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Policy Name	Committee Member Recruitment and Induction
Policy Author	Director Corporate Services Officer
Approved by Sub Committee	N/A
Approved by Management Committee	February 2025
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West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.

1. Introduction

- 1.1 West Whitlawburn Housing Co-operative (WWHC) is a fully mutual housing Co-operative with charitable status. This means that all tenants are members, and only tenants, or prospective tenants, can be members.
- 1.2 This policy sets out the steps WWHC will take to secure additional skills through recruitment and support members through an induction. It also forms part of a range of governance measures designed to sustain and increase the capability of the Management Committee.

2. Regulatory Standards

- 2.1 WWHC recognises the importance of maintaining good governance across the organisation and uses a proactive approach for succession planning and recruitment to the Management Committee.

- 2.2 Specifically, this policy relates to Regulatory Standard 6: *The governing body and senior officers have the skills and knowledge they need to be effective*

- 2.3 In addition it acknowledges the following guidance:

6.1 "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"

6.3 "The RSL ensures that all governing body members are subject to annual performance reviews to assess their contribution and effectiveness. The governing body takes account of these annual performance reviews and its skills needs in its succession planning and learning and development plans. The governing body ensures that any non-executive member seeking re-election after nine years' continuous service demonstrates continued effectiveness."

6.4 "The RSL encourages as diverse a membership as is compatible with its constitution and actively engages its membership in the process for filling vacancies on the governing body."

- 2.4 To meet these standards, WWHC will consider succession planning and committee recruitment as part of the business planning process, ensuring that those who run the organisation have a range of skills, knowledge and experience required to lead and deliver the achievement of WWHC's objectives.

3. Management Committee Recruitment

- 3.1 WWHC has a clear process for recruitment to the Management Committee and works to ensure that the correct appointments are filled.
- 3.2 Recruitment will be carried out in accordance with our constitution, and will take the form either of co-option (the number of co-optees is limited to one-third of the membership of the Management Committee) or the filling of casual vacancies left by the retirement of existing Management Committee members, until the next AGM.
- 3.3 Only members of WWHC can become Committee Members unless they are:
- Appointed by the Scottish Housing Regulator; or
 - Co-opted by the Management Committee (until the next AGM)
- 3.4 The Committee shall assess annually the skills, knowledge, diversity and objectivity that it needs for its decision-making and what is contributed by the Committee Members. This will be carried out through the annual appraisal process, which aims to identify skills and experience gaps in the Management Committee, to determine the ideal candidate(s) for recruitment.
- 3.5 Shareholding members have the right to seek election to the Management Committee at the AGM. WWHC will publicise annually how and when members can stand for election and will encourage all members to participate in the election of their Management Committee
- 3.6 WWHC will also seek to identify any current groups, which are under-represented on the Committee in pursuit of our commitment to equality and diversity.
- 3.7 WWHC will promote the opportunity to become a member of the Management Committee using:
- Articles and adverts in newsletters, local press, affiliated organisations or professional bodies
 - Information on the WWHC website / Social Media platforms.
 - Information provided at sign-up to our properties by Housing Services staff
 - AGM Notifications
- 3.8 Recruitment information, including the skills and qualities we may seek from prospective members is available at Appendices 1 and 2.

