



Join us as a

# Board Member!

## Ask yourself these questions:

Do you live in an Eastlight home or have you ever been a social housing resident?

Do you want to shape Eastlight, its homes and communities for the better?

If your answers are 'yes', then this Board Member role is for you...

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## “Hello

I’m Hattie, the Chair of Eastlight Community Homes’ Board.

We’re looking for a passionate individual who has lived experience in social housing and wants to help us be an even better landlord.

**Does this sound like you?  
Keep on reading!**

# We are Eastlight

**Eastlight is a housing association that owns 14,500 homes across the East of England. We are a not-for-profit organisation, which means we put every £1 we receive from our residents back into the services and homes we provide, like homes for social rent, affordable rent and shared ownership.**

We were born in July 2020, and in just four years, our Board Members have worked hard to ensure Eastlight has developed into the strong and forward-thinking landlord it is today, alongside 500 dedicated colleagues who put our residents at the centre of every decision they make.

By working with housebuilders, local government and public bodies, our organisation helps to deliver new homes to the areas they are needed most, and we have already built over 1,000 new, affordable and sustainable homes across Essex and the East.

We are also focused on improving the safety and security of our existing homes and communities to make sure our residents have a place they feel proud to live.

As a ‘resident-led’ organisation, we are honoured to have eight Eastlight residents who serve on our Board and our Committees, including our Customer Influence Committee. They help us to make good decisions so that we continually improve our services.

They also ensure that Eastlight follows rules and regulations, listens to residents and make sure that we develop a greater understanding of what they need to feel happy in their homes and communities.

To achieve our big plans for the next three years, we need people who know what it’s like to live in social housing or have first-hand experience of living in an Eastlight home. This will help our Board to continue to ask the right questions, adapt in the right ways and provide the homes and services our residents really need.

**We are Eastlight, and we want you to join us to build a brighter future!”**

Kind regards,



**Hattie Llewelyn-Davies**  
Chair of the Board



# What will you be doing?

Like all Eastlight Board Members, you will work together to make important decisions, demonstrate our values and help guide the future of Eastlight.

We are looking for people who care about good leadership and want to make positive changes for our residents.



## What you will do as a Board Member:

While you will deliver the following activities as a Board Member, you are not required to have past experience to apply for this role. You will be supported to carry out your responsibilities effectively.

**Help Plan Our Future:** Work on Eastlight's big plans, making sure they match our values and priorities

**Good Leadership:** Make sure we have good rules and follow them, sticking to guidelines when making important decisions. You'll also represent Eastlight in a positive and ethical way, using your skills and experiences of living in social housing to help others

**Watch for Problems:** Help find and monitor any risks to Eastlight and make plans to handle them, while balancing our ethical, social, environmental and financial responsibilities

**Manage Money:** Keep track of Eastlight's spending, approving plans and budgets, and make sure we use our money wisely. (You don't need to be a financial expert to do this, you will be supported in your decision-making on all money matters)

**Talk to People:** Connect with residents, community members, partners and other Board Members to build good relationships and represent Eastlight well. You'll also take part in discussions and challenge others with respect

**Develop & Follow our Rules:** Help to review and improve our policies, while committing to best practice – for example, acting in line with the National Housing Federation's Code of Governance 2020 and Code of Conduct 2022

**Be Fair:** You will be committed to showing empathy and promoting equality and inclusion. You'll be driven and determined to change our diverse communities for the better

**Support Growth:** Help Eastlight to grow and improve, including planning for the future. You'll also focus on your own development too, and you will be open to receiving training and other opportunities to help you thrive in your role at Eastlight.

# Who are we looking for?

Do you currently live or have you ever lived in social housing and care about making our communities better places to live? We want to hear from you!

We understand and value the importance of having different voices, experiences, perspectives and backgrounds in the Boardroom, and therefore, we strongly encourage applications from underrepresented groups and communities to apply.

## Here's what we're looking for:

### Experience, Knowledge and Skills:

#### You must have the following experience:

- Currently live or have lived in a social home (Eastlight residents are strongly encouraged to apply)
- Have previously helped local communities to thrive, understanding what people need and bringing a sense of togetherness, such as through organising events, conducting surveys and leading discussions for groups or networks.

