

Please Contact: Ms M Sachdeva

Telephone No:01623 608854

Email m.sachdeva@ashfieldhomes.co.uk

Dear

Application for Ashfield Homes Limited Board Member 2012-2016

I write to you regarding the above, as you are aware Ashfield Homes manages your home on behalf of Ashfield District Council. Ashfield Homes has a track record of delivering excellent services and it has recently been confirmed, by the Council, that Ashfield Homes will continue to deliver your housing management services to at least 2017.

Ashfield Homes now seeks to appoint a tenant representative to its Board, from April 2012 for a period of four years. The position is voluntary but does attract reasonable expenses and contributions towards phone costs and running a computer as well as training. The role also brings with it a profile within your community and allows you to become involved in the decisions which govern and influence housing management services to tenant's homes.

We will seek a commitment from you to attend Board meetings once every two months and also to attend training and other meetings from time to time as required. Meetings are mostly held in the early evening and last for about two hours. This makes the role ideal for those with work or family commitments to consider.

If you are interested in becoming a Board Member of Ashfield Homes and you have the time and commitment to serve your local community, then please complete and return the attached **Expression of Interest Form by 20 January 2012**.

You will note there are some notes on the Expression of Interest Form which I would urge you to read which sets out some the requirements to be a Board Member. There will also be an information evening and the opportunity to observe a Board meeting on **10 January 2012**. If you would like to attend this event please could you let me know by contacting me by phone or email as above.

Yours faithfully

Company Solicitor and Secretary



Expression of Interest Form

**I wish to stand as a Tenant Board Member of Ashfield Homes Limited.
I have read and clearly understood the notes set out over the page.**

Please tick which of the following applies to you:-

I am:

- A secure or introductory tenant
- A secure or introductory joint tenant
- A resident leaseholder
- A secure or introductory tenant's partner or immediate family member(* see below)

**To be nominated as a partner or immediate family member of a tenant, you must have lived with the tenant at their address for the 12 months prior to the date of this Expression of Interest Form.*

Name

Date of Birth

Address

.....

Post code

Relationship to Tenant*.....

Telephone Number/ Mobile Number

Email address

Signed.....

Dated.....

Need help? Please contact:

ASHFIELD HOMES LIMITED Tel: **01623 608888**
Registered and Head Office:
Broadway, Fax: **01623 608889**
Brook Street,
Sutton-In-Ashfield, E-mail: ahlmail@ashfieldhomes.co.uk
Nottinghamshire,
NG17 1AL Website: www.ashfieldhomes.co.uk
Company Number: 4294485

PLEASE READ THESE NOTES CAREFULLY AS THESE ISSUES WILL BE CONSIDERED AS PART OF YOUR APPLICATION.

You

- Will live in one of the **Selston, Underwood , Jacksdale & Westwood** areas and;
- Will hold a secure or introductory tenancy with Ashfield District Council or;
- Are a resident leaseholder (you have bought the lease to Ashfield District Council flat and live in the property) or;
- Are the partner of or an immediate family member of a tenant of Ashfield District Council and have lived with the tenant at the property for a period of at least 12 months;
- Are aged 18 years or above on the date of nomination to stand for election

Being a Board Member brings with it responsibility, including a legal responsibility, to ensure that Ashfield Homes complies with the law, particularly relating to the Companies Act 2006, employment, health and safety, equality and diversity. There are rules about who cannot be a Board Member such as if you become bankrupt, or are in serious breach of your obligations as a tenant. If you are in any doubt full details of who can, and cannot be, a Board Member are available from the Company.