

# Application Information Pack

## Board member Methodist Homes (MHA)

2024



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# 1. Introduction

Thank you for considering putting your name for board member of Methodist Homes (MHA).

If you would find it helpful to discuss the role before applying, please e-mail: [HR@methodistchurch.org.uk](mailto:HR@methodistchurch.org.uk) to arrange a phone conversation with a member of the Nominations Committee.

# 2. Background Information Provided by MHA

## ABOUT MHA

As one of the largest charity care providers for older people in the UK, we offer some of the highest quality care, accommodation and support services throughout Britain. Our mission is to inspire the best care and wellbeing at every stage of later life.

With an annual income of over £269 million in 2022/23, MHA is one of the most well-respected care providers in the sector. The majority of this income is derived from fees charged for services provided, but we are fortunate in receiving donations in the region of £4 million per annum, many of which are from the Methodist community. These enable us to deliver specialist services rarely found in other organisations, such as dedicated chaplains and music therapy for those living with dementia.

MHA delivers a range of high-quality services to 19,000 individuals, helping reduce loneliness and isolation by creating communities that care:

- 4,800 older people living in our care homes.
- 2,700 older people living independently in retirement living communities, with access to social and leisure facilities and flexible care when needed.
- 11,500 older people living independently in their own homes with the support of our community services across Britain.

MHA's services are delivered by over 6,500 dedicated staff and enhanced by the commitment of over 3,000 volunteers. As a charity, MHA aims to provide good quality services which represent excellent value for money. Its entire surplus is reinvested into providing services for older people now and into the future.

## MHA'S MISSION, HERITAGE AND VISION

Our Mission is to help people live later life well. Society in many ways has changed beyond all recognition since our charity was formed in 1943, but our work is as relevant today as it was then.

In fulfilling our Mission, it is our vision that by 2025 we will have connected our communities, realising our potential as One MHA, to increase the reach, impact and quality of care and support we provide to older people in later life.

We want MHA to become the role model for care, accommodation, and support services for older people in Britain. We are ambitious to improve and grow our services with a capital development plan to invest in care homes, housing and community-based services.

Our strategic objectives are:

1. Reshaping care and later living – defining our vision for future models of care and later living, establishing new services which align with sector reforms.
2. Connections – strengthening collaboration between our beneficiaries, services, central support and partners.
3. Enhancing later life – influencing policy and enriching the experience of later life through innovative practice.
4. Fit for the future – developing effective infrastructure, enabling efficient processes to support sustainable service delivery.
5. People – valuing, supporting and developing our people’s potential in an inclusive culture.

## **MHA’S VALUES**

MHA’s three values are integral to our work. MHA’s values remain consistent through time and do not vary with changes in the political, economic or social environment. The values provide guiding principles and underpin MHA’s policies, strategy and behaviours on a daily basis.

Inspired by our Methodist roots, we:

- Respect every person, treating them with dignity
- Nurture mind, body and spirit
- Inspire the best in each other

Our chaplaincy service is available in all our homes and retirement living schemes providing pastoral support to older people, staff members and the relatives of our residents – for those of all faiths and beliefs. Our chaplains enhance the nurture of mind, body and spirit, and well-being on an individual and group basis. Regular worship services are provided for those residents who wish to take part.

## **OUR GOVERNANCE**

MHA is the term used to describe the parent charity Methodist Homes (which used to be Methodist Homes for the Aged until 2011) and/or the group comprising the charity together with its subsidiary:

- Methodist Homes (MHA) Charity (Registered Number 1083995) and Company limited by guarantee (Number 4043124)

- Methodist Homes Housing Association  
Registered Provider (Number LH2343) with charitable status and Industrial and Provident Society (Number 21860R)

The Charity Board carries overall responsibility for all activities and oversees all operations within MHA through a series of sub-committees. The Housing Association is a subsidiary Board and maintains separate reports and accounts to comply with regulatory supervision as a Registered Social Landlord. It watches over the particular issues relevant to the role of MHA as a Housing Association.

## **OUR SERVICES**

MHA has a track record of innovative service provision. We are ambitious about continuing to develop our care homes, retirement living and community-based MHA Communities schemes.

MHA's care services are regulated and inspected by separate regulators in England and Wales. MHA's affordable housing services are regulated by the Regulator for Social Housing. MHA is one of only a few specialist providers for older people of both housing and care services combined.

