal structure



# General Information about Barcud and its Subsidiaries

## Barcud Housing Association

Barcud Housing Association was registered on 2 November 2020 as a Community Benefit Society. Barcud owns and manages over 4,000 properties, has an annual turnover over £28 million, and employs over 200 staff.

Barcud is a not for profit housing association. Every penny is ploughed back into providing first class homes in our communities across Powys, Ceredigion, Carmarthenshire and Pembrokeshire.

By bringing together expertise, experience and vision, Barcud is the backbone for providing affordable housing to rent, rent-to-own and buy in the heart of Wales.

## Values

The way Barcud delivers its services is reflected by its values. These are;

 <p><b>Committed</b> We are committed to providing firm foundations for life.</p>	 <p><b>Respect</b> We respect the people we work with and work for and value the contribution they make.</p>	 <p><b>Together</b> We work together with colleagues, tenants and partners, creating stronger communities.</p>	 <p><b>Caring</b> We care about people, communities, culture, country and the environment.</p>	 <p><b>Proud</b> We take pride in what we do and we are proud of doing it well.</p>
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## Purpose

The purpose or aim of Barcud can be summarised in the following 'strapline': Firm Foundations; Better Homes; Strong Communities. This is delivered through the achievement of five strategic objectives, which are:

- 1** *To maximise the provision of affordable, energy efficient homes in mid and west Wales*
- 2** *To be a bilingual, tenant focused landlord that works with partners to support the local economy, communities and tackles homelessness*
- 3** *To be an inclusive, first class employer that fosters a positive culture and is dedicated to developing its colleagues*
- 4** *To be a sustainable, low carbon organisation*
- 5** *To be an organisation with robust governance, finances and digital infrastructure*

## The Care Society

The Care Society is a Registered Charity providing housing, homelessness and support services throughout mid and west Wales. The Care Society is passionate about making real, practical and immediate improvements to people's lives.

The Care Society has been responsible for significant reductions in homelessness, providing people with the help they need to live independently in their own homes. The Care Society helps a wide range of people, including the most vulnerable members of society, to engage with their communities and lead more active and rewarding lives. The Care Society's work is crucial in reducing pressure and demand on public and health services locally.

The Care Society provides housing and tenancy related support to enable homeless and potentially homeless people aged 16 and over to acquire the skills and resources they need to sustain a tenancy. Funded by Supporting People, the aim of the service is to help people to live successfully and independently in settled accommodation within their community.

The Care Society also offers a Shop Mobility Scheme based within its charity shop in Aberystwyth, and manages a Social Lettings Agency.

The Care Society currently employs 40 staff who are based in Aberystwyth and Cardigan in Ceredigion and Newtown in Powys.

### Vision

"Offering real, practical and immediate improvements to people's lives through our housing, homelessness and support services."

### Mission

- Supporting people to realise their full potential
- Building stronger communities
- Providing housing and accommodation options



Further details about The Care Society can be found at: [caresociety.org.uk](http://caresociety.org.uk)

## EOM (EOM Electrical Contractors Ltd)

EOM is an established and reliable Newtown firm providing electrical, gas and plumbing works as well as general maintenance. EOM work on projects ranging from small jobs for individual homeowners to large-scale projects for commercial and public sector clients.

EOM was established in 1995 by a group of mid Wales electricians, and today employs a total of 38 professionals within the team. EOM provides a wide range of maintenance services from reactive and voids works to residential properties, through gas servicing and electrical testing and health and safety works such as fire alarms. These services are provided to a range of clients throughout mid Wales in addition to Barcud. EOM supports apprentices, trains and develops its workforce, and aims to become an environmentally sustainable company that specialises in the installation and maintenance of electrical services to providing a multifaceted asset maintenance service.

### Key objectives

- To be a sustainable business, developing sustainable skills and knowledge and can provide added value to our customers
- To be a respected employer that supports the local economy and communities
- To invest in colleagues, and drive for industry leading efficiency levels
- Grow the business through quality and profitable new work
- To be a customer focused local business, that has an excellent reputation for providing a first-class maintenance service
- To use technology to aid efficiency and customer experience
- To ensure that all new installations are high quality, undertaken safely, and that any new work is won on quality and recommendation, rather than just on price
- Increase in turnover by 15% in first three years and by 10% in years four and five
- Be the contractor of choice
- Deliver a net profit of 10% of annual turnover

EOM has consistently increased its turnover from over £2.5 million three years ago to nearly £4m, with plans to develop the business further.



Further information about EOM can be found at: [eomltd.co.uk](http://eomltd.co.uk)

## How To Apply

To apply for these roles please submit the following documentation:

- A detailed CV of no more than two pages (2,000 words) including details of positions held (and dates). Please include key achievements of relevance to a non-executive position.
- A supporting statement of no more than two pages (2,000 words) explaining your motivation in applying for a position and how you would add value as a Board member (meet the skills, abilities and personal qualities of the relevant Person Specification).
- A completed equality and diversity monitoring form. Before we shortlist, your personal details and equality and diversity monitoring form will be separated from your application form. This is because we want to make sure that candidates are shortlisted on their knowledge, skills and experience alone.
- Contact details (name, job title, Agency, phone and email) for two referees (one personal and one employment related, preferably your current employer if applicable). Please note we will not take up references without your prior permission.

If you wish to have an informal and confidential discussion to understand more about the role or Care & Repair in Powys, please contact Elspeth Edwards, Senior Governance Officer, by email: [boardrecruitment@barcud.cymru](mailto:boardrecruitment@barcud.cymru), or direct line: 01570 424362, who will provide insights and/or arrange a call with the Chair of Care & Repair in Powys Board.

## Recruitment Timetable

Recruitment Stage	Date
Closing Date	12:00pm 7th April
Shortlisting	8th April
Outcome Notifications	9th April
Interviews	16th April in Newtown

If you are likely to be unavailable during any of the interview periods above, please contact [boardrecruitment@barcud.cymru](mailto:boardrecruitment@barcud.cymru) as soon as possible.