- 3.9 The process of promotion may be supplemented by personal approaches from members of the Management Committee and staff to individuals who are identified as being able to make a potential contribution.
- 3.10 Other methods or agencies may be utilised at the Management Committees discretion, in an effort to ensure a flexible approach that meets business demands.
- 3.11 In the event of such an approach being positive, the details of the individual will be submitted to the Director and/or Corporate Services Officer, who will discuss the process with the prospective committee member and issue recruitment information as follows:
- Information on background and history of WWHC
 - Management Committee Members Guide
 - Management Committee member role descriptions (which includes an estimation of the time commitment involved)
 - Committee Code of Conduct
 - Remit of Management Committee from Standing Orders
 - Eligibility (in line with Rules) declaration form to complete.
- 3.12 The Corporate Services Officer and/or Director will check the membership eligibility and invite the prospective Committee member to attend an informal meeting (either online or in-person) to discuss the role. This will involve at least one member of the Committee (normally the Chair or other office-bearer) and an officer who supports the Management Committee.
- 3.13 The purpose of the meeting will be to:
- Confirm the candidate's eligibility to act as a member of the Management Committee;
 - Establish the candidate understands the role of Committee members, including the likely time commitment involved;
 - Establish the potential contribution likely to be made by the candidate, in the light of the skills, knowledge and experience described in the Committee Member profile;
 - Answer any questions from the candidate; and
 - Explain the induction process and support available.
- 3.14 Members will be invited to attend a Management Committee meeting (excluding any confidential items) as observers before their appointment is approved/they stand for election. There will be opportunities to observe more meetings if required.
- 3.15 Following the meeting, the prospective Committee Member will advise if they wish to proceed.

- 3.16 At the next Management Committee meeting, the Management Committee will make a decision as to whether to co-opt or appoint the prospective Committee Member.
- 3.17 Following approval, the Corporate Services Officer will arrange for all appropriate documents to be completed (i.e. Code of Conduct, Declaration of Interest and Equalities information). Recruitment will not proceed until receipt of these.

4. Management Committee Induction

- 4.1 When new members are elected or co-opted to the Management Committee, they will be required to take part in an induction, which will be flexible to take account of personal circumstances.
- 4.2 This is in-line with Regulatory Standard 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”*
- 4.3 In offering an induction, WWHC aims to
- Support new members in settling into their new role;
 - Help new members understand the responsibilities of their role, including their responsibilities under the law and the Co-operative’s Code of Conduct;
 - Help new members make effective contributions; and
 - Help ensure that the Management Committee as a whole has the skills and knowledge needed to carry out its role.
- 4.4 The Corporate Services Officer will co-ordinate the delivery of the induction process:

Part 1	Following approval by the Management Committee, new members will be invited to a meeting (either in-person or online) with the Corporate Services Officer to welcome the new member, introduce WWHC’s governance arrangements and discuss the importance of confidentiality. The member can ask questions if required. Members will also be provided with Information pack 1.
Part 2	Information pack 1 (delivered electronically or by post) <ul style="list-style-type: none"> • Most recent annual report • Standing orders • Staff structure chart • Committee meeting schedule

	<ul style="list-style-type: none"> • Fair processing notice • Committee Code of Conduct and Declaration of Interest (for sign-off) • Policy review schedule
Part 3	<p>As part of familiarisation of the Co-operative's work new committee members will be invited to attend informal briefing sessions with the Senior Staff team, to learn about the Co-operative's work and current priorities. The sessions will cover each section of the Co-operative and provide an overview of job roles, current priorities, support provided and other functions.</p> <p>The Corporate Services Officer will also introduce the new member to WWHC training methods and establish training requirements.</p>
Part 4	<p>Information pack* 2 (delivered electronically or by post)</p> <ul style="list-style-type: none"> • Social Housing Charter • Regulatory Standards of Governance and Financial Management • Business Plan • Equality and Diversity Policy • Committee Expenses Policy • Risk Management Policy & Strategy • Whistleblowing Policy <p><i>*Additional documents will be provided if requested by the new member</i></p>
Part 5	<p>The Corporate Services Officer will provide an overview of the Health and Safety responsibilities of Management Committee members and complete a H&S induction. A checklist is available at Appendix 3.</p>
Part 6	<p>The Corporate Services Officer will seek feedback from the new member on how the induction process was. A feedback form is available at Appendix 4.</p>

5. Additional Items Following Recruitment

- 5.1 The new Committee member will be offered the opportunity to discuss the content of the meeting papers for their first Committee meeting with the Director and/or Corporate Services Officer to ensure their full understanding and to ask questions on items.
- 5.2 When attending their first Committee meeting after election or co-option, the Chairperson will formally welcome the new member and introduce other Committee Members and staff present.

