

# NORTH VIEW Housing Association

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

## POLICY & PROCEDURE

### REPLACING THE DIRECTOR

Passed:-	24/04/2024	Review Date:-	March 2029
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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 on [enquiries@nvha.org.uk](mailto:enquiries@nvha.org.uk)**

## 1.0 INTRODUCTION

- 1.1 The purpose of this document is to provide an 'easy step' guide to the process to be followed in the event of the Director leaving the Association or being incapacitated and/or unable to work for the Association for a substantial period of time.
- 1.2 The Policy will be reviewed at least every three years but will be reviewed sooner if any of the persons named in the policy leaves the Association's employment.

## 2.0 ACTION TO BE TAKEN IF THE DIRECTOR TENDERS THEIR RESIGNATION

- 2.1 The Director is contractually obliged to give the Association three months' notice of their resignation.
- 2.2 The Director will tender their notice to the Association's Chairperson. The Chairperson will then immediately register the matter as a Notifiable Event with the Scottish Housing Regulator and arrange for all Committee Members to be informed. The Director will support the Chairperson in discussions with the Regulator.
- 2.3 As part of the Notifiable Event process, the Association will upload to the Regulator's portal, documents in support of the Association recruiting a new Director.
- 2.4 It may take longer than the Director's three months' notice period before the new appointee can start their employment at North View. If that happens, the Management Committee could negotiate for the Director to stay in the role for longer than their three months' notice period or make other arrangements to cover the post until the appointee starts.
- 2.5 The Chairperson will ensure that the Association keeps the Scottish Housing Regulator updated of progress during the recruitment phase.

### NORTH VIEW HOUSING ASSOCIATION

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#### 3.0 ACTION TO BE TAKEN IF THE DIRECTOR IS SUSPENDED

- 3.1 The Chairperson will immediately register the matter as a Notifiable Event with the Scottish Housing Regulator and arrange for all Committee Members to be informed.
- 3.2 The Association's Housing Manager, Yvonne Rooney, will immediately assume the role of Acting Director, and assist the Chairperson in communicating with the Scottish Housing Regulator.
- 3.3 Yvonne Rooney will retain the role until the Director returns to work or is dismissed, or another course of action is agreed with the Regulator.
- 3.4 The Chairperson will ensure that the Association keeps the Scottish Housing Regulator updated of developments during this phase.

#### 4.0 ACTION TO BE TAKEN IF THE DIRECTOR IS DISMISSED

- 4.1 The Chairperson will immediately register the matter as a Notifiable Event with the Scottish Housing Regulator and arrange for all Committee Members to be informed.
- 4.2 As part of the Notifiable Event process, the Association will upload to the Regulator's portal, documents in support of the Association recruiting a new Director.
- 4.3 The Association's Housing Manager, Yvonne Rooney, will immediately assume the role of Acting Director, and assist the Chairperson in communicating with the Scottish Housing Regulator.
- 4.4 Yvonne Rooney will remain in that role until a new Director is appointed, or an alternative course of action is agreed with the Regulator.

#### 5.0 ACTION TO BE TAKEN IF THE DIRECTOR IS INCAPACITATED

- 5.1 The Chairperson will immediately register the matter as a Notifiable Event with the Scottish Housing Regulator and arrange for all Committee Members to be informed.
- 5.2 The Association's Housing Manager, Yvonne Rooney, will immediately assume the role of Acting Director, and assist the Chairperson in communicating with the

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- 5.3 Yvonne Rooney will remain in that role until the Director returns to work, or a new Director is appointed, or an alternative course of action is agreed with the Regulator.

#### 6.0 ACTION TO BE TAKEN IF THE DIRECTOR GOES ON SABBATICAL OR SECONDMENT

- 6.1 If Committee permits the Director to go sabbatical or secondment, the Director will work with Committee to establish the operational management arrangements to be put in place in their absence.
- 6.2 The Chairperson will register the matter as a Notifiable Event to the Scottish Housing Regulator at least three months in advance of the Director's departure and upload the agreed operational management arrangements to the portal. The Director's departure would be conditional upon the Regulator's approval of those arrangements.

#### 7.0 SUPPORT FOR THE ACTING DIRECTOR

- 7.1 The level of support that Yvonne Rooney will require to fulfil the role of Acting Director will be dependent upon how long she has to do the role for, and her incumbent workload.

This may include seconding a Housing Manager, the temporary promotion of one of our Housing Officers to Housing Manager (and perhaps the recruitment of a temporary Housing Officer to backfill that post) etc. The Management Committee will appraise situations as they develop and act accordingly.

- 7.2 Yvonne Rooney's salary will be increased accordingly for the duration of the period that she fulfils the role of Acting Director role.

#### 8.0 CONTACTING THE SCOTTISH HOUSING REGULATOR AND SUBMITTING A NOTIFIABLE EVENT

- 8.1 Our contacts at the Scottish Housing Regulator are:

Nicola McKeand (Regulation Manager)

[Nicola.mcdeand@shr.gov.scot](mailto:Nicola.mcdeand@shr.gov.scot)

Telephone: 0141 242 0477

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Elizabeth McCullagh (Regulation Analyst)

[elizabeth.mccullagh@shr.gov.scot](mailto:elizabeth.mccullagh@shr.gov.scot)

Telephone: 0141 242 5536

8.2 The Chairperson must register any of the matters discussed earlier in this paper as a Notifiable Event on the Scottish Housing Regulator's web portal. Nicola McKeand and Elizabeth McCullagh will be able to support the Chairperson to do this, as would the Director and/or Acting Director.

8.3 As part of the Notifiable Event process, the Association will upload to the Regulator's portal, documents in support of the planned actions set out in items 2.3, 3.2, 4.2, 4.3, and 5.2.

### 9.0 RECRUITING A NEW DIRECTOR

9.1 If the Association is to appoint a new Director, the process will commence as soon as possible after the Association receives the Regulator's approval to do so.

9.2 The Association will appoint EVH (Employer's in Voluntary Housing) to manage the process to recruit a new Director. The Director will not be involved with any aspect of the recruitment process but may act as a co-ordinator between EVH and the Association's selection panel.

**End**

### **Reviews and Amendments :**

Reviewed - 13/11/2020

Reviewed - 24/04/2024

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