

Committee Members' Induction Policy

*Reviewed: Jun 2022
Next Review: Jun 2025*



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1. Purpose of Policy

1.1 This Policy describes how Rosehill will provide induction training for new members of the Management Committee.

1.2 Induction training is an important part of good governance. It provides support to new Committee Members and helps ensure that they understand the responsibilities of their new role. It also helps Rosehill to identify the future learning and support needs of new Committee Members.

2. Background

2.1 As a fully mutual housing co-operative, our Committee Members can only be drawn from our tenants. (All tenants of Rosehill must be members). Whilst we do consider the pre-existing skills of new Committee Members, our approach is to develop our Committee Members' skills and knowledge when they join the Management Committee and to continue to do so for the duration of their time on the Committee.

2.2 The main routes for joining the Management Committee are:

- Election at the AGMs
- Appointment by the Management Committee to fill any vacancies that arise during the year
- Co-option by the Management Committee

2.3 A Member appointed by the Committee to fill a casual vacancy will be required to stand for election at the next AGM.

2.4 As part of the recruitment process, potential Committee Members will be provided with some information about what is involved in being a Committee Member including the key responsibilities and their role within the overall governance framework of Rosehill. An Application Pack is available to download from our website or, if required, a paper copy can be issued. Potential Committee Members are given the opportunity, where possible, to observe 1 - 2 Committee Meetings prior to their appointment or election. Information will also be provided on the support mechanisms in place for new Committee Members such as Mentoring by a more experienced Committee Member. A brief overview will be given of the Induction Process. This initial information will be built on through the actual induction process.

3. Policy Aims and Objectives

3.1 The aims and objectives of this Policy are to:

- Fully support new Committee Members to enable them to develop the right skills and knowledge to make them effective Members;
- Retain Committee Members by giving them the necessary support to achieve their roles and to make the Committee role interesting and rewarding;
- Assist with personal development as well as being an effective Committee Member;
- Contribute to Rosehill's succession plan for Committee Members including Officer Bearer positions;
- To assist with improving/enhancing the mix of skills and abilities within the Management Committee, where possible.

3.2 To deliver our aims and objectives we will implement a structured induction programme, in which all new committee members will be required to participate. We will provide induction training in a flexible way, to make it useful to members and to avoid making unreasonable demands on members' time.

3.3 In addition to formal induction activity, attendance at meetings and learning from other committee members are also important in helping new members settle into their roles.

4. Legal and Regulatory Framework

4.1 The Regulatory Standards of Governance and Financial Management require that "The governing body and senior officers have the skills and knowledge they need to be effective." (Regulatory Standard 6). The associated guidance further requires that:

- The RSL has a formal, rigorous and transparent process for the election, appointment and recruitment of governing body members. The RSL formally and actively plans to ensure orderly succession to governing body places to maintain an appropriate and effective composition of governing body members and to ensure sustainability of the governing body. (6.1)
- 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. (6.5)

4.2 Our Rules (SFHA Model Rules (Scotland) 2020) state that “No Committee Member may take office until they have agreed to and signed the Association’s code of conduct for Committee Members.” (Rule 34.5)

5. Equality and Diversity

5.1 We are committed to ensuring equal opportunities and fair treatment for all people in our work. In implementing this Policy, we will ensure fairness and equality to all people, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

5.2 We will be responsive to the individual needs of Committee Members and will make reasonable adjustments to ensure they can fulfil their role as a Committee Member.

5.3 We will not tolerate any discrimination including harassment and abusive behaviour against any of Rosehill’s people which includes: Committee, Staff and Tenants. We have Codes of Conduct for both Committee and Staff and any such discriminatory behaviour will be deemed to be a breach of the codes and will be dealt with accordingly.

6. The Induction Programme for New Committee Members

6.1 The Induction Programme will be delivered using a range of methods as set out below.

6.2 Induction – Initial Information/Briefing Session

6.2.1 Prior to any new Committee Members attending their first meeting, an initial information/briefing session will be held. The session will include:

- Issuing of tablets and log-in details (tablet and Board Portal);
- A demonstration of Rosehill’s Board Portal (how to navigate the meetings facility to access papers, read and make notes on reports, etc);
- Briefing on Committee Code of Conduct, Declarations of Interests and our ICT: Acceptable Use Policy, followed by the completion and signing of the associated forms;
- How to use the Resource Library within the Board Portal including how to access the range of governance policies.

6.2.2 This initial session will be held with the Chair and Director. In the absence of the Chair, the Director will proceed with the session.

6.3 Main Induction Sessions with the Chair and Director

6.3.1 There are two main induction sessions with the Chair and Director which cover the key governance policies and Rosehill's work. Additional sessions on these topics can be arranged if required.

6.3.2 The induction sessions will be held as group sessions, where possible. The purpose of the first session is to go through the key governance policies. The new Committee Members will be directed to the Committee Information Pack within the Resource Library where all the key governance documentation is stored.

6.3.3 By the end of the first session, the new members will have a reasonable level of understanding of the governance requirements and arrangements at Rosehill.

6.3.4 The timing of the first induction session will be arranged to suit the new Committee Member(s) but should normally be held **within 3 months** of them joining the Committee.

6.3.5 The next main Induction Session is about Rosehill's work and the basis for the session will be Rosehill's Business Plan. The Business Plan is available within the Documents Library on the Board Portal.

6.3.6 The session will also be used to provide an overview of the main service/activity areas (housing management, repairs and maintenance, finance and corporate and HR), and Rosehill's relationships with its partners.

