

Putting People 1st

Committee Recruitment Policy

G10

Policy Reviewed

28 April 2019

Date Policy next due for review:

April 2022

Appendix 1 reviewed April 2021
Section 3 reviewed April 2021

This policy document can be produced in various formats, for instance, in larger print or audio-format; and it can also be translated into other languages, as appropriate.

Our equality and diversity policy statement describes our key equality commitments that we use to develop all organisational services; this includes employment services and services to tenants and other customers.

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HAPPY TO TRANSLATE

Pineview HA Mission, Values, Behaviours and Objectives

Our Mission:

'Pineview Housing Association aims to provide quality affordable homes and deliver excellent service through listening to and engaging with our customers'

Our Values and Behaviours:

In everything we do, we will be:

- Honest and transparent
- Fair and adaptable
- Polite and approachable
- Positive and considerate
- Knowledgeable and listening

Our Objectives:

- To provide good quality affordable homes for rent and home ownership and maintain quality through long term investment.
- To assist tenants and where appropriate owners and sharing owners to sustain their tenancies/ownership through the provision of adaptations, advice and support, housing options service and any other initiatives which the Association can reasonably enter into.
- To provide efficient, responsive and cost-effective housing services for customers.
- To ensure that the work of the Association is supported by effective governance, financial and administration systems that staff and Committee are accountable for the work of the Association.
- To ensure that the Association is an employer of choice.
- To consolidate our business within our existing neighbourhoods and take advantage of development opportunities should they be financially viable and appropriate to undertake.

1. Introduction

- 1.1 Management Committee have the important responsibility of directing and controlling the Association. As a registered social landlord, it is vital that we have people with the right skills and experience to carry out this role.
- 1.2 We will therefore:
- Determine the mix of skills and experience necessary for our Management Committee to operate effectively, and re-assess these annually.
 - Annually assess the skills and experience which Management Committee members currently hold and match these against the skills and experience we need.
 - Identify gaps between the skills and experience required and those currently held.
 - Take steps to fill those gaps by a mix of:
 - Structured training and development programmes for the Management Committee as a whole and/or for individual Management Committee members.
 - Recruitment (through election at the AGM and by co-option during the year) of additional members in an open and transparent basis.
 - Ensure a process of succession planning is in place, to protect and enhance the skills and experience held in the event of individual departures from the Management Committee.
 - Support the work of the Committee through organisational measures in order to make the most of the contributions made by voluntary Committee members
- 1.3 This Policy sets out the steps we will take to secure additional skills through recruitment; but as indicated above it forms part of a range of governance measures designed to increase the capacity of the Management Committee.

2. What we are looking for

- 2.1 We are looking for individuals to serve as Committee Members who can demonstrate the following:
- A commitment to supporting the local communities that the Association engages with, or the needs of our service users through the provision of high quality housing and housing related services, and
 - A willingness to work as a member of a team which has responsibility for leading the work of the organisation.
- 2.2 In addition, prospective members should have knowledge, skills and experience of at least one of the three areas listed below.
- **Local Knowledge:** for example, awareness of the housing needs in the areas we work in; knowledge of local issues in the G15 postcode area and the people who live here; awareness of concerns facing the Association's customers, familiarity with Glasgow Council's plans, priorities and practices.
 - **Business Skills and Knowledge:** for example, customer care; strategic and business planning; personnel or Human Resource issues; financial planning and control; monitoring and control of performance; corporate management/administration or legal experience.
 - **Specialist Housing Knowledge:** for example, knowledge of housing management and maintenance; housing-related legislation; Regulatory Framework for Scottish RSLs; OSCR's requirements; housing finance; equal opportunities.

- 2.3 It is not expected that every member will be an 'expert' in all or even most of these areas. We are looking primarily for those who feel they have a contribution to make to the work of the Association and who can offer relevant commitment, 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.
- 2.4 We are committed to equality of opportunity in the way our Management Committee operates. We welcome applications from all individuals, irrespective of age, disability, sex, gender reassignment, race, religion belief, marriage/civil partnership, maternity & pregnancy, sexual orientation. We are particularly keen to provide opportunities for involvement to individuals who are under-represented on our Management Committee in comparison with our community. This however will not take precedence over the need to have people with the right skills and experience.

3. What Management Committee Members get out of it

- 3.1 As a voluntary organisation, we do not provide payment to members of the Management Committee. However, that does not mean that Management Committee members get nothing in return for their time and commitment. Amongst the rewards from being a Committee member are:
- Helping to set the agenda / influence what happens locally
 - Being able to hear different perspectives and take part in discussions with people you wouldn't otherwise meet
 - Adapting to / managing change and helping the organisation to continue to be successful
 - Contributing to ensuring that tenants are well looked after
 - Opportunity to give something back / use skills and knowledge in a different situation / context, for a good purpose
 - Being able to contribute to a community-led organisation and support local people to have a say in how services are delivered

4. Recruitment

- 4.1 In addition to developing the skills and knowledge of existing Management Committee members, we will seek to recruit to fill gaps identified through the skills audit and annual Management Committee review processes. The recruitment will be done in accordance with our constitution, and will take the form 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 – co-optees and casual members can serve until the next AGM when they would then need to stand for election. Recruitment does not supersede the rights of shareholding members to seek election to the Management Committee.
- 4.2 Annually, we identify the skills, experience and expertise required to direct the Association's affairs. Through recruitment, we will attempt to fill any gaps which have been identified and set out in a checklist which will be an appendix to this Policy. This will summarise the current priorities which we are looking to fill by recruiting new Committee Members.
- 4.3 We will also seek to identify any current groups which are underrepresented on our Committee in pursuit of our commitment to equal opportunities.

