



GOVANHILL
HOUSING ASSOCIATION

**INDUCTION POLICY AND PROCEDURE
(NEW MANAGEMENT COMMITTEE AND GCDT
BOARD MEMBERS)**

**Approved: August 2024
Review Date: August 2027**

If you have difficulty with sight, or if you require a translated copy of this policy, we would be pleased to provide the information in a form that suits your needs.

1. Introduction

- 1.1 This Policy describes how Govanhill Housing (GhHA) will provide induction training for new members of the Management Committee (MC). The Policy shall also apply to induction training for new Board members of our subsidiary Govanhill Community Development Trust (GCDT).
- 1.2 We will provide induction training for the following reasons:
- To support new members and to help them to get up to speed quickly.
 - To ensure that new members understand the responsibilities their role involves, under the law and in relation to their personal conduct.
 - To help ensure that the people responsible for directing the business (the MC and the GCDT Board) have the right mix of skills and knowledge.

2. Policy Statement

- 2.1 As a community-controlled organisation, GhHA draws on the commitment, skills and experience of people who volunteer and are elected to serve on the Management Committee.
- 2.2 We will implement a structured programme of induction training, to support new committee members. All new committee members will be required to take part in the programme. We will be flexible in how we provide induction training, to make training useful and rewarding, and to avoid making unreasonable demands on members' time.
- 2.3 In addition to the programme described in this Policy, new committee members will also benefit from training and other events we hold for Management Committee members.
- 2.4 We are committed to ensuring equal opportunities and fair treatment for everyone in our work. If committee members need us to make adjustments to our standard induction programme to meet their particular needs, we will endeavour to do this.

3. Induction Programme

- 3.1 The standard induction programme will consist of 3 learning blocks, followed by a review stage. The programme can be varied to reflect individual needs or interests, the aim of describing a standard programme in the Policy is to set a consistent benchmark for all new members.
- 3.2 The Director will co-ordinate delivery of the induction programme and act as a go to person for any advice or support needed. The Induction Lead may also be a senior member of staff or, if a mentoring arrangement is in place, a Management Committee member.

Block 1 – New Members’ Induction Pack

New members will receive an Induction Pack. The contents may include:

- GhHA’s Governance Handbook
- Our most recent Annual Report
- Information about our staffing and committee structures, including names of current committee members and senior staff names/job titles
- Our most recent Business Plan
- A schedule of Management Committee and sub-committee meeting dates, once the meetings schedules have been agreed following the AGM
- A list of GhHA’s policies and procedures
- Copies of our Rules and Standing Orders
- The Code of Conduct for Committee Members, including declarations of interests
- The committee members’ expenses policy
- The Scottish Social Housing Charter and the Scottish Housing Regulator’s Standards and Guidance on governance and financial management
- The EVH “A to Z” guides for governance and social housing

Around the time of a new member’s first Management Committee meeting, the Director will meet with them to work through the documents in the Pack and to discuss what they mean in practice. By the end of the briefing session, the new members will have received an overview of GhHA and its governance arrangements. The Code of Conduct for committee members should be signed at the end of the briefing session, and a declaration of interests form completed. New members will receive an **Induction Diary Sheet** (attached), to complete over their first 6 months of committee membership.

Learnpro modules are also in place covering various aspects of our work. New members should work through these and will be provided with a certificate of completion. Once these are complete, new members move to Block 2.

Block 2 – Familiarisation with GhHA’s work

New committee members will be invited to attend informal briefing sessions with relevant staff members, to learn about GhHA’s work and current priorities.

The sessions will cover overall priorities (for example, as set out in the Business Plan) and individual service/activity areas (for example, tenancy management, repairs and maintenance, finance and community regeneration work).

Depending on members' preferences, the briefing sessions can be held on a single day, or as a series of individual sessions. The timing of the briefing sessions will be agreed to suit both the new member and GