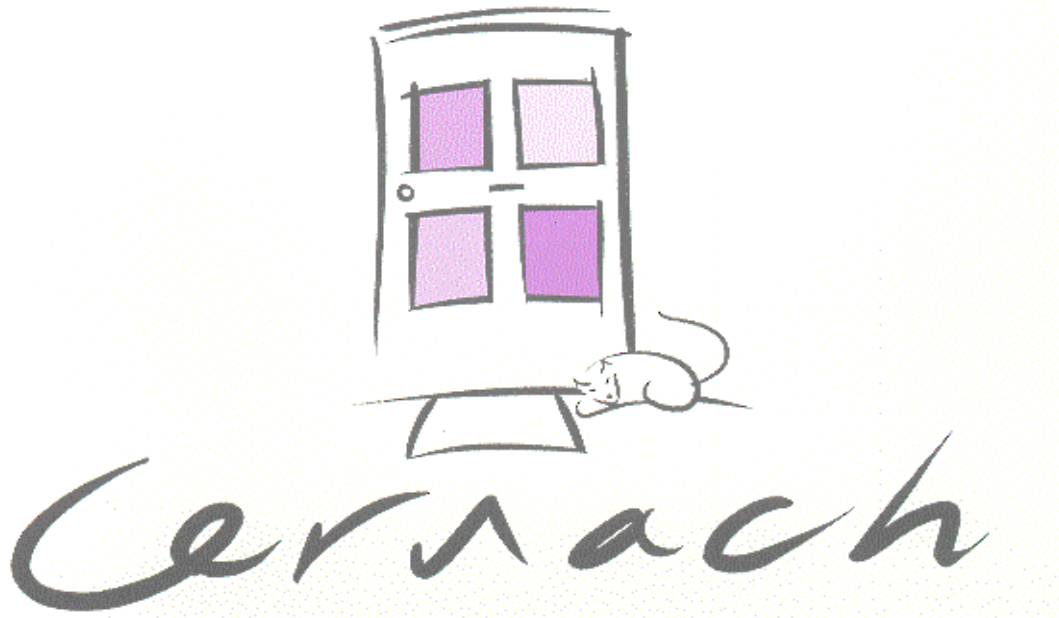


Committee induction policy



Committee induction policy

Date Approved:
Latest review date:

August 2023
August 2026

Committee induction policy



1. Purpose

- 1.1 The purpose of this policy is to ensure that all Committee members receive systematic and comprehensive induction training, information and support when they join the Management Committee, enabling them to make a full contribution to the work of the Committee at the earliest opportunity.

2. Background

- 2.1 Committee members may join the Committee as a result of election at the AGM, appointment as a co-optee or via a casual vacancy. They will, as part of this process, have received information about the Association and its activities, its Management Committee and its governance prior to formally joining.
- 2.2 New members are unlikely, however, to be familiar with the detailed expectations associated with being a member of the Management Committee and may have some questions, uncertainties and apprehensions about the role they have to play. The Association is committed to supporting new members to contribute as fully as they can and to meet the expectations associated with being a Committee member.
- 2.3 New Committee members may require time to fit in to the Committee and learn its procedures. Additionally, individuals learn in different ways and at different speeds according to their previous experience and strengths. This policy ensures that induction is phased over a period of up to a year after first joining, after which time induction can be said to be complete.

3. Components

- 3.1 Induction will have the following components.

3.1.1 Initial meeting with Chairperson and Staff

- a) On confirmation of their election/appointment/co-option, new members will be invited to a meeting with the Chairperson (with or without other Office Bearers) and the Corporate Services & Assurance Manager; the Director will also attend the first part of this meeting. This will supplement the any discussions held prior to their formally joining the Committee and any meetings they attended as observers. The prime purpose of this meeting will be to welcome the new member and introduce the Association's governance arrangements.

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- b) It is at this meeting that the first part of the Induction Pack will be handed over, and briefly explained. At this meeting (which should¹ take place before the new member attends their first formal Committee meeting) the new member will be asked to sign the Code of Conduct and give details of any interests which could overlap with or conflict with (or be seen to overlap or conflict with) those of the Association: these will be recorded in the formal Register. The new Committee Member will be offered the support of an experienced member as Mentor or Buddy at this point.

3.1.2 Induction Pack (part 1)

- a) The first part of the Induction Pack will consist of those documents and information which are essential for the Committee member to exercise their role (see Schedule 1 for contents).

3.1.3 Welcome and introduction to the Committee

- a) Upon attending their first meeting, the new member will be formally welcomed by the Chairperson and introduced to other Committee members and the senior staff in attendance. After the end of this meeting, the Chairperson will seek feedback from the new member and answer any immediate questions.

3.1.4 Induction Pack (Part 2) and second meeting

- a) After attendance at the first meeting (and typically within two months of first joining), the new Committee member will be invited to a second meeting with the Chairperson and Corporate Services & Assurance Manager, and the supporting member if appropriate (please see section 4 below).
- b) At this point, the new member will be invited to ask any questions on the information received to date, and will be provided with the second part of the Induction Pack (see Schedule 2).

3.1.5 Skills audit and personal development plan

- a) At the second meeting or shortly afterwards, the new member will be asked to provide further information on the knowledge, skills and other qualities they bring to Cernach's Management Committee. This will be in

¹ Where this has not been possible, the Committee member must at the very least make their declaration in relation to the Code of Conduct and declare any interests.

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the form of a skills audit, based on the skills etc required by the Association as described in the recruitment pack. This will usually be carried out by the Corporate Services Officer.

- b) The results of this skills audit will be used to inform the preparation of a personal training plan (PTP), setting out the training and development priorities for the following year. This will take the same form as the plans prepared for every Committee member as part of Cernach's Committee Development Plan, and will be reviewed on an annual basis as part of the ongoing reviews of Committee effectiveness.²

3.1.6 Introductory and ongoing training

- a) Within six months of first joining the Committee, the new member will be expected to undertake training on the role and responsibilities of being a Committee member. This may be run in-house (if there are sufficient numbers), in conjunction with other local associations through DRUMCOG or by an external training agency.
- b) At the same time, the new member will be invited to take part in the collective training programme drawn up for the Committee as a whole, designed to improve the overall effectiveness of the Committee. The new member will also be invited to participate in the Committee review and planning events which take place during the year.

3.1.7 Meetings with staff/senior staff

- a) In order to better understand the work of the Association, meetings with senior staff will be organised in the office premises, giving the new member the chance to receive information and ask questions about the operation of each section or department, to view the office arrangements, and to be introduced to the whole staff team.
- b) Within the first year, new members (possibly in conjunction with other Committee members) will be invited to undertake a stock tour. As well as allowing members to be familiar with Cernach's stock as distinct from that of other RSLs and owner occupied housing, the stock tour leads to better understanding of some of the key issues being faced by Cernach as a landlord.

² Should the new member join the Management Committee close to the time where the usual annual appraisal process is carried out for all members, the Corporate Services Officer may include the member in this process rather than a separate assessment.

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4. Support and mentoring

- 4.1 New Committee members will be offered the support of an experienced Committee member to whom they may turn for advice or information during their first year as a member. The supporting member will have the responsibility of mentoring the new member, explaining terms and giving further information on aspects of the association's work.
- 4.2 Meetings between the supporting member and new member will take place regularly, but primarily on an informal basis: it's for the two Committee members to decide what works best for them, for example if telephone contact is preferred to meeting and it is recognised that some members will make more use of this support than others.

5. First anniversary review meeting

- 5.1 After a period of one year on the Committee, a review will be conducted in which the personal training plan will be reviewed and rolled forward for the next year, the support and mentoring arrangements (if appropriate) will be reviewed, and further questions answered. This is likely to form part of the Committee member's first annual individual review and, at this point, the induction programme can be drawn to a close.
- 5.2 This is an important part of the process as it allows the Association to gauge how effective the induction has been and provides the Committee members with an opportunity to discuss any questions that have not yet been covered or have recently arisen.

6. Review

- 6.1 This policy will be reviewed in August 2026 or earlier if required to reflect legal, regulatory or good practice requirements.

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Induction Pack

Part 1

(To be provided and explained to the new member at the first meeting with the Chairperson/Director, immediately after joining)

Ref 1.1	Committee member role and responsibilities
Ref 1.2	Committee member Code of Conduct
Ref 1.3	Jargon Busters (EVH)
Ref 1.4	Annual Reports for Cernach
Ref 1.5	Performance information (Annual Report to Tenants; SHR Report)
Ref 1.6	Standing Orders, delegated authorities & committee remits
Ref 1.7	Meetings calendar and training calendar
Ref 1.8	Committee contact details
Ref 1.9	Staff organisation chart
Ref 1.10	Policy on Entitlements, Payments and Benefits
Ref 1.11	Policy on Declarations of Interest (and Form)
Ref 1.12	Policy on Committee Member Expenses (and Forms)
Ref 1.13	Policy on Committee Training

Part 2

(To be presented and explained at second meeting with Chairperson/Director, within two months of joining)

Ref 2.1	Rules
Ref 2.2	Strategic Plan
Ref 2.3	Annual Assurance Statement
Ref 2.4	Equalities & Human Rights Policy
Ref 2.5	Policy on Whistle Blowing
Ref 2.6	Financial Regulations
Ref 2.7	Treasury Management Statement
Ref 2.8	The Association's Role as an employers
Ref 2.9	Information about Regulators and their requirements
Ref 2.10	Details of any regulatory engagement