#### Ideally, you might also have experience in:

- Leading or supporting Equality, Diversity and Inclusion (EDI) initiatives, knowing how to fix unfairness in different situations
- Working with community groups and partners to plan and achieve common goals.

### Personal Attributes

#### We're looking for individuals with the following characteristics. Ideally, you are:

- Eager to learn and stay updated on all things social housing
- Passionate about listening to people, respectful of different opinions and are able to work with others to find a 'middle ground'
- A team player, building great relationships within Eastlight and with our partners
- Honest and professional
- Energetic and can put in the time to do the job well (18-24 days a year for meetings and other activities)
- Able to carefully consider how your decisions affect our residents and future business outcomes
- Ready to represent and positively promote Eastlight.

If you have some or all of these skills and want to make a positive difference in people's lives, then please apply (see Page 11 for more details).

# When and where will you work?

While you can often work flexibly from home, just like all our colleagues at Eastlight, our main office is at:

 **Eastlight House (Braintree Hub), Charter Way, Braintree, Essex, CM77 8FG**

As a Board Member, you will spend about one-and-a-half to two days each month (or 18-24 days per year) on Eastlight work. This includes preparing for and participating in meetings, learning new things, networking with others and attending important events.

You will be required to attend Board 'Away Days' in person, about twice a year.

Our Board Meetings can be in person or online using Microsoft Teams, depending on the agenda. Our Committee Meetings are usually online, unless we say otherwise.

You will receive all the equipment and tools needed to do your job, such as a laptop and headset, as well as training on how to use these effectively. If you need additional support, appliances or hardware, or other such training, then please let us know.

## The Board

Sets strategic direction and ensures our business is run properly



**Chair**  
Hattie Llewelyn-Davies



**Board Member  
DAM Chair**  
Dale Butcher



**Board Member  
F&T Chair (SID\*)**  
Simon Jones



**Board Member  
ARC Chair**  
Cha Patel



**Board Member  
CIC Chair**  
Catherine Turner



**Board Member  
G&P Chair**  
Kay Vowles



**Board Member**  
David Russell



**Board Member**  
Mike Johnson



**Trainee Board  
Member**  
Steve Bentall



**Board Member**  
Gail Shadlock

\*SID = Senior Independent Director

# How do our Board & Committees operate?

|   |   |
|---|---|
| <b>Board</b>  | The Board has overall control and manages the big decisions we make at Eastlight. Board Members keep track of how well we are doing, ensure we follow rules and regulations, manage calculated risks, and make sure we have enough resources to meet our obligations. |
| <b>Customer Influence Committee (CIC)</b>                 | The CIC makes sure residents can share their ideas and help make key decisions, including important plans and activities that affect them.  |
| <b>Audit &amp; Risk Committee (ARC)</b>                   | ARC ensures we have good systems, structures and frameworks in place, which allow us to meet our legal, statutory and regulatory duties, and remain effective.  |
| <b>Development &amp; Asset Management Committee (DAM)</b> | DAM looks after new projects, like buying land, building and improving homes and communities. It also makes sure we are eco-friendly and can meet Net Zero Carbon by 2050.  |
| <b>Governance &amp; People Committee (G&amp;P)</b>        | G&P helps the Board with hiring and retaining skilled employees, overseeing pay and reward, and making sure we follow good governance practices. They also look after our People Strategy and policies like Safeguarding and Equality, Diversity & Inclusion.         |
| <b>Governance &amp; People Committee (G&amp;P)</b>        | F&T looks after our money plans and makes sure we stay financially healthy. They also oversee our Treasury Strategy and handle money transactions for the Board.  |



“We’ve got exciting work coming up”

**Catherine Turner,**  
Board Member and Customer  
Influence Committee (CIC) Chair

# What does the next year look like?

## Board & Committee Timetable (April 2024 – March 2025)

- Key:
- Board Meeting – virtual or in person
  - Board Away Day – in person
  - Board Strategy – in person
  - ARC – virtual
  - DAM – virtual
  - G&P – virtual
  - CIC – virtual
  - F&T – virtual
  - Emerald / Icen Board
  - AGM

|    | Q1               |                                  |                |
|----|------------------|----------------------------------|----------------|
|    | APR 24           | MAY 24                           | JUN 24         |
| M  | 1 Bank Holiday   |                                  |                |
| Tu | 2                |                                  |                |
| W  | 3                | 1                                |                |
| Th | 4                | 2 DAM                            |                |
| F  | 5 F&TC (Extra)   | 3                                |                |
| Sa | 6                | 4                                | 1              |
| Su | 7                | 5                                | 2              |
| M  | 8                | 6 Bank Holiday                   | 3              |
| Tu | 9                | 7 ARC 7 F&TC (pm)                | 4              |
| W  | 10               | 8                                | 5              |
| Th | 11               | 9 G&P 9 CIC (pm)                 | 6              |
| F  | 12               | 10                               | 7              |
| Sa | 13               | 11                               | 8              |
| Su | 14               | 12                               | 9              |
| M  | 15               | 13                               | 10             |
| Tu | 16 DAM (Extra)   | 14 Board Away Day In person      | 11             |
| W  | 17 Board (Extra) | 15 BAD In person 15 BM In person | 12             |
| Th | 18               | 16                               | 13 CIC (Extra) |
| F  | 19               | 17                               | 14             |
| Sa | 20               | 18                               | 15             |
| Su | 21               | 19                               | 16             |
| M  | 22               | 20                               | 17             |
| Tu | 23               | 21                               | 18             |
| W  | 24               | 22                               | 19             |
| Th | 25               | 23                               | 20             |
| F  | 26               | 24                               | 21             |
| Sa | 27               | 25                               | 22             |
| Su | 28               | 26                               | 23             |
| M  | 29               | 27 Bank Holiday                  | 24             |
| Tu | 30               | 28                               | 25 ARC (BAU)   |
| W  |                  | 29                               | 26             |
| Th |                  | 30                               | 27             |
| F  |                  | 31                               | 28             |
| Sa |                  |                                  | 29             |
| Su |                  |                                  | 30             |
| M  |                  |                                  |                |
| Tu |                  |                                  |                |

|    | Q2                          |                      |  |
|----|-----------------------------|----------------------|--|
|    | JUL 24                      | AUG 24               | SEP 24                                 |
| M  |                             | Holidays No meetings |  |
| Tu | 1                           |                      |  |
| W  | 2                           |                      |  |
| Th | 3                           |                      |  |
| Th | 4                           | 1                    |  |
| F  | 5                           | 2                    |  |
| Sa | 6                           | 3                    |  |
| Su | 7                           | 4                    | 1                                      |
| M  | 8                           | 5                    | 2                                      |
| Tu | 9 G&P                       | 6                    | 3 ARC 3 DAM (pm)                       |
| W  | 10                          | 7                    | 4                                      |
| Th | 11                          | 8                    | 5 F&TC (Extra)                         |
| F  | 12                          | 9                    | 6                                      |
| Sa | 13                          | 10                   | 7                                      |
| Su | 14                          | 11                   | 8                                      |
| M  | 15                          | 12                   | 9                                      |
| Tu | 16 ARC (Year end) In person | 13                   | 10                                     |
| W  | 17 Icen/Emerald             | 14                   | 11 G&P                                 |
| Th | 18                          | 15                   | 12 CIC                                 |
| F  | 19                          | 16                   | 13                                     |
| Sa | 20                          | 17                   | 14                                     |
| Su | 21                          | 18                   | 15                                     |
| M  | 22                          | 19                   | 16                                     |
| Tu | 23 DAM                      | 20                   | 17                                     |
| W  | 24                          | 21                   | 18                                     |
| Th | 25                          | 22                   | 19                                     |
| F  | 26                          | 23                   | 20                                     |
| Sa | 27                          | 24                   | 21                                     |
| Su | 28                          | 25                   | 22                                     |
| M  | 29                          | 26 Bank Holiday      | 23                                     |
| Tu | 30 Board (Year end) Virtual | 27                   | 24 Board In person 24 BS-AGM In person |
| W  | 31                          | 28                   | 25                                     |
| Th |                             | 29                   | 26                                     |
| F  |                             | 30                   | 27                                     |
| Sa |                             | 31                   | 28                                     |
| Su |                             |                      | 29                                     |
| M  |                             |                      | 30                                     |
| Tu |                             |                      |  |

