



**MILTON
KEYNES** | HOMELESSNESS
PARTNERSHIP

Trustee Application Pack

November 2023

A Message from MKHP Chairman, John Chesters

Thank you for considering becoming a trustee of the Milton Keynes Homelessness Partnership (MKHP).

MKHP is a network of organisations, currently 35, who connect to prevent and end homelessness in Milton Keynes. We were formally constituted as a Charitable Incorporated Organisation in December 2018 and since then have been building our network, establishing a new strategy 2020-23, which is now under review, and building collaborative working across the sector. We firmly believe more can be achieved through collaboration, partnerships, and the sharing of resources to achieve common goals, and we are therefore looking to strengthen our board with exceptional individuals who are equally determined to prevent and end homelessness in Milton Keynes in this way.

MKHP is ambitious. We encourage and facilitate innovative ideas on how to end homelessness in MK with a focus on prevention rather than cure. We advocate a person-centered approach to all services for those that are homeless or are at risk of homelessness. Services range from medical and wellbeing through to better and truly affordable homes.

Homelessness is many things. It is sofa surfing. It's living in temporary or emergency housing. It's living in your car. A person doesn't have to be street sleeping to feel unprotected or unwelcome. MKHP's Recognised Partners span the multiple levels of homelessness whether statutory homeless, non-statutory or people with no recourse to public funds.

There is no single solution to ending homelessness. There is clear evidence that issues are escalating with no sign of easing in the near future. The massive disruption to the homelessness landscape post-COVID has been challenge enough, but the cost of living crisis, dismal failure to provide suitable and truly affordable housing and the continued impact of rising inflation all contribute to leaving more and more people on the brink of losing their homes. The fact we still have over 170 families facing Section 21 no-fault evictions every day in the UK is appalling.

Despite government initiatives during COVID to bring people off the streets into emergency accommodation this momentum is at risk of evaporating as resources are directed to support other areas of crisis. Whatever the reason someone loses their home, the lack of integrated support and a disjointed network of local authority, third sector and private sector organisations makes it significantly more likely someone who is newly homeless will face an increasingly scary prospect and an inability to access the support and benefits that may help them remain safe and secure.

These are all reasons why the Milton Keynes Homelessness Partnership and our network of partners are critical, with our shared vision to end homelessness in Milton Keynes, achieving homes for all. I am delighted that you are exploring how you can support us achieve this across our city.

We are currently seeking up to six new trustees to join our Trustee Board in a non-executive capacity. Bringing additional expertise onto our Board will help us to bridge the gap between some of the current Trustees stepping down and the need to expand and complement our remaining skills set to deliver a new strategy.

In addition to your expertise, you will need a personal commitment and empathy with our vision and values and a willingness to work with other trustees, the chief executive, and our small team to build partnerships and networks to further our aspirations and raise funds to deliver our programme of work.

I look forward to receiving your application.

John Chesters,
Chair, Board of Trustees

The Milton Keynes Homelessness Partnership Trustee Board

The MKHP Board of Trustees provides leadership, strategic direction, and oversight for the delivery of the MKHP strategy and business plan, that guides the actions of organisations that make up the Partnership.

The Board of Trustees delivers through meetings, a small number of sub-committees, multi-agency working groups and action forums.

The small Executive Team are responsible for facilitating the delivery of the wider action plans and strategic objectives. The Board of Trustees supports and oversees the work of the MKHP Executive Team.

MKHP recognises the value of diverse and inclusive governance. It is an aim of MKHP to ensure the Board of Trustees is fully gender-balanced, reflects the rich diversity of Milton Keynes, as well as the network of organisations who make up the Partnership and homelessness sector in Milton Keynes.

The Board will use its expertise and enable the delivery of the vision and mission of MKHP and its partners. It will be innovative, ambitious, and seek out creative solutions with Recognised Partners to prevent and end homelessness in Milton Keynes.

Trustee Board Members Roles and Responsibilities

The specific roles and responsibilities of a Trustee Board member are to:

1. Guide Strategic Direction

- a. Ensure MKHP has a clear and evolving vision and mission that adds value to the homelessness sector in Milton Keynes.
- b. Develop, set, and challenge the strategic direction of the collective actions of the network.
- c. Champion the importance of collaborative working and action to create innovative solutions to contribute to services in Milton Keynes to ensure the best possible outcomes for the people of Milton Keynes.

