



INDUCTION POLICY AND PROCEDURES FOR NEW COMMITTEE MEMBERS

1. Introduction

- 1.1 This Policy describes how the Association will provide induction training for new members of the Board (including its sub-committees and subsidiary companies).
- 1.2 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 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 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.
- 2.3 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.
- 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 induction programme to meet their particular needs, we will endeavour to do this.

3. Induction Programme

- 3.1 Our standard induction programme will consist of 3 "learning blocks", followed by a review stage. The programme can be varied to reflect individual needs or interests, the aim of having a standard programme is to set a consistent benchmark for all new members.
- 3.2 We will designate a lead person (**Induction Lead**) to co-ordinate delivery of the induction programme and to act as a "go to" person for any advice or support needed. The Induction Lead may be a senior member of staff or a Board member.

Block 1 – New Members’ Information Pack

New members will receive an Information 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 most recent Business 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 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” and “Committee Members Handbook”

Around the time of new members’ first Board meeting, the Induction Lead will meet with them to work through the documents in the Pack and to discuss what they mean in practice. By the end of the briefing session, the new members will have received an overview of the Association and its governance arrangements. The Code of Conduct for committee members should be signed at the end of the briefing session, and a declaration of interests form completed. New members will receive an **Induction Diary Sheet** (attached), to complete over their first 6 months of committee membership.

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, repairs and maintenance, finance 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.

Block 3 – The wider picture for the Association

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

New members will be provided with an informal briefing session to help explain the 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, the Chairperson and the Induction Lead will meet with the new member, to review how things have gone. The member's induction diary sheet will be updated, and any additional training or support needs will be identified and agreed.

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.
- 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 Board members, to discuss members' contributions to our work and to identify 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 4 years time.



Induction Diary Sheet

Name

What are the main skills or qualities which you feel you bring to your role as a committee member? (please list up to 5 skills or qualities)

- 1.
- 2.
- 3.
- 4.
- 5.

Which aspects of the Association's work are you particularly interested in, and what do you think your main training needs are?

Areas which interest me (please tick)	Areas where I may need training (please tick)
<ul style="list-style-type: none"><input type="checkbox"/> Staffing and organisational issues<input type="checkbox"/> Services to tenants (eg repairs, housing management, estate management)<input type="checkbox"/> The development programme (building new houses or refurbishment)<input type="checkbox"/> Asset management (e.g. major repairs and investment in our existing houses)<input type="checkbox"/> Tenant participation<input type="checkbox"/> Non-housing or community regeneration work<input type="checkbox"/> Strategy and planning (the major priorities for the future)<input type="checkbox"/> Budgets and financial information<input type="checkbox"/> Equal opportunities<input type="checkbox"/> Approving policies<input type="checkbox"/> Other (please say what this is)	<ul style="list-style-type: none"><input type="radio"/> Staffing and organisational issues<input type="radio"/> Services to tenants (eg repairs, housing management, estate management)<input type="radio"/> The development programme (building new houses or refurbishment)<input type="radio"/> Tenant participation<input type="radio"/> Non-housing or community regeneration work<input type="radio"/> Strategy and planning (the major priorities for the future)<input type="radio"/> Budgets and financial information<input type="radio"/> Equal opportunities<input type="radio"/> Committee skills (eg preparing for meetings, contributing at meetings)<input type="radio"/> Personal development (eg confidence and assertiveness skills)<input type="radio"/> Other (please say what this is)

Do you need any practical support from the Association to help you attend committee meetings?

INDUCTION RECORD

	Date completed	Committee member's comments
BLOCK 1 Induction Pack issued Briefing meeting with Induction Lead Code of Conduct explained and signed Declaration of interests form completed		
BLOCK 2 Familiarisation sessions		
BLOCK 3 Wider issues briefing session		

End of induction programme review

(with Chairperson and Induction Lead)

Committee member's comments on the programme (including any suggestions for how the process could be improved)

Follow-up action (eg any future training needs, and how these will be provided)