## **CARE HOMES**

MHA is one of the largest charitable providers nationally and one of the top 20 care home providers for older people in England and Wales.

We have developed an end-of-life care resource and provide training to offer sensitive support to residents and relatives as older people approach the final stages of life. Our chaplaincy team won the Third Sector Care Award for their work on end-of-life care. We were one of the first to design purpose-built homes for older people back in the 1960s and continue to innovate, developing personal space, communal facilities, service delivery and assistive technology.

100% of our care homes offer private rooms, and 90% of our care home private rooms provide en-suite facilities. The average age of our residents is almost 90.

## **RETIREMENT LIVING**

Our retirement living residents have their own self-contained apartment with services having a manager, call system and a range of social and leisure facilities such as a lounge, café bistro and hair salon. Our apartments are available for sale, part-ownership and rent and have an occupancy of 96%.

We continue to innovate, providing on-site care to meet the varying needs of older people living in our apartments including couples where one partner has dementia, so they are able to remain living together.

## **MHA COMMUNITIES**

MHA Communities, formerly known as Live at Home, offers a variety of exciting and fulfilling services for people aged 55 and over. From telephone befriending and online activities to

dance and exercise classes and assisted shopping, there's something to suit people of all abilities.

Our aim is to enable older people to live independently in their own homes for as long as possible, helping them to live later life well in their local communities, tackling loneliness and isolation.

## **SPECIALIST STRATEGIES**

MHA has five specialist strategies which aim to further enhance the care and support we deliver for older people. These are:

- Dementia strategy – this has six commitments with the focus on uniting people together to make sure people are not experiencing dementia in isolation.
- Music strategy – music therapy is delivered in our 67 specialist dementia care homes, but the music strategy is about how we can bring the joy of music to a wider group based on what residents, members, families, and colleagues said was important to them.
- Spirituality strategy – in MHA's 80th year, the commitment to spirituality is newly expressed here, recognising the role we all play in spiritual care.
- End of life care strategy – this guides how we aim to make end of life care at MHA holistic and person-centred.
- Green care strategy – this new strategy has the aim of developing wellbeing through nature for everyone at MHA.

## **FULFILLING OUR MISSION**

### **MHA'S STAFF MEMBERS**

MHA was established to provide for all older people in need of accommodation, care and support. We will live up to our mission, our values and our aims only with the right staff members. We aim to attract and retain good people by creating well-organised, caring, inclusive and welcoming communities and by making sure we pay everyone at least the Real Living Wage plus benefits and enhanced terms and conditions of employment. Our staff members must understand and share our values and may have any faith or belief.

Staff members throughout the organisation work together to provide the best service possible and to deliver their shared goal of improving older people's lives and increasing their satisfaction.

### **FUNDING OUR WORK**

MHA charges fees for most of the services we provide. Fees are set at reasonable levels and our aim is to provide good quality services which represent good value for money, whether for older people paying for themselves or those who receive state funding. As a charity, all our surplus is reinvested into providing services for older people now and into the future.

### **MHA AND FUNDRAISING**

We fundraise for three specific reasons:

- To support MHA Communities.
- To provide additional services which help to deliver a fulfilled life to all of our residents, including music therapy in dementia care homes, and a chaplain in every care home and retirement living community, free of charge to residents.
- To enhance amenities at care homes and retirement living schemes.

### 3. Time commitment and term

This is a voluntary role with reasonable expenses paid. Board meetings are a mix of online via Teams and in person in Derby/London. The term of office is for a period of 3 years with the option of re-election up to a maximum of 6 years.

The time commitment required consists of 6 MHA Board meetings a year with at least one meeting over two days. Each Trustee will also be asked to sit as a member of a sub-committee which meet 4-6 times a year online via Teams for 3 hours per meeting.

In addition, a member may be asked to join ad hoc tasks and finish groups to support particular projects. There will of course be reading time of papers in preparation for the meetings. Trustees are also actively encouraged to visit our services so that they can gain first-hand knowledge of the quality of care and support that is provided by the charity.

### 4. Recruitment process

#### 4.1 Indicative Recruitment Timetable

	Board member MHA
<b>Closing Date:</b>	28 May 2024
<b>Shortlisting Date:</b>	30 May 2024
<b>Interviews Date:</b>	tbc
<b>Provisional appointment start date:</b>	September 2024

#### 4.2 How to apply

To apply for a role online, just click the **'Apply Now'** button in the advert. You will need an email address to register for our online system and create your 'applicant profile'. If you already have an applicant profile, you will be asked to enter your details.

