



# RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

## MANAGEMENT COMMITTEE MEMBERS' INDUCTION POLICY

ALL OF THE ASSOCIATION'S POLICIES AND PUBLICATIONS CAN BE MADE AVAILABLE IN LARGER PRINT, AUDIO FORM, BRAILLE OR OTHER LANGUAGES AS REQUIRED AND APPROPRIATE.

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<b>Purpose</b>	This policy sets out how the Association will prepare new members of the Management Committee to carry out their duties and responsibilities and become effective members as quickly as possible. It also outlines how the Association will support members to access training and networking events.
<b>Regulatory Requirements</b>	Standard 6: The governing body and senior officers have the skills and knowledge they need to be effective.
<b>Regulatory Guidance</b>	Guidance 6.5: The RSL ensures all new governing body members receive an effective induction programme to enable them to fully understand and exercise their governance responsibilities. Existing governing body members are given ongoing support and training to gain, or refresh, skills and expertise and sustain their continued effectiveness

<b>Reviewed</b>	<b>October 2023</b>
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## 1.0 INTRODUCTION

Rutherglen and Cambuslang Housing Association is managed by a voluntary Management Committee and, as a community-controlled organisation, primarily draws on the commitment, skills and knowledge of residents living in our areas of operation.

It is important that people volunteering to sit on the Management Committee are supported to carry out the responsibilities and duties of members. A key part of this is ensuring that new Committee Members are given an appropriate, comprehensive induction that enables them to make a full contribution to the work of the Committee as soon as possible.

The Committee Induction Policy puts in place a programme for delivering an induction programme that provides the foundation for ongoing training and learning.

## 2.0 REGULATORY REQUIREMENTS

The Scottish Housing Regulator's Regulatory Framework requires that;

“All governing body members and senior officers understand their respective roles .....” (Standard guidance 1.5)

“The governing body and senior officers have the skills and knowledge they need to be effective” (Standard 6)

“The RSL ensures that all new governing body members receive an effective induction programme that enables them to fully understand and exercise their governance responsibilities.” (Standard guidance 6.5)

## 3.0 POLICY AIMS

The Association's Committee Induction Policy is intended to put in place an induction programme that;

- Is structured but flexible enough to meet the individual needs and knowledge of new members
- Ensures new members are made aware of their roles and responsibilities
- Gives new members the confidence to participate fully in discussions and the decision-making process
- Identify the immediate training needs of new members and ensure they are made aware of the opportunities for further skills and knowledge development
- Ensure the Association meets its regulatory requirements

## 4.0 INDUCTION PROGRAMME

### 4.1 Purpose

The Induction Programme is intended to set a consistent approach to introducing new members to the;

- Roles and responsibilities of members of the Management Committee
- Work of the Association
- The Scottish Housing Regulator and the Regulatory Framework

### 4.2 Delivery of Programme

It is recognised that not everyone engages in the same way. In order to ensure the delivery of the programme is useful, interesting and rewarding for each new member it will be flexible to accommodate individual needs and interests.

### 4.3 Induction Lead

The Induction Programme will be co-ordinated and lead by the Assistant Director.

### 4.2 Format

#### Welcome Session

Prior to them attending their first Management Committee meeting, new members will be invited to an informal session with the Chair, Secretary, Director and Induction Lead. The agenda for the session will cover;

- Welcoming the new member on to the Management Committee
- Introducing the Chair, Director and Senior Staff Team
- Getting the Code of Conduct and required declarations signed
- Handing over, and briefly explain, the Committee Handbook
- Explaining the induction programme
- Establishing the member's preferred method for receiving papers (electronically, paper)
- Establishing the members' preferred method of participating in meetings (in person, remotely)
- Identifying any equipment needed (e.g. tablet)
- Discussing any concerns and/or questions the member may have
- Identifying any particular areas of interest the member may have/sub-committees they may wish to consider sitting on
- Offering the support of an experienced member of the Committee to act as mentor
- Arranging a tour of the Association's stock if wanted

## Briefing Sessions

New members will be invited to informal briefing session with relevant staff members to learn about the Association's activities and services and current priorities.

