

mhs homes limited

Profile and Appointment Information

1. Foundation

mhs homes limited is an independent, not for profit organisation registered with the Financial Services Authority for the purpose of providing affordable housing.

Formed in 1989 as Medway Housing Society, the organisation became operational in 1990 and was re-branded **mhs homes limited** in 2000. The business was set up to take over and manage the housing stock and its associated responsibilities, previously a function of Rochester Upon Medway City Council.

2. Board Membership

mhs homes has a Board of ten members. The composition of the Board is as follows:

- Chief Executive*
- Housing Director*
- Finance Director*
- Secretary*
- Tenants' Nominees (2)*
- Employees' Nominee*
- Other Board Members (3) One of whom is the Board Chairman. Elected by the seven members above, these external appointments bring to the Board a wide range of expertise to complete the team.

* These seven are the shareholder Members of the organisation.

3. Culture

mhs homes is a people centred organisation that seeks to recognise the role of each employee and their contribution to its success. All employees are encouraged to generate ideas and put forward initiatives and sustain a steady improvement in services as well as strengthen the organisations relationship with its stakeholders.

4. Performance Related Pay

To generate a culture of unity and a spirit of inter-departmental co-operation **mhs homes** has developed a corporate scheme of performance pay. Earnings in respect of performance related pay will be proportional to clearly defined targets achieved over a full year's operation.

5. Medical Fitness

The successful candidate will be required to undergo a fitness and health check by a medical practitioner appointed on behalf of **mhs homes**. A satisfactory medical report is a pre-condition of appointment.

6. **Canvassing**

The canvassing of Board Members or Senior Managers directly or indirectly for any appointment will disqualify such candidates from taking up employment with the organisation. Members or Directors of **mhs homes** are not permitted to solicit on behalf of candidates. This does not preclude them from providing written testimonials.

A candidate who knows that he/she is related to a Member of the Board or employee of the organisation must disclose the fact when making an application for a job. A candidate who fails to do this may be disqualified from taking up an appointment or if appointed may be dismissed.

7. **Outside Interests**

If a candidate has any pecuniary interest, direct or indirect, in any contract, proposed contract or other matter which could be construed as affecting the affairs of the organisation the facts must be disclosed in writing on the application form and the suitability of candidature will be judged accordingly. Any person who fails to comply with this statement and is subsequently appointed will be liable to dismissal.

Employees must devote their whole time service to the work of **mhs homes** as their employer and are excluded from engagement in any other business or any additional appointment without the express consent of **mhs homes**.

8. **Qualifications**

Candidates must provide confirmation of examination successes, qualifications and membership of professional institutions if requested.

9. **Interview Expenses**

Candidates invited to attend for interview will have their travelling expenses reimbursed. Expenses will be paid on receipt of a completed expenses claim form. The form should be submitted to the HR Division after the interview has taken place. In the event of a candidate withdrawing his/her application or refusing the offer of employment no expenses will be paid. Successful candidates will not be paid their expenses until after they have taken up their employment.