2. Enhance good governance and monitor compliance

- a. Establish and monitor highest standards of integrity and good governance and ensure compliance with MKHP's evolving governing documents and appropriate legal and regulatory frameworks.
- b. Establish, update, and monitor the application of policies, standards, and guidelines required to effectively govern and guide the delivery of MKHP's objectives.
- c. Create and maintain an environment that promotes equality, diversity, equity, and inclusion in an intersectional manner.
- d. Identify and oversee the management and mitigation of risk and issues that may impact of the delivery of MKHP's objectives.
- e. Use strong financial acumen and skills to constructively critique charity finances, procedures, ensuring good management and reporting.

3. Champion equality, diversity, equity, and inclusion

- a. Embed and monitor the commitment to equality, equity, diversity, and inclusion across the MKHP network ensuring underrepresented and disengaged communities and those with lived experience play a central role in the collective action of the network.

4. Support and build organisational effectiveness and sustainability

- a. Oversee the delivery of the agreed objectives of MKHP and its network, monitoring the results achieved.
- b. Ensure the MKHP's resources are used effectively and efficiently and ensure the sustainability of the structures and system established to support MKHP's delivery objectives.
- c. Work collaboratively with the Chair and Trustee Board colleagues to advise, support and act as a critical friend for the MKHP CEO.
- d. Provide links, introductions and networking that supports MKHP objectives, CEO focus and the overall direction and sustainability of MKHP.

5. Promote and Champion Collaborative working and the role of MKHP.

- a. Be an ambassador for MKHP, champion its role and contribution in Milton Keynes, champion collaborative working across the Recognised Partner network to maximise the opportunities to achieve better outcomes for people who are homeless or are at risk of homelessness across Milton Keynes.

Additional Information

Time Commitment

The Board of Trustees meets up to four times per year. The usual duration of meetings is two hours. Meetings are held either face to face in Milton Keynes, with the option for hybrid meetings on some occasions.

Trustees are requested to commit sufficient time for preparation before board meetings, sub-committee meetings and to provide strategic engagement, or to represent MKHP as required. We encourage engagement in projects and events where possible, and we strongly encourage all trustees to join at least one sub-committee.

Trustees are normally appointed for a three-year term, except where terms are adjusted to support succession and contingency planning. They may serve no more than three consecutive terms of office without leaving the Board of Trustees for at least one year before any reappointment.

Remuneration

Appointments to the Board of Trustees are made in a voluntary capacity. Reasonable expenses incurred in fulfilling the role will be reimbursed as per the MKHP expenses policy.

Location

The role primarily involves remote working however Trustee meetings are in person and there may be a modest number of events that Trustees may be requested to represent MKHP in-person each year in Milton Keynes.

Person Specification

We are seeking to recruit trustees with the following attributes.

Essential:

- a. Commitment to the vision and mission of MKHP and to acting in its best interest.
- b. Ability to offer purposeful and constructive insight on organisational governance and strategic direction.
- c. Real knowledge and understanding of the role and duties of a Trustee.
- d. Skills, experience, aptitude and expertise in specific specialist areas (see below).
- e. Ability to meet the time commitment of an MKHP Trustee Board members.
- f. Demonstrated commitment to collective impact, collaboration and partnership working and championing equality, diversity, equity and inclusion in the community, workplace and/or through leadership and governance roles.
- g. Ability to lead by example, advocate change in a constructive manner and ability to see the bigger picture that can benefit from that change.
- h. Commitment to elevating the voice of people with lived experience and real co- production.
- i. Commitment to a solutions-based approach.
- j. Understanding and real interest in homelessness in its wider sense, how different parts of the system relates to one another and how best to reach and engage vulnerable communities.

