



## Dunbritton Housing Association Limited

<b>Name of Policy</b>	<b>New Board Members</b>
<b>Responsible Officer</b>	<b>Corporate Services Manager</b>
<b>Date approved by Board</b>	<b>1 April 2021</b>
<b>Date of next Review</b>	<b>April 2024</b>
<b>Section</b>	<b>Corporate Services</b>
<b>Reference</b>	<b>Board Recruitment</b>

**We can produce information, on request, in large print, Braille, tape and on disc. It is also available in other languages. If you need information in any of these formats please contact us on 01389 761486**

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## **1. Introduction**

- 1.1 This Policy describes how the Association will recruit and provide induction training for new members of the Board (including its sub-committees).

We provide induction training for the following reasons:

- To support new members and to help them to get up to speed quickly.
- To ensure that new members understand the responsibilities their role involves, under the law and in relation to their personal conduct.
- To help ensure that the people responsible for directing the business (the Board) have the right mix of skills and knowledge.

## **2. Policy Statement**

- 2.1 We are committed to growing and developing our Board to ensure we have a representative mix reflecting the areas in which we operate as well as having a wide and varied range of skills and knowledge to ensure that the Board operates with a high level of ability and scrutiny.

We shall recruit Board members to ensure that the Board continues to function at the highest level whilst planning for succession changes.

We will implement a structured programme of induction training, to support new committee members. All new committee members will be required to take part in the programme. We will be flexible in how we provide induction training, to make training useful and rewarding, and to avoid making unreasonable demands on members' time. In addition to the programme described in this Policy, new committee members will also benefit from training and other events we hold for the Board as a whole. We are committed to ensuring equal opportunities and fair treatment for everyone in our work. If committee members need us to adjust our standard induction programme to meet their particular needs, we will endeavour to do this.

In addition to any relevant ongoing training and support, new Governing Body Members shall complete an induction programme. This shall cover background information on the Group and each of its Associations; as well as a more general introduction to housing associations and their governance, including clear information on what is expected of Governing Body Members.

## 2.2 Recruitment

The Board are responsible for ensuring that it has the necessary expertise to control the business of the Association. On an annual basis each Board Member will complete an appraisal. The Board will review their collective appraisals and use this to identify any gaps in its skills and knowledge, it will use this information to drive the recruitment process. Whilst looking to recruit, the Board shall also consider:

- Succession Planning
- Tenant Representation
- Underrepresented groups
- Groups defined as protected under Equalities legislation.

Where particular skills or knowledge gaps are identified, efforts will be made to advertise for suitable candidates to bolster the Board. The advertising for suitable candidates will be through a range of methods including:

- Targeted recruitment, such as approaching individuals with those recognised skills and/or knowledge and invite them to become either co-optees or full Board members.
- Advertising through tenants' newsletters and websites.
- Advertising in specialist and/or local media.

All applicants to join the Board shall be invited to complete an application form. The Corporate Services Team shall provide guidance and assistance in completing this application. As part of this process, we shall seek to:

- Confirm the applicant's eligibility to act as a Governing Body Member
- Establish the applicant understands the role of Governing Body Member
- Establish the potential contribution of the applicant, in light of the skills, knowledge and experience sought.
- Answer any questions from the applicant.

The application will then be submitted to the Chair and Vice-Chair who shall consider if the applicant would meet the Boards current requirements.

Where they consider that the applicant does not currently have the required skills, there remains opportunities for them to participate to the organisation and potentially to build their skill set for the future, particularly through the Tenants Scrutiny Panel; the Corporate Services Manager shall work with the applicant to explore these options.

Where the Chair and Vice-Chair believe there may be potential, they may arrange to meet the applicant to discuss this further, and or invite the applicant to attend a Board meeting as an observer.

Joining the Board will be subject to the availability of positions, either through a casual vacancy, a co-optee position being available, or through election at the AGM. Any full Board member position requires that the applicant is a member of the

Association and the Corporate Services Team shall assist them in becoming so.

Where there is an available position, the Board shall consider the application at the first available Board meeting and decide to either accept or reject the application. It may be necessary for this decision to be made prior to any meeting to ensure that minimum Board membership is achieved, in accordance with the Rules.

### **3. Induction Programme**

3.1 The level of induction offered to New Members shall be specific to their individual skills and knowledge base.

3.2 As a base, we shall provide New Members with our induction pack.

The contents may include;

- Our most recent Annual Report
- Information about our staffing and committee structures, including names of current committee members and senior staff names/job titles
- Our Corporate Plan
- A schedule of Board and sub-committee meeting dates
- A list of the Association's policies and procedures
- Copies of our Rules and Standing Orders
- The Code of Conduct for Board Members, including declarations of interests
- The Scottish Social Housing Charter and the Scottish Housing Regulator's Standards and Guidance on governance and financial management
- Last years ARC report

3.3 Where relevant, new Board Members will be provided with both internal and external training on the role of a Board Member, how Associations are structured, good governance, and providing efficient scrutiny.

### **4. Providing support to New Members**

The Association recognises that everyone is different - some people will feel comfortable in their role more quickly than others.

If New Members wish, they can ask to be "paired" with an experienced committee member to guide them through the settling-in process. This can be a useful way of discussing agenda items, asking questions, or learning about committee procedures.

New members can also contact the Chair or CEO at any time, if they have any questions or concerns, or if they just want to discuss informally how things are going.

## **5. Equality and Diversity**

- 5.1 As a service provider and employer, we recognise the requirements of the Equality Act 2010, oppose any form of discrimination and will treat all customers, internal and external, with dignity and respect. We recognise diversity and will ensure that all of our actions ensure accessibility and reduce barriers to employment and the services we provide.