

**Audit and Risk Committee Member**

**Application Form**

**Summer 2018**

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| **Your name** |  |

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| **Applications must be submitted by 4.00pm on Thursday 16th August 2018.****Please return this form to: governance@southwayhousing.co.uk**By submitting this form, you confirm that to the best of your knowledge the information you have provided is true, and you consent to Southway carrying out reasonable enquiries to establish that you are eligible to become a Southway Board/Committee Member.If it is found that you have deliberately given false or misleading information, you are liable to be disqualified from further consideration or, if appointed, to be dismissed from the Board/Committee immediately and without notice.Please see privacy information at the end of the form. |

**1. Your Details**

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| --- | --- |
| **Title** |  |
| **First name(s)** |  |
| **Surname** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone number (day)** |  |
| **Telephone number (evening)** |  |

**2. Your Eligibility for the Role**

**Eligibility to be a Company Director**

Answering “yes” to any of the following questions below *may* prevent you from being a Board/Committee Member. However, each application will be considered and this will be discussed with you. If you are unsure about any question please contact us.

|  |  |  |
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|  | **Yes** | **No** |
| Have you ever been disqualified from acting as a director of a company, as a Board Member of another registered society or as a charity trustee for any reason? |  |  |
| Do you have an unspent criminal conviction either under the Company Directors Disqualification Act 1986 or in accordance with the Rehabilitation of Offenders Act 1974? |  |  |
| Are you an un-discharged bankrupt or have you made any arrangement or composition with your creditors? |  |  |
| Has a court made an order against you for failing to make a payment you are required to make under an administration order for a person’s estate? |  |  |
| Have you been deemed physically or mentally incapable of acting as a Board / Committee Member? (For example, suffering from a mental disorder as defined by section 1 of the Mental Health Act 1983) |  |  |
| Are there any other facts to declare which might be raised in future regarding your suitability to hold the role of Board / Committee Member? (E.g. something that could be presented as a conflict of interest) |  |  |
| **Details / Comments** |

**Eligibility for this Role**

***Please note you may not be eligible for this role if you are a Member or Employee of Manchester City Council or a tenant or employee of Southway Housing Trust.***

Each application will be considered and this will be discussed with you. If you are unsure about anything, you may contact us before you apply.

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| --- | --- | --- |
|  | **Yes** | **No** |
| Are you a Southway tenant? |  |  |
| Are you a Southway leaseholder? |  |  |
| Are you a Southway employee? |  |  |
| Is your spouse, partner or a close relative a Southway Board / Committee Member, or applying for the role? |  |  |
| Are you an Elected Member of Manchester City Council or have you been within the last four years? |  |  |
| Is your spouse, partner or a close relative an Elected Member of Manchester City Council, or have they been within the last four years? |  |  |
| Are you an officer of Manchester City Council? |  |  |
| Is your spouse, partner or a close relative an officer of Manchester City Council? |  |  |
| Are you a senior employee of a company which is under the control of Manchester City Council? |  |  |
| Are you in serious breach of your tenancy agreement or are you subject to a possession order, in breach of a suspended possession order, or subject to any of the following types of court order: anti-social behaviour order/injunction, demoted tenancy, or closure order? |  |  |
| Has Southway obtained a court order for recovery of monies due from you and, if the order is suspended or is an order for payment in instalments, have you failed to meet the terms of the order? |  |  |
| **Details / Comments** |

**3. Required Knowledge and Skills**

The table below lists the skills and knowledge required of the Audit and Risk Committee. The range of skills and knowledge will be provided by the overall membership of the Committee, so you are not expected to be expert in every point.

For each point, please indicate your honest appraisal of your level of skill/knowledge.

|  | **None** | **Some** | **A lot** |
| --- | --- | --- | --- |
| Risk management |  |  |  |
| Scrutiny and challenge |  |  |  |
| Financial management and / or accounting |  |  |  |
| Audit  |  |  |  |
| Investigative skills |  |  |  |
| Analytical skills |  |  |  |
| Corporate governance  |  |  |  |
| Compliance and regulation  |  |  |  |
| Demonstrating commitment to and understanding of the values and objectives of Southway Housing Trust. |  |  |  |
| Appreciation of executive and non-executive roles and responsibilities.  |  |  |  |
| Ability to dedicate sufficient time and energy. |  |  |  |
| Confidence to give honest opinions and add value to decision-making. |  |  |  |
| Inquisitiveness and independent judgement.  |  |  |  |
| Capacity to keep up to date with the operating environment. |  |  |  |
| Understanding the wider social role of Southway Housing Trust across local communities |  |  |  |
| Understanding of legislation and key values of equality, diversity and fairness |  |  |  |

**4. Your Work Experience, Qualifications and Training**

Please give details of your work experience over the last ten years, paid and voluntary. You should include any activity you have undertaken in the community and any experience you have of other Non-Executive Board or Trustee roles.

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| **Employer / Organisation** | **Position / Role** | **Dates** |
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Please tell us about any relevant qualifications you have received, training and courses you have completed, and membership of any professional bodies.

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| --- | --- | --- |
| **Subject / Title** | **Level and Grade** | **Date** |
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**5. Supporting Statement**

Please explain why you are interested in being a member of the Audit and Risk Committee and what you can bring to the role. Please refer to the required skills and knowledge, listed above, and give specific examples of relevant achievements and experience. You are expected to provide no more than two pages of text.

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**6. References**

Please provide two referees.

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| **Name** |  |
| **Relationship to you (e.g. employer)** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone number** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship to you (e.g. employer)** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone number** |  |

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| --- | --- | --- |
|  | **Yes** | **No** |
| Can we contact your referees prior to an offer of appointment? |  |  |

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| **Privacy Information**Why and how we will use your dataThe information you provide will only be used for the purpose of selecting a suitable Board/Committee Member in this recruitment process.If you fail to provide all of the information requested, we may be unable to consider you for the role.Who will have access to your dataThe information you provide will only be accessed by limited individuals at Southway: members of the Governance Team and the selection panel.If we need to conduct any further enquiries to establish whether you are eligible to become a Board/Committee Member (regarding section 2 of the form), this may entail sharing limited information with a third party organisation. We will not do this without explaining and seeking your consent first.How long we will keep your dataIf you are appointed, your application form will be kept in your file until you cease to be a Member.If you are not appointed, your application form will be destroyed but we may retain your name and contact details so that we can contact you regarding future opportunities.Further InformationYou have a right to withdraw your consent for us to process this data at any point.You have other rights, such as the right to access the data we hold about how. Generic information about your rights and how Southway handles personal data can be found in the [Privacy Statement](http://www.southwayhousing.co.uk/privacy-policy) on our website.Southway’s Data Protection Officer is Matthew Maouati, Head of Governance and Performance. If you have any questions about how we will handle your data, please speak to him. He can be contacted at m.maouati@southwayhousing.co.uk or via the Customer Hub on 0161 448 4200. |