The sessions will cover:

<b>department</b>	<b>activities</b>	<b>resp. person</b>
<b>Governance</b>	<ul style="list-style-type: none"><li>➤ The Business Plan</li><li>➤ Annual Assurance Statement</li><li>➤ Risk Register</li><li>➤ Internal Audits</li><li>➤ Whistleblowing</li><li>➤ Stakeholders (SHR, SLC, OSCR etc)</li></ul>	Assistant Director/Director
<b>Housing Management</b>	<ul style="list-style-type: none"><li>➤ Tenancy Agreements</li><li>➤ Allocation of Properties</li><li>➤ Rent Collection/Arrears</li><li>➤ Rent Setting &amp; Increases</li><li>➤ Estate Management</li><li>➤ Anti-social Behaviour</li></ul>	Housing Manager
<b>Asset Management</b>	<ul style="list-style-type: none"><li>➤ Reactive Repairs</li><li>➤ Planned Maintenance Programme</li><li>➤ Landscape Maintenance</li><li>➤ SHQS, EESSH, Net Zero Targets</li></ul>	Maintenance Manager
<b>Finance</b>	<ul style="list-style-type: none"><li>➤ Budget Setting Process</li><li>➤ Accounts</li><li>➤ Monitoring Income &amp; Expenditure</li></ul>	FMD
<b>Personnel &amp; HR</b>	<ul style="list-style-type: none"><li>➤ Health &amp; Safety</li><li>➤ Recruitment</li><li>➤ Terms &amp; Conditions</li></ul>	Corporate Services Manager
<b>Development</b>	<ul style="list-style-type: none"><li>➤ Projects on Site</li><li>➤ Potential Development Sites</li><li>➤ Funding</li></ul>	Assistant Director/Director
<b>Aspire</b>	<ul style="list-style-type: none"><li>➤ Relationship with R&amp;C HA</li><li>➤ Caledonian Community Centre</li><li>➤ Aspire Lets</li></ul>	Assistant Director/Director

## Skills Audit

To identify the skills, knowledge, experience and other qualities they bring to the Management Committee, new members will be asked to carry out a skills audit (**Appendix 2**). The result of the audit will form the basis of an individual training and development plan for the member.

## Review

Once the Induction Programme has been completed, the Chair AND Director will meet informally with the member to review the format and content of the programme to;

- Ensure the member has received the information they need/want and fully understand their role and responsibilities as a Committee member
- Feel able to fully participate in the discussions and decision making process
- Identify any additional support required
- Identify any future interest the member may hold with regards becoming an office bearer
- Get feedback on the Induction Programme

## Timescale

The timescale for delivering the full Induction Programme will not be prescriptive in order to accommodate each new member's work and/or personal commitments. However, in general, the target will be to complete the programme within 6 months.

## **5.0 SUPPORT**

New members will have access to a range of support, including;

- Mentoring by an experienced Management Committee member
- Ongoing informal contact with the Chair, Director and/or Senior members of Staff
- Annual one-to-one with the Chair
- Internal and external training and development
- Networking opportunities

## **6.0 TRAINING**

As well as the collective, inhouse training sessions, all members will be encouraged to participate in external training. Normally these will be sessions run by organisations that the Association is a member of such as Employers in Voluntary Housing (EVH), SHARE, Scottish Federation of Housing Associations (SFHA) and the Glasgow and West of Scotland Forum (GWSF).

## **7.0 EQUAL OPPORTUNITIES**

In implementing this policy, the Association will adhere to its commitment to equal access to opportunities and fair treatment regardless of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or beliefs, sex or sexual orientation.

In order to ensure everyone has equal and fair opportunities to fully participate as a member of the Management Committee, the Association will produce information material in a range of appropriate languages and formats as required.

## **8.0 POLICY REVIEW**

The Committee Induction Policy will be reviewed in full by the Management Committee every 3 years. Elements may be reviewed within that period to reflect changes in relative legislation, regulatory requirements and/or good practice.