**Welcome**



I joined the Board of Avenue Services in 2016 and was elected Chair. Since my appointment I have been working closely with staff and Board Directors to oversee the continued delivery and improvement of services, investment in partner organisations, community groups and activities/events for the benefit of the community.

The Parade Enterprise Centre continues to provide a valuable community asset for Blacon, along with community rooms, a conference room, library and a home for a number of fledgling businesses. We have continued to support community investment projects and apply our financial surplus to further discretionary projects for the benefit of the community.

We have a strong and diverse Board of Directors including two Community Director positions to ensure that the views of the Blacon community are heard and involved at every Board meeting.

If you are interested in joining the Board by becoming a Community Director, please take the time to read through this pack which provides some helpful information you need to know before applying, including:

* What is Avenue Services?
* What is the Board’s role?
* What would my responsibilities be as a Board Director?
* What skills and experience will I need?
* How many meetings will I have to attend?
* What do I do next?

If after reading this pack, you would like to know more, please don’t hesitate to contact Avenue Services on 0300 123 1741 or email avenue.services@sanctuary-housing.co.uk

**William Hogg**

**Chair**

**Board of Avenue Services (NW) Limited**

**Tel No: 0300 123 1741**

**Email: avenue.services@sanctuary-housing.co.uk**

**What is Avenue Services?**

Avenue Services (NW) Limited (Avenue Services) is a company limited by guarantee and is a joint venture between Sanctuary Group (the Group) and Cheshire West and Chester Council (the Council). The Group is a non-profit distributing organisation and leading housing, care and community services provider.

Avenue Services was established in 2012 as an innovative way of harnessing local assets and service budgets to deliver services in a more efficient and effective way, which meets the needs and aspirations of the local community.

We provide a variety of local services such as grass cutting, caretaking and cleaning, housing management, youth services, neighbourhood planning as well as the management of Blacon Adventure Playground. In September 2015 we opened the Parade Enterprise Centre which includes a community hall, community room, conference room, office accommodation and Blacon library are located on the ground floor.

Avenue Services can generate surplus income but any surpluses are reinvested into the community, by providing events such as the Blacon Festival as well as projects and activities which support the community.

**What is Avenue Services’ vision?**

Avenue Services’ vision is ‘*to be the major facilitator of social and economic change in Blacon’* by means of various regeneration projects, neighbourhood planning and service delivery, which provide benefits to local people. It will help fund and deliver projects that benefit the wider community within Blacon.

Avenue Services aims to maximise active resident involvement and support the employment of local people. Avenue Services achieves this by finding new ways to deliver services which are more efficient, cost effective and have maximum positive impact for Blacon such as by working with partner agencies and residents.

**What is the Board’s role?**

Avenue Services has a Board of Directors made up of three appointed representatives from the Council, three from the Group and two representatives from the Blacon community (Community Directors). A list of the current Board of Directors can be found at <https://www.avenueservices.org/about-us/our-board/>

A large part of the Board’s role is to monitor the performance of Avenue Services in delivering services, as well as approving the organisation’s processes and how its finances are spent.

**What would my responsibilities be as a Board Director?**

As a Board Director you will be expected to:

* act in the best interests of Avenue Services at all times;
* uphold our values and objectives;
* uphold our core policies;
* contribute to and share responsibility for decisions made by the Board;
* be independent (not tied to any political campaign or organisation);
* be an ambassador for the organisation by promoting Avenue Services;
* prepare for and attend meetings, training sessions and other events;
* maintain strict confidentiality of information; and
* respect the views of your colleagues and work together as a team.

**What skills and experience will I need?**

You don’t need any qualifications to be a Community Director but the person we are looking for should have:

* a strong affiliation or interest in Blacon;
* excellent time keeping and time management skills; and
* a willingness to commit time to the role.

**We DO NOT expect you to have:**

* Previous experience of sitting on a board or committee. Although we will, of course, consider people with such experience.
* Business skills, such as management, financial or legal. Again, these are very useful but mainly we are looking for life experiences and the commitment or track record of improving services and facilities in Blacon.

**Will I need to represent other tenants and leaseholders?**

You are elected onto the Board to bring the community’s general perspective, not to represent individual residents, tenants or leaseholders. Your role is to help ensure Avenue Services provides high quality, customer focused services for the residents of the Blacon Ward of the City of Chester.

**How many meetings will I have to attend?**

The main Board meets bi-monthly and meetings currently take place in the afternoon and last no longer than three hours. In addition you will be invited to attend training sessions and other events.

**Will I be paid?**

No. You will, however, be able to claim expenses for official duties. This includes the cost of transport to and from meetings, child care and other out of pocket expenses. Meetings will always be held in accessible venues, and we will endeavour to meet any special requirements you may have, for example if you require information in large print or Braille.

**How many Community Board Director positions are up for election?**

There is one Community Director position up for election this year.

**How long do Board Directors serve on the Board?**

Community Directors can serve for a period of up to two years. If you are elected in 2019 you will be a Board Director until the Annual General Meeting in 2021.

**I am still interested, what do I do next?**

1. Complete the application form stating in no more than 250 words why you feel you are suitable to become a Community Board Director.
2. Ensure your application is supported and signed by a resident of Blacon. You cannot be nominated by people who live at the same address or a family member, spouse or partner.
3. Complete the application form included with the information pack and return by 16 August 2019.

Please send the completed documents to:

**Avenue Services**

**Parade Enterprise Centre**

**14 The Parade**

**Blacon**

**Chester**

**CH1 5HN**

If you require help completing your application please contact:

Avenue Services

Telephone: 0300 123 1741

Email: Avenue.Services@sanctuary-housing.co.uk

If you require this information in large print, Braille or recorded audio CD/tape or translated into an alternative language, please contact us on 0800 131 3348 or 0300 123 3511.

**What happens next?**

Applications will be shortlisted for interview and any unsuccessful applicants will be notified in writing. Shortlisted applicants will be invited to an interview and the successful applicant will be notified shortly thereafter.

The successful applicant will receive introductory training before taking up their new position at the Annual General Meeting of Avenue Services in September 2019. The results of the appointment will be announced in the following edition of our newsletter, My Blacon and on our website.