

# **Southside**

## **HOUSING ASSOCIATION**

### **Induction Policy and Procedures (New Committee Members)**

<b>Issued:</b>	<b>June 2015</b>
<b>Last Review Date:</b>	<b>November 2018</b>
<b>Next Review Date:</b>	<b>November 2023</b>

## 1. INTRODUCTION

1.1 This Policy describes how the Association will provide induction training and support for new members of the Management Committee.

1.2 The aims of our approach are:

- To support new members in getting up to speed quickly.
- To help new members understand the responsibilities of their role, including their responsibilities under the law and the Association's Code of Conduct.
- To help ensure that the Management Committee as a whole has the skills and knowledge needed to carry out its role.

## 2. POLICY STATEMENT

2.1 As a community-controlled organisation, the Association draws on the commitment, skills and experience of people living in our area of operation.

2.2 We will provide a structured induction programme that all new committee members will be required to take part in. We will be flexible in how we deliver this programme, to make learning useful and rewarding and to take account of members' personal commitments.

2.3 In addition to the programme described in this Policy, new committee members will also benefit from training and other events we provide for the Management Committee as a whole.

2.4 We are committed to ensuring equal opportunities and fair treatment for everyone in our work. If committee members need us to make adjustments to our standard approach to meet their individual needs, we will endeavour to do this where possible.

## 3. INDUCTION PROGRAMME

3.1 The standard induction programme will consist of 3 learning blocks, followed by a review meeting. The purpose of having a standard programme is to set a consistent benchmark for all new members, however the programme can also be varied (for example, by adding further information or training on particular subjects to reflect members' individual needs or interests).

3.2 We will designate a lead person (**Induction Lead**) to co-ordinate delivery of the induction programme and to act as the new member's "go to" person for any

advice or support needed. The Induction Lead may be a member of staff or a management committee member.

### **Block 1 – New Members’ Information Pack**

New members will receive an Information Pack, in paper and/or electronic format to suit members’ preferences and the format in which information is available.

The information provided 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
- Information about our most recent Business Plan
- A listing of Management Committee and sub-committee meeting dates
- A listing of the Association’s policies and procedures
- Copies of our Rules and Standing Orders
- The Code of Conduct for Committee Members, including declarations of interests
- The committee members’ expenses policy
- The Scottish Social Housing Charter and the Scottish Housing Regulator’s Standards and Guidance on governance and financial management
- The EVH “Jargon Journal”

Around the time of new members’ first Management Committee meeting, the Induction Lead will meet with them to give a practical introduction/overview of the documents in the Pack.

By the end of the briefing session, the new members will have received an overview of the Association, how it is organised and governed, and the personal responsibilities of Committee Members.

The briefing session should also be used to complete (or explain how to complete) a declaration of interests form, which includes acceptance of the Code of Conduct.

### **Block 2 – Familiarisation with the Association’s work**

New committee members will be invited to attend informal briefing sessions with relevant staff members, to learn about the Association’s work and current priorities.

The sessions will cover overall priorities (for example, as set out in the Business Plan) and individual service/activity areas (for example, housing management and maintenance, asset management, finance, human resources, community regeneration work).

Depending on members' preferences, the briefing sessions can be held on a single day, or as a series of individual sessions. The timing of the briefing sessions will be agreed to suit the new member(s).

### **Block 3 – The wider picture for the Association**

The Association works with many other organisations and its work is shaped by the “bigger picture” for housing associations – such as changes in government policy and the role and priorities of Glasgow City Council, funders and regulators.

New members will receive an informal briefing session to help explain this broader context for our work. The briefing session will also cover the role of the other organisations in our group structure and how relationships operate within the group.

## **4. REVIEWING THE INDUCTION PROGRAMME**

4.1 When Blocks 1 to 3 of the programme have been completed (typically over a 6-period), the Chairperson and the Induction Lead will meet with the new member, to review how things have gone.

## **5. PROVIDING SUPPORT TO NEW MEMBERS**

5.1 The Association recognises that everyone is different – some people will feel comfortable in their role more quickly than others, some will prefer face to face methods of learning, while others will get more out of reading or personal study followed by discussion. We will seek to be flexible in responding to what works best for individual members, or for the majority of members.

5.2 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.

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

5.4 The Chairperson carries out annual one-to-one review meetings with management committee members, to discuss members' contributions to our work and to identify future learning or support needs. Depending on the timing of new members joining, we may use the induction processes described as the first annual review and postpone the first formal annual review meeting until the next cycle.

## **6. POLICY REVIEW**

6.1 This Policy will be reviewed in 5 years time.