6.3.7 The timing of the induction session will be agreed to suit new members but should normally be completed **within 4 months** of new members joining the Management Committee.

6.4 Induction Training

6.4.1 In addition to the induction sessions, new Members will be required to undertake induction training within the first 6 – 9 months of joining the Committee. Such training can be held in-house, by an external training company or through e-learning.

6.4.2 In addition to the induction training, new Committee Members will also benefit from training and other events we hold for the Management Committee as a whole.

6.5 Support and Mentoring

6.5.1 We recognise that everyone is different and that some people will feel comfortable in their new role more quickly than others.

6.5.2 If new Committee Members wish, they can ask to be “paired” with a more experienced committee member to guide them through the settling-in process. This can provide new members with an opportunity to get a better understanding of the workings of meetings and governance matters. If a new member would like to be appointed a Mentor, they should contact the Director or Chair and this will be arranged.

6.5.3 New members can also contact the Director or Chair at any time, if they have any questions or concerns, or if they just want to discuss informally how things are going.

6.6 Catch-up Sessions

6.6.1 The Chair will meet up with new Committee Members approximately every 3-4 months during their first year of joining the Management Committee. The sessions can be held on a one-to-one basis or as a group session, whichever Committee Members prefer.

6.6.2 The sessions are informal and are to give new Committee Members an opportunity to discuss how things are going and to raise any questions they may have. To assist with these discussions the Director may be invited to attend where necessary.

7. Reviewing the Induction Programme

7.1 New members will be provided with an induction “diary sheet” (attached to this Policy), to complete over their first 9 months of committee membership. The diary sheet provides a record of the induction activity carried out. It also contains a questionnaire, to help identify members’ areas of interest and any particular training needs.

7.2 Each new member will review their induction diary sheet as their induction programme proceeds, and again at the end of the programme (generally, this will be around 9 months after a new member has joined). Arrangements to meet any outstanding training needs should be made at the end of the induction period.

8. Risk Management

8.1 In all key areas of our business we need to consider any risks which may arise. To this end we have in place a robust Risk Management

Policy and from this flows our Risk Registers. We have identified our material risks which are regularly monitored by our Management Team and Audit Sub-Committee.

- 8.2 We recognise that having poorly or inadequately trained Committee Members can lead to a number of risks including: poor governance, demotivated and disengaged committee and failure to retain Committee Members which have implications relating to Regulatory intervention.
- 8.3 To mitigate such risks it is essential that we have a clear and comprehensive policy in place to govern our approach and processes to Induction and to ensure its implementation.

9. Data Protection

- 9.1 On the 25th May 2018 the legislation governing data protection changed with the introduction of the General Data Protection Regulation (GDPR). Following the UK's exit from the EU, and the end of the transition period which followed, the GDPR formed part of the retained EU law and became the UK GDPR which together with the Data Protection Act 2018 constitute the UK's data protection legislation.

10. Policy Review

- 10.1 The Induction Policy will be reviewed on a 3-year cycle. We will obtain feedback from members who have completed the induction programme and use this to improve the induction programme and procedures.



Induction Diary Sheet for New Committee Members

Committee member

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 Rosehill'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)
<input type="checkbox"/> Staffing and organisational issues	<input type="checkbox"/> Staffing and organisational issues
<input type="checkbox"/> Services to tenants (e.g. repairs, housing management, estate management)	<input type="checkbox"/> Services to tenants (e.g. repairs, housing management, estate management)
<input type="checkbox"/> Performance Management	<input type="checkbox"/> Performance Management
<input type="checkbox"/> The development programme (building new houses or refurbishment)	<input type="checkbox"/> The development programme (building new houses or refurbishment)
<input type="checkbox"/> Tenant participation	<input type="checkbox"/> Tenant participation
<input type="checkbox"/> Community engagement	<input type="checkbox"/> Community engagement
<input type="checkbox"/> Strategy and business planning (the major priorities for the future)	<input type="checkbox"/> Strategy and business planning (the major priorities for the future)

<ul style="list-style-type: none"><input type="checkbox"/> Budgets and financial information<input type="checkbox"/> Risk Management<input type="checkbox"/> Compliance and Assurance<input type="checkbox"/> Equality and Diversity<input type="checkbox"/> Approving policies<input type="checkbox"/> Customer service and satisfaction	<ul style="list-style-type: none"><input type="checkbox"/> Budgets and financial information<input type="checkbox"/> Risk Management<input type="checkbox"/> Compliance and Assurance<input type="checkbox"/> Equality and Diversity<input type="checkbox"/> Approving Policies<input type="checkbox"/> Customer service and satisfaction<input type="checkbox"/> Committee skills (e.g. contributing at meetings)<input type="checkbox"/> Personal development (e.g. confidence and assertiveness skills)<input type="checkbox"/> Other (please say what this is)

Do you need any practical support from Rosehill to help you attend committee meetings (for example help with child care costs)?



INDUCTION RECORD

	Date completed	Committee member's comments
Initial Information/Briefing Session		
1st Induction Session with Chair and Director – Key governance documents including Code of Conduct		
2nd Induction Session with Chair and Director - Business Plan and Rosehill's priorities, services etc.		
Formal Induction Training:		

End of Induction Programme Review

Committee Member's comments on the Programme (including any suggestions for how the process could be improved):

This section is to be completed by the Director following discussion with the Committee Member about their comments/suggestions. Details of any follow-up action (e.g. any future training needs, and whether these will be addressed internally or through an external training provider)