- 4.4 We will promote the opportunity to become a committee member through the use of:
- Circulation of information to members of the association
 - Circulation of information to partner organisations and other stakeholders.
 - Circulation of information to tenant organisations and community groups.
 - Circulation of information to local business interests and their representatives.
 - Circulation of information to educational establishments connected to Glasgow or with specialist skills related to our skills analysis.
 - Circulation of information to other voluntary organisations and social enterprises.
- In each case inviting enquiries from interested individuals.
- 4.5 The promotion material will highlight any particular skills and areas of experience where gaps have been identified, and will invite applications from underrepresented groups.
- 4.6 Those enquiring will be issued with a **recruitment pack**, consisting of the following:
- Information on Background and History of the Association.
 - Explanatory information on the process of becoming a Management Committee Member.
 - Summary of the skills, knowledge and other qualities sought.
 - Membership Policy.
 - Code of Conduct.
 - Committee Member Role Description.
 - Governing Body Members Guide.
 - Committee member application form.
 - Membership application form.
 - Co-optee application form.
- 4.7 The process of advertisement may be supplemented by personal approaches from members of the Management Committee and staff of the Association. In the event of such an approach being positive, the details of the individual will be submitted to the Director, who will arrange for the issue of the recruitment pack as described above.
- 4.8 Completed application forms will be sent to the Association's Director at our offices, and the Director will review the applications with a view to confirming eligibility.
- 4.9 Eligible applicants will then be invited to attend a Committee meeting as an observer and/or an informal meeting with the Director and one or more members of the Management Committee (of whom one will normally be the Chair). The purpose of the meeting will be to:
- Confirm the applicant's eligibility to act as a member of the Committee.
 - Establish that the applicant understands of the role of Management Committee members, including the likely time commitment involved.
 - Establish the potential contribution likely to be made by the applicant, in the light of the skills, knowledge and experience sought by the Association.
 - Answer any questions from the applicant.
 - Explain the potential benefits of having an experienced Management Committee Member supporting and mentoring the applicant, if successful.
- 4.10 Within 3 days of the meeting, the applicant will be informed of their result of the application to become a committee member.

- 4.11 Successful applicants will be given the opportunity to attend a meeting of the Management Committee as observers before their membership of the Committee is confirmed.
- 4.12 Co-opted members of the Management Committee are encouraged to become shareholding members of the Association but this is not a requirement. Co-opted members cannot vote on matters relating to the membership of the Association or the election of office bearers; nor can they themselves stand for election as office bearers. They can only serve as co-optees on the Management Committee till the AGM following their co-option, at which point they must, if they wish to continue to serve as members of the Management Committee, stand for election.
- 4.13 The recruitment process may also be used to fill casual vacancies left by the retiral or resignation of existing Management Committee members during the course of the year. Under the Association's Rules, an individual filling a casual vacancy must first become a member of the Association.

5. Skills audit

- 5.1 When new members are first appointed or nominated to the Management Committee, they will be invited to a meeting with the Director and/or Chairperson in order to form part of the induction programme. We want to make sure that we are able to recognise and build on what new members have to offer, and to identify any immediate priorities for further training and development.
- 5.2 Thereafter there will be an annual opportunity for each member to update this assessment through our annual board performance review appraisal system. This will be linked to an assessment of individual and collective performance. On the basis of the outcome, we will draw up a structured training and development programme. Training and development opportunities will, where possible, be pursued through collective work with Drumcog. Specific individual training will also be arranged as identified and required.

Appendix 1 - Skills, Knowledge and other Qualities Sought (As at April 2021)

In terms of skills, we are looking for people with the following abilities:

- to work as a member of a team with other Committee members and with staff.
- to contribute to discussions about strategy and policy for the benefit of delivering quality services to tenants and customers.
- to question information received.
- to identify what is important for the Association's success.

In terms of knowledge and understanding, we are looking for individuals able to demonstrate some of the following understanding:

- the needs of our tenants, residents and customers.
- what would be quality services for our tenants and customers.
- impact of low incomes
- what would enhance customer service
- responsibilities to owners and other non tenant customers.
- Employer responsibilities
- importance of equality and diversity

We are also looking for those able to demonstrate these qualities:

- commitment to the Association's values.
- Willingness to contribute ideas and new perspectives.
- Respecting confidentiality.
- Commitment to equality & diversity.
- Making sure that personal relationships or agendas do not interfere.
- Keeping your knowledge up-to date.
- Accepting collective responsibility for decisions.