|    | Q3     |                                  |                 |
|----|--------|----------------------------------|-----------------|
|    | OCT 24 | NOV 24                           | DEC 24          |
| M  |        |                                  | Christmas in H2 |
| Tu | 1      |                                  |                 |
| W  | 2      |                                  |                 |
| Th | 3      |                                  |                 |
| F  | 4      | 1                                |                 |
| Sa | 5      | 2                                |                 |
| Su | 6      | 3                                | 1               |
| M  | 7      | 4                                | 2               |
| Tu | 8      | 5                                | 3               |
| W  | 9      | 6                                | 4               |
| Th | 10     | 7 DAM                            | 5               |
| F  | 11     | 8 CIC                            | 6               |
| Sa | 12     | 9                                | 7               |
| Su | 13     | 10                               | 8               |
| M  | 14     | 11                               | 9               |
| Tu | 15     | 12 ARC                           | 10              |
| W  | 16     | 13                               | 11              |
| Th | 17     | 14 G&P                           | 12              |
| F  | 18     | 15                               | 13              |
| Sa | 19     | 16                               | 14              |
| Su | 20     | 17                               | 15              |
| M  | 21     | 18 F&T                           | 16              |
| Tu | 22     | 19                               | 17              |
| W  | 23     | 20                               | 18              |
| Th | 24     | 21                               | 19              |
| F  | 25     | 22                               | 20              |
| Sa | 26     | 23                               | 21              |
| Su | 27     | 24                               | 22              |
| M  | 28     | 25 Board Away Day In person      | 23              |
| Tu | 29     | 26 BAD In person 26 BM In person | 24              |
| W  | 30     | 27                               | 25 Bank Holiday |
| Th | 31     | 28                               | 26 Bank Holiday |
| F  |        | 29                               | 27              |
| Sa |        | 30                               | 28              |
| Su |        |                                  | 29              |
| M  |        |                                  | 30              |
| Tu |        |                                  | 31              |

|    | Q4             |                         |                                    |
|----|----------------|-------------------------|------------------------------------|
|    | JAN 25         | FEB 25                  | MAR 25                             |
| M  |                |                         |                                    |
| Tu |                |                         |                                    |
| W  | 1 Bank Holiday |                         |                                    |
| Th | 2              |                         |                                    |
| F  | 3              |                         |                                    |
| Sa | 4              | 1                       | 1                                  |
| Su | 5              | 2                       | 2                                  |
| M  | 6              | 3                       | 3                                  |
| Tu | 7              | 4                       | 4                                  |
| W  | 8              | 5 G&P                   | 5                                  |
| Th | 9              | 6 DAM                   | 6                                  |
| F  | 10             | 7                       | 7                                  |
| Sa | 11             | 8                       | 8                                  |
| Su | 12             | 9                       | 9                                  |
| M  | 13             | 10                      | 10                                 |
| Tu | 14             | 11 ARC                  | 11                                 |
| W  | 15             | 12                      | 12                                 |
| Th | 16             | 13 CIC                  | 13                                 |
| F  | 17             | 14                      | 14                                 |
| Sa | 18             | 15                      | 15                                 |
| Su | 19             | 16                      | 16                                 |
| M  | 20             | 17 F&T                  | 17                                 |
| Tu | 21             | 18                      | 18                                 |
| W  | 22             | 19                      | 19                                 |
| Th | 23             | 20                      | 20                                 |
| F  | 24             | 21                      | 21                                 |
| Sa | 25             | 22                      | 22                                 |
| Su | 26             | 23                      | 23                                 |
| M  | 27             | 24                      | 24                                 |
| Tu | 28             | 25 Board Budget Virtual | 25 Board In person 25 BS In person |
| W  | 29             | 26                      | 26                                 |
| Th | 30             | 27                      | 27                                 |
| F  | 31             | 28                      | 28                                 |
| Sa |                |                         | 29                                 |
| Su |                |                         | 30                                 |
| M  |                |                         | 31                                 |
| Tu |                |                         |                                    |

# Equality, Diversity & Inclusion

At Eastlight, we believe everyone should feel included and valued. This means we celebrate different backgrounds, experiences and abilities.