To apply, all applicants are required to fill in an **on-line Expression of Interest Form**.

Information on the 'Expression of Interest Form' will comprise of the following sections:

- Appointment/Employment history
- Education, training & qualifications
- All Roles held within your local church(es), and any other roles held within charities

- Why you are applying with reference to Role Descriptor & Person Specification

### 4.3 Equal Opportunity Monitoring

We will use the information collected from this part of the application for statistical and monitoring purposes so that we can make sure that our equal opportunities policy is working. This part of the form will be stored in a separate part of our system. It will not be visible when you or others view your application, and it will not be used as part of the selection process.

For information about how your personal data is used, please see the [Privacy Notice](#), which is published on the Methodist Church's website.

### 4.4 Submission and Applicant Declaration

During the application process, you can press the 'Save' button at the top of the page at any time. Clicking the 'Next' button at the bottom of the page will also automatically save the information you have entered.

Please kindly note that if you leave your application inactive for a period of 15 minutes you will be logged out automatically and you may lose any unsaved work. Therefore, to ensure that your work is saved, please click the 'Save' button regularly while completing your application.

The final section, 'Submit', would list any fields with an asterisk (\*) that you would still need to complete.

When you are ready to submit your application, you need to read and agree to the Applicant Declaration on the 'Submit' page. This includes you confirming the accuracy of the information you have provided and that you understand how this will be used and stored.

To confirm your agreement, click 'Yes' and then click on the 'Submit Application' button at the bottom of the page.

Once you have submitted your application, you will receive an auto-acknowledgement on-screen and an email confirming that your application has been received.

**Please note** that you will not be able to change information on your application once you have submitted it.

You can log into your candidate account at any time to check the process of your application. If you have any questions about the application process, please contact us at: [hr@methodistchurch.org.uk](mailto:hr@methodistchurch.org.uk)

### 4.5 After Submission – Assessment Process

Once your application has been submitted, your application will progress to the shortlisting stage. During the shortlisting, the recruitment panel will assess information from the applicant's Expression of Interest Form against the criteria as set in the role description and person specification.



Based on the strength of the field of applicants, the recruitment panel may need to establish a “minimum passable mark” which applicants must meet before they are invited to attend exploratory conversation.

The role of the recruitment panel is to decide objectively which applicants most closely meet the requirements for the role.

Once the recruitment panel has agreed the shortlist, you will be advised of the outcome via email. Shortlisted applicants will be invited to exploratory conversations. Further details about the format of the conversations and the names of the panel will be provided in advance.

## **4.6 Reasonable adjustments**

We are committed to providing an inclusive experience for all those who want to apply for a role and to removing any barriers in our recruitment processes. If you require any reasonable adjustments, please could you either email: [hr@methodistchurch.org.uk](mailto:hr@methodistchurch.org.uk) or call 0207 467 3532 to discuss these.

## **4.7 Interview/ exploratory conversations and decision**

The Recruitment Panel will meet the shortlisted applicants and determine who is appointable to the role. Following the interview, the Chair of the panel will forward the name of the nominee(s) together with a reasoned statement to the Nominations Committee for approval.

The Nominations Committee will present the nomination to the Conference (or Connexional Council) as may be relevant in each case with an assurance that the process has been open, transparent and inclusive. If the Nominations Committee is concerned about any aspect of the nomination process, it will seek clarification as necessary from the interview panel. In some circumstances, the recruitment panel may choose not to appoint any applicant(s) and re-run the nomination process.

Once the decision on the appointment has been made, applicants will be advised of the outcome of their application.

Successful nominees will be asked to provide contact details of two referees including that of their District Chair or Warden of the Diaconal Order, Methodist presbyter or Superintendent Minister and a lay person.

# **5. Our support for you**

You will be asked to undertake the following training within the first 12 months of your role:

- Equality, Diversity and Inclusion
- Unconscious Bias
- GDPR (Data Protection and Confidentiality)
- Health and Safety

A lot of our training is available as e-learning so you can access it from home, and complete at your own pace.

## 6. Expenses

These are volunteer appointments and not remunerated, although all agreed travel costs and related expenses will be reimbursed.

## 7. Due Diligence

Given the nature of this role, it is important that those appointed to serve on the board of MHA maintain the confidence of the members of the Methodist Church and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Chair of the Recruitment Panel and provide details of the issue(s) in your application.

In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.