Desirable - Knowledge and Understanding:

- a. Governance, regulatory requirements, and responsibilities of not- for-profit (charity) organisations.
- b. Local and national government agencies, statutory agencies, the NHS, housing, planning or other relevant sector and their relationship with the voluntary sector.
- c. Knowledge of local and national policy and environment that effect people experiencing, or at risk of homelessness.
- d. Delivering social impact through place-based and locally led approaches (e.g. placed based approaches for reducing health inequalities)
- e. Safeguarding and duty of care in voluntary and community settings.
- f. A resident, connection, or real working knowledge of Milton Keynes.
- g. Working with under-represented and disengaged people and communities
- h. Lived experience of homelessness in its widest sense.
- i. Business and financial acumen.
- j. Experience of and knowledge in engaging communities in co-production

Specialised Skills and Experience (We are seeking at least two of the following):

In addition to the general skills and experience the following areas will be prioritised for this round of recruitment.

- ✓ Financial Management, for example, Accountant or Financial Director
- ✓ Business Development: Overall expertise including establishing and growing a variety of income generation strategies and plans.
- ✓ Corporate background: Including working knowledge of business and corporate sector, its engagement with the voluntary sector, CSR and company giving.

- ✓ Planning, Housing and Property expertise: For example, expertise in social/private housing market, property investment, planning policy, developers, or registered providers.
- ✓ Public Affairs and Policy: Extensive experience in campaigning, engagement, influencing policy and political change.
- ✓ Homelessness in its widest sense: Understanding of policy, strategic planning, and implementation, working with individuals with complex needs, the full breadth of homelessness whether street sleeping, sofa surfing, hospital releases, release from secure estate, young people, or other part of our community.
- ✓ Marketing and Communications: Including audience engagement, public relations, and media engagement.
- ✓ Health, for example a background in public health, social care policy, health inequalities at national or local level, primary care or other health related field addressing and overcoming health inequalities for marginalised populations.
- ✓ Research and Insight: For example, developing research briefs, securing resource expertise/collaborations to deliver, data analysis and other related areas.

Equality and Diversity

MKHP welcomes and encourages applications from people of all backgrounds. MKHP is committed to equal opportunities for individuals regardless of age, disability, sex, gender identity and gender expression, sexual orientation, pregnancy and maternity, race, religion or belief, marriage, and civil partnerships.

MKHP particularly encourages applications from people from diverse ethnic and cultural backgrounds, disabled people, people from the LGBT+ community, as these groups are currently under-represented across the MKHP governance structures.

Safeguarding

MKHP believes that no child, young person, or adult at risk should ever experience abuse of any kind. We all have a responsibility to promote the welfare, rights and safety of all children, young people, and adults at risk. As a result, all Trustee members, undergo DBS checks, disclosure of criminal records where necessary and eligibility to work in the UK.

GDPR

Protecting your personal data is of the utmost importance. MKHP will be the processor and controller of any data you provide through this application process, in compliance with the Data Protection Act 2018. Our privacy policy explains how we collect, use and process data and personal information in compliance with data protection principles and data protection legislation. If you have any questions about the use and storage of your data collected through this application process, please get in touch with us.

How to apply

To apply, please send your CV and a covering letter (no more than 2 pages of A4) outlining how you meet the person specification and your motivation for applying. **Please make clear which specialist skill(s) you bring to the Board.** Please send your application to recruitment@mkhp.co.uk and indicate where you saw the post advertised.

We will be asking applicants to complete a voluntary diversity monitoring form. This is not part of the assessment process but is to help MKHP monitor the equity of our team. Data will be removed before short-listing.

If you require support to fill out your application, have specific access needs or would like to complete your application in an alternative format, please email recruitment@mkhp.co.uk or phone 01908 382368 as soon as possible.

The MKHP CEO, Tracey McCillen is available for an informal conversation about the recruitment process and the Trustee Board roles. Please email recruitment@mkhp.co.uk or telephone 01908 382368 to request an appointment.

Dates and Deadlines

Applications close at noon on Friday 1st December 2023.

Interviews will be held remotely, via zoom during December 2023 and January 2024. Dates to be confirmed.

New appointments will be made to the Trustee Board by the end of January 2024.

Any newly appointed Trustee must be available to engage in a Trustee induction series during February 2024, and attend the in-person Trustee Board meeting on 19th March 2024.

Milton Keynes Homelessness Partnership
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