Every person at Eastlight, including Board and Committee Members, helps create a welcoming and fair environment. We work hard to stop any negative behaviour like racism and discrimination.

## What we do to be inclusive:

**Learning & Improvement:** We collect information about our workers to understand how to make things fairer. We work with other housing groups, like the National Housing Federation, to find and fix gaps in equality

**Training:** We train our managers and have special hiring campaigns to bring in diverse talents

**Pay Fairness:** We look at our pay data to make sure everyone is paid fairly, and we share our pay gap figures annually

**Employee Groups:** We have internal employee groups where staff can share their ideas and help make key decisions

**Better Services:** We regularly update our information to know how different customers want and are able to use our services

**Accessible Homes:** We work with local authorities to make sure our homes can be adjusted for people with different needs. We treat all housing applicants equitably

**Policy Checks:** We review all our policies frequently to ensure they are fair and make improvements as and when needed

**Special Partnerships:** We are the housing sector lead and a Founding Partner of disability organisation Purple Tuesday, and our joint work with Essex Cares Limited (ECL) helps us to hire people with different cognitive abilities

**Disability Confident Leader:** Because of our work, we have reached the highest level in the UK Government's Disability Confident Employer scheme.

If you need help with your application or want to apply in a different way, such as by video, then please contact us at [recruitment@eastlighthomes.co.uk](mailto:recruitment@eastlighthomes.co.uk)



# How do I apply?

|                         |            |
|-------------------------|------------|
| Application live date:  | 29/07/2024 |
| Application close date: | 22/08/2024 |
| Interview date:         | 09/09/2024 |

## Apply Now

Visit [www.eastlighthomes.co.uk/vacancies](http://www.eastlighthomes.co.uk/vacancies). Please log in or create an account to begin your job application. If you're unable to do this, then you can speak to us by contacting Talent Acquisition Manager, Hannah Ghanavati, on **07929751877**.

Please complete the application form, sharing your lived experience in social housing and how you think you're the best fit for the role.

If you can't complete the form online, then there are other ways to complete your application, including by video or interactive PDF. You can also send us your application to us via post. Please contact us if you'd prefer an alternative way to complete your application, or if you would like additional information and support, by emailing [recruitment@eastlighthomes.co.uk](mailto:recruitment@eastlighthomes.co.uk).

## Contact Us

For a confidential discussion about the position or for more information, please contact Hannah Ghanavati at [Hannah.Ghanavati@eastlighthomes.co.uk](mailto:Hannah.Ghanavati@eastlighthomes.co.uk) or on **07929751877**.

Alternatively, please contact [Governance@eastlighthomes.co.uk](mailto:Governance@eastlighthomes.co.uk) for any other general queries, or via our contact information on the back page.



**Eastlight Community Homes**

Eastlight House, Charter Way  
Braintree  
Essex  
CM77 8FG

0330 128 0330

[www.eastlighthomes.co.uk](http://www.eastlighthomes.co.uk)

[customer.services@eastlighthomes.co.uk](mailto:customer.services@eastlighthomes.co.uk)

 [eastlighthomes](https://www.facebook.com/eastlighthomes)

 [eastlighthomes](https://www.instagram.com/eastlighthomes)

 [@eastlighthomes](https://twitter.com/@eastlighthomes)

 [eastlight-community-homes-](https://www.linkedin.com/company/eastlight-community-homes-)

Eastlight Community Homes Limited is incorporated as a Registered Society under the Co-operative and Community Benefit Societies Act 2014. Registered no. 30124R. Eastlight is also registered with the Regulator of Social Housing in England (RSH), in accordance with the Housing and Regeneration Act 2008. Registered no. L4499.



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**Board Member!**

**Ask yourself these questions:**

Do you live in an Eastlight home or have you ever been a social housing resident?

Do you want to shape Eastlight, its homes and communities for the better?

**If your answers are 'yes', then this Board Member role is for you...**

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