



"Offering our community more than a home"

Management Committee Induction Policy

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Clydebank HA Objectives

- To ensure local decision making and community control, we will encourage our tenants and other customers to influence our policy and participate in decisions, which may affect them.
- To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

Regulatory Standards:

- Standard 1** - The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
- Standard 2** - The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.
- Standard 4** - The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.
- Standard 5** - The RSL conducts its affairs with honesty and integrity.
- Standard 6** - The governing body and senior officers have the skills and knowledge they need to be effective.

This policy can be made available on request in a variety of different formats, such as on CD, in large print and translated into other languages.

1. Introduction

1.1 This Policy describes how the Association will provide induction training and support for new members of the Management Committee and should be read in conjunction with the Association's Training Policy.

1.2 The aim of the Policy is:

- To support and inform new members in the early stages of Management Committee membership to ensure they can contribute to the work of the Association at the earliest opportunity
- To help new members understand the responsibilities of their role, including their responsibilities under the law, the Association's Code of Conduct and key Governance Policies
- 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 housing association, the Association relies on the commitment, skills and experience of people living in our area of operation.

2.2 In addition, the Association also relies on members out with our geographical area and who can bring specific business knowledge and skills to the Committee.

2.3 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, needs and preferences.

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

2.5 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 stages, 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 to co-ordinate delivery of the induction programme and to act as the new members' go-to person for any advice or support needed. This may be a member of staff or a management committee member.

Stage 1 – Induction Interview (New Members' Information Pack)

Induction meetings will be conducted by the Chief Executive and Chairperson. The interview will consist of a presentation which will take approximately one and a half hours and will cover the following: -

- Our Aim & Objectives & Values
- Background information on CHA
- Committee Structure
- Who's Who?
- The Role of a Committee Member
- Governance (Principles/Policies/Procedures)
- Other Key Policies
- Training & IT induction
- Summary

At the induction meeting, all new members will receive and/or be signposted to the following information (Also see Appendix 1): -

- iPad and log-in instructions
- Log-in instructions to the Association's Intranet (where all policies, procedures, committee papers, training sessions, meeting schedules, etc. can be accessed)
- A print out of the Induction presentation
- Model Rules (Intranet)
- Our most recent Annual Report (Intranet)
- Information about our staffing and committee structures, including names of current committee members and senior staff names/job titles (Presentation)
- Information about our most recent Business Plan (Presentation and Intranet)
- A listing of Management Committee and sub-committee meeting dates (Intranet)
- A listing of the Association's policies and procedures (Intranet)
- Copies of our Rules and Standing Orders (Intranet)
- The Code of Conduct for Committee Members, including declarations of interests (Intranet)
- The committee members' expenses policy (Intranet)
- The Scottish Social Housing Charter and the Scottish Housing Regulator's Standards and Guidance on governance and financial management (Intranet)
- The EVH's Argon Journal

By the end of the Induction 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 Chief Executive will go over the key documents and the pack will include compliance declarations for signing for the following Governance Policies: -

- Code of Conduct
- Declaration of Interest
- Entitlements, Payment and Benefits
- Charities Statement
- Code of Management Practice for Committee Members
- IT Policy
- iPad receipt

The pack will also contain an equalities questionnaire.

Stage 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, tenant participation and 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).

Stage 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 West Dunbartonshire 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 Ongoing 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 Chief Executive 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 appraisal 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. Equal Opportunities

Our commitment to equal opportunities and fairness will apply irrespective of factors such as race, sex, disability, age, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief and sexual orientation.

For Office Use Only – Actions

Customer Consultation Required/Arranged	No
Intranet Update	Yes
F Drive Update	Yes
Website Update	Yes
Leaflet change required?	No
Newsletter Promotion?	No
Other information updated, e.g. posters, automatic email responses, post cards, answering machine messages, etc.	No
Equality Impact Assessment completed	Yes

Appendix 1

Clydebank Housing Association Limited

Induction Checklist

Management Committee Member _____

Date of Induction Interview _____

Information to New MC member	Copy to MC Member ()
Presentation	
Current Management Committee Training Plan	
Code of Conduct Policy	
Code of Management Practice	
Declaration of Interest Policy	
IT Policy	
Entitlement, Payments and Benefits Policy	
Procurement	
Others (Detail below):	
Health and Safety responsibilities	
Data Protection (Intranet)	

Information to be completed and returned by new MC member	Copy to MC Member ()
Training Evaluation (induction)	
MC Training Needs Assessment	
Code of Conduct Declaration	
Code of Management Practice Declaration	
iPad Terms and Conditions and bank details	
Declaration of Interest form	
Equal Opportunities Questionnaire	
Charities Statement/Declaration	
IT Policy Declaration	
Entitlements, Payments and Benefits Declaration	
Brief Bio . why wishes to be on MC for business plan	
Mentoring Partner?	

Induction Process (Stages 1-3)

Stage	Details	Date scheduled	Date Completed	Completed by (MC member/ staff member name)
1	Induction Interview (New Members' Information Pack)			
2	Familiarisation with the Association's work			
3	The wider picture for the Association			

Date of MC Appointment: _____

Date all Declarations returned and filed _____

Date Induction Process completed _____

Induction Lead Sign off _____

New MC Member Sign off _____

Date of Filing in MC Personal File _____