

NORTH VIEW Housing Association

North View is a registered Scottish charity – charity registration number SC032963

POLICY

COMMITTEE MEMBER INDUCTION

Passed:-	25 th October 2023	Review Date:-	August 2025
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All North View policies and publications can be made available on CD/data-to-voice, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us at enquiries@nvha.org.uk

1.0 Introduction

- 1.1 This Policy sets out how North View Housing Association will provide induction training for new Management Committee members.
- 1.2 The Association's comprehensive induction programme is designed to help new Committee members feel equipped, supported and able to effectively contribute as early as possible. It also aims to ensure that new members understand the responsibilities and governance requirements associated with their role.
- 1.3 The Scottish Housing Regulator's Standards of Governance and Financial Management require that '*all new governing body members receive an effective induction programme to enable them to fully understand and exercise their governance responsibilities*' (Standard 6.5). This Committee Member Induction Policy will ensure that the Association complies with this Standard.

2.0 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 Management 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 members will also benefit from training and other events that we provide for the Management Committee as a whole on an ongoing basis.

3.0 Induction Programme

Outline

- 3.1 The standard induction programme will consist of 3 main learning blocks, followed by a review meeting. The purpose of having a standard programme is to set a



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consistent benchmark for all new members. The programme can, however, also be varied (for example, by adding further information or training on particular subjects to reflect members' individual needs or interests).

Key Contact

- 3.2 The Director will co-ordinate the delivery of the induction programme and to act as the new member's key contact person within the Association.

Initial Meeting

- 3.3 New Committee members will be invited to an initial meeting with Chairperson and Director following their election/co-option. This will take place before their first Management Committee Meeting. The purpose of this meeting is to welcome the new Member and provide an overview of the Association. An Induction Pack will also be provided in a suitable format (see Appendix 1 for list of contents) and the content discussed and explained. Relevant paperwork will also be completed. A visit to the housing stock will also be arranged if the new Member is not familiar with this

Mentor

- 3.4 Each new member will also be offered the allocation of an experienced Committee member to act as a Mentor for a period of around six months (this timescale can be adjusted to suit the needs of the new Committee member). The Mentor will make themselves available to provide support and advice and answer any questions or concerns.

First Management Committee Meetings

- 3.5 The new Committee member will be offered the opportunity to talk through papers for their first Committee Meetings with the Director in order to provide contextual information and identify any initial questions.
- 3.6 When attending their first meeting, the new Member will be formally welcomed by the Chairperson and will be introduced to other Committee members and staff. During the meeting, the Chairperson and Director will ensure that background is provided and the new Committee member will be given the opportunity to ask questions. After the meeting, the Chairperson will ask the new Member for feedback on the meeting and will answer any further questions they may have.

Understanding the Association's Work

- 3.7 New Committee members will be invited to attend informal briefing sessions with relevant staff members to learn more about the Association's work, current priorities, regulation and partners.



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- 3.8 This will include sessions on key individual service/activity areas (for example, Housing Management, Maintenance, Finance, Health & Safety etc). The timing of these sessions will be agreed to suit the new Member.

4.0 Reviewing the Induction Programme

- 4.1 When the Induction Programme has been completed, the Chairperson and the Director will meet with the new Member to review how things have gone. This will also be an opportunity to discuss and agree any further training needs at this stage.

5.0 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 Management 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.

6.0 Equal Opportunities

- 6.1 We are committed to ensuring equal opportunities and fair treatment for everyone in our work. This is underpinned by our Equal Opportunities and Human Rights Policy.



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- 6.2 We will not discriminate against any individual for any reason including age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation or other status.
- 6.3 If Management Committee members need the Association to make adjustments to its standard approach to meet their individual needs, we will endeavour to do this where possible. The Association will also, where appropriate, provide any material in suitable formats (for example, tape, Braille, community languages).

7.0 Policy Review

- 7.1 This Policy will be reviewed every three years (or earlier if required by practice, guidance or legislation).

End

Policy established: 28/9/22
 Policy reviewed: 25/10/23 (to include reference to Equalities & Human Rights Policy in Appendix 1)



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Appendix 1: Induction Pack

Committee Member's Role Policy

Code of Conduct for Committee Members

Entitlements, Payments and Benefits Policy

Equal Opportunities and Human Rights Policy

Declaration of Interest

Scottish Housing Regulator's Standards of Governance & Financial Management

Scottish Social Housing Charter



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