- 5.3 During the meeting, the Chairperson and Director will ensure that background is provided and terminology explained and new Committee Members will be given the opportunity to ask questions.
- 5.4 At the end of the meeting, the Chairperson and/or staff present will ask the new member for any feedback on the meeting/papers and answer any questions they may have.
- 5.5 New members will be encouraged to contact the Corporate Services Officer at any point for advice and guidance, by whatever means necessary.
- 5.6 Participation in the annual Committee appraisal process and training plan will follow.

6. Succession Planning

- 6.1 WWHC ensure a process of succession planning is in place for office bearers and other Committee members, to protect and enhance the skills and experience held by individuals in the event of their departure from the Management Committee.
- 6.2 During the annual appraisal process, Committee Members will be asked whether they have an interest in taking on an office bearer role. This will aid succession planning.
- 6.3 Management Committee Recruitment will feature on the monthly meeting agendas as and when required, as well as on staff periodic meeting updates. Staff will encourage recruitment to the Management Committee during sign-up to the property and during informal discussions with tenants.
- 6.4 Staff will be encouraged to notify the Director or Corporate Services Officer of potential candidates eligible for election/filling a vacancy.
- 6.5 Staff who support the Management Committee will maintain regular contact with members to ensure they are fully supported in their Committee role and that any personal issues are addressed with a view to minimise resignations and foresee potential vacancies.
- 6.6 We recognise that a balance is required between experience and continuity, as well as the new ideas and fresh perspectives on WWHC policy and practice, which new members can bring. We therefore aim for a reasonable turnover of Committee members over time.

7. Equalities

- 7.1 We are committed to ensuring equal opportunities and fair treatment for all people in our work. In implementing this Policy, we will provide a fair and equal service to all people, irrespective of factors such as gender, race, disability, age, sexual orientation, language or social origin, or other personal attributes.
- 7.2 An Equality Impact Assessment is available at Appendix 5.

8. Review

- 8.1 This policy will be reviewed every 3 years or sooner if determined by the Management Committee or regulatory advice.

Appendix 1 – Skills and Qualities of Prospective Members

Knowledge

We are looking for people with some of the following:

- Understanding of the needs, aspirations and concerns of WWHC tenants, members and the local community
- Working as a member of a committee or team – in a voluntary or paid capacity
- Strategy and policy
- Business planning
- Personnel / Human Resources
- Service delivery
- Engagement with tenants/ community development
- Asset management
- Maintenance, development and/or building construction
- Procurement and contract management
- Economic development / regeneration
- Supporting tenants on low income including welfare rights, financial inclusion
- Fuel poverty, energy efficiency and/or sustainability
- Digital inclusion
- Financial planning and control
- Risk management
- Housing finance
- Current housing practice, policy and legislation
- Role of Regulators
- Care, support and the needs of vulnerable people
- Equality, diversity and human rights
- Legal issues
- Health and safety
- Marketing & media
- Information technology

Skills

We are looking for people with some of the following:

- Ability to work as a member of a team – with other Committee members and with staff
- Ability to interpret and question information received
- Ability to communicate effectively, contribute to discussions and decision making and to challenge constructively
- Ability to be impartial, objective and strategic
- Ability to identify what is important for WWHC's success as a business

Qualities

We are looking for people with some of the following:

- Upholding the values, objectives and policies of the Co-operatives
- Contributing ideas and new perspectives
- Respecting confidentiality
- Making sure that personal relationships or agendas do not influence
- Willingness to keep knowledge up to date including by attending relevant learning and development events
- Contributing to and accepting collective responsibility for decisions
- Representing the organisation positively
- Commitment to the co-operative's values
- Willingness to devote time to carry out responsibilities.
- Willingness to ask for support if needed.
- Have a desire to see the community of West Whitlawburn thrive.

Appendix 2 – Recruitment and Advertising Information

What we are looking for

We are looking for individuals to serve as Committee members who can demonstrate the following:

- A commitment to supporting the community that WWHC serves
- Experience of receiving, providing or developing high quality housing and related services and / or of being involved in community regeneration and sustainability
- A willingness to work as a member of a team with a responsibility for leading and directing WWHC's work.

In addition, it is desirable for prospective members to have knowledge, skills and experience of at least one of the areas below:

Local knowledge: awareness of the housing and wider community needs, awareness of concerns facing WWHC's customers, knowledge of local issues in the housing sector and the needs and priorities of the people who live in the area

Business: previous Committee experience, strategic and business planning, personnel issues, financial planning and control, monitoring and control of performance, public relations, information technology, management/ administration or legal experience.

Specialist housing and related knowledge: For example, knowledge of housing management, maintenance, building construction, housing-related legislation, regulatory Framework for Scottish RSLs, OSCAR's requirements, housing finance, procurement, sustainability, fuel poverty, regeneration, partnership working, equal opportunities, voluntary sector experience, experience as a carer or in raising a family

It is not expected that every member will be an 'expert' in all, or even most of, these areas. We aim to have a mix of skills and experience among Committee Members, but a lack of specialist skills should not discourage interested people from standing for election.

We are looking primarily for those who feel they have a contribution to make to the work of the Co-op and who can offer relevant knowledge and/or experience; we will ensure that Committee members, once on the Committee, have the opportunity to enhance their existing skills and knowledge through development and training.

We aim to promote equality and diversity and adhere to the equalities legislation by being committed to equal and fair treatment for all and opposed to any form of unlawful discrimination. We welcome applications from all sectors of the community and are particularly keen to provide opportunities for involvement to individuals who are under-represented in

public life or who are currently under-represented on our Management Committee.

What Management Committee members will get from their involvement?

As a voluntary organisation, we do not provide payment to members of the Management Committee. We will ensure that Committee members are not unfairly disadvantaged by their involvement with WWHC by ensuring that out of pocket expenses required to carry out the role of Committee member are fully met and promptly reimbursed.

In return for their time and commitment, Committee members get:

- Clear guidance, information and advice on their roles and responsibilities
- Formal induction to help settling in
- Clearly written and presented papers, circulated in advance of meetings
- The opportunity to use your experience, skills, and knowledge for the benefit of the Co-op and its customers
- The opportunity to develop your knowledge and personal skills
- The opportunity to work in a stimulating and mutually supportive environment
- The satisfaction of helping improve the lives of local people
- The chance to meet others with a shared commitment
- The satisfaction of contributing to an organisation committed to improving the quality of life of its customers and communities

Appendix 3 – Management Committee H&S Induction

West Whitlawburn Housing Co-operative

Committee Member Health & Safety Induction Checklist

Name:		Date of Election/ Co-option:	
For Items not covered, comments should be recorded giving reasons and date for completion. A copy of this checklist will be stored in the committee members' file (paper or electronically).			
H&S Policy Information	Yes	No	Comments
WWHC H&S Policy explained and a copy provided			
Location of H&S notice board shown			
Location of H&S Control Manual advised			
Review and sign of Committee Member H&S responsibilities			
Emergency Arrangements & Fire Procedures			
Fire evacuation procedures discussed including fire escape routes and fire exits			
Fire assembly point shown			
Welfare Facilities			
Location of			
Toilets			
Kitchen			
Rest facilities			
Accidents, First Aid & Security			
Accident and incident report procedures explained			
Location of first aid box			

Who are the first aiders?			
Security arrangements for the building and sign in/out boards shown			
Declaration			
<i>"I certify that the above health and safety induction subjects have been covered in full and I confirm my understanding":</i>			
Committee Member:		Date:	
Conducted by (staff):		Date:	

Appendix 4 – Induction Feedback Form

Management Committee Induction Feedback

Following your induction to the Management Committee please complete the below feedback questionnaire. If you encountered any issues throughout the process, please notify the Director as soon as possible.

Your feedback will be used to develop and improve the induction process for future members.

Committee Member Name	
Date joined Committed	
Date form completed	

Feedback Questions

1. Do you feel that you received enough support from staff members?

Yes

No

If No, please tell us what we can do to improve:

2. Did you feel that you received enough support from other Committee Members?

Yes

No

If No, please tell us what we can do to improve:

3. Were the meetings with the Director and Chairperson convenient?

Yes

No

4. Were the induction meetings with Senior Staff convenient?

Yes

No

5. Did you find the induction meetings useful?

Yes

No

6. Did you find the information in the induction pack(s) useful?

Yes

No

If No, please tell us what should be changed or added:

Please use the box below to provide any other feedback:

Appendix 5 – Equalities Impact Assessment

Policy/Project/Service Information			
Lead Officer	Corporate Services Officer		
Policy / Project / Service	Committee Member Recruitment & Induction Policy	New Policy / Project / Service or revision of existing?	Revision of existing
Is this a re-assessment following amendments being required at a previous assessment?	No		
Briefly describe the aims, objectives and purpose of the policy / project / service.	To ensure a thorough, consistent and compliant recruitment and induction process for all prospective Committee Members. Successful recruitment aims to lead to good governance for WWHC and delivery of business objectives/targets.		
Who is intended to benefit from the policy / project / service? (E.g. applicants, tenants, staff, contractors)	Management Committee, tenants and staff		
What outcomes are wanted from this policy / project / service? (E.g. the measurable changes or benefits to members/ tenants / staff)	To help embed new committee members to WWHC and ensure they feel comfortable in their new roles with the support of other committee members and staff.		

Consultation**Who have you engaged and consulted with as part of your assessment?**

Management Committee

Equalities Impact Assessment

Which protected characteristics could be affected by the policy, practice, or service?		Identify any positive impact/s that could result for each of the protected characteristic groups.	Identify any negative impact/s that could result for each of the protected characteristic groups.
Age	x		Potential for low engagement in process due to access to technology.
Disability	x		Potential for low engagement in process due to requirement of attending meetings in-person.
Gender Reassignment			
Marriage & Civil Partnership	x		Potential for low engagement for due to lack of childcare and other care facilities.
Race	x		Potential for low engagement in process due to language barriers/lack of interpretation resources.
Religion/Belief			

Pregnancy/Maternity	x		Potential for low engagement for due to lack of childcare and other care facilities.
Sex	x		Potential for low engagement for due to lack of childcare and other care facilities.
Sexual Orientation	x		

Action Plan To Mitigate Negative Impact		
What action/s are required to address the impacts arising from this assessment?		
Protected characteristics	Action	Implementation Date
Age	WWHC will endeavour to provide electronic resources where possible	Ongoing
Disability	WWHC will endeavour to provide suitable access to all for meetings including in-person and online. Note that WWHC/WCRC are level access.	Ongoing
Gender Reassignment		
Marriage & Civil Partnership	Policies and procedures in place to address out of pocket expenses etc. All reasonable adjustments would be determined between the potential candidate and the Management Committee/Staff	Ongoing
Race	WWHC use interpreters where required. All reasonable adjustments would be determined between the potential candidate and the Management Committee/Staff	Ongoing
Religion/Belief		

Pregnancy/Maternity	Policies and procedures in place to address out of pocket expenses etc. All reasonable adjustments would be determined between the potential candidate and the Management Committee/Staff	Ongoing
Sex	Policies and procedures in place to address out of pocket expenses etc.	Ongoing
Sexual Orientation	Policies and procedures in place to address out of pocket expenses etc.	Ongoing
Human Rights		

Final Decision	Tick relevant box	Include explanation where appropriate
Approved for implementation without change		
Amend or change the Policy/Project/Service		
Continue the Policy/Project/Service without change (despite impact)		
Stop the Policy/Project/Service		
Lead Officer Signature	R.Hosie	
Date	14/02/2025	
Date approved by Management Committee/ Sub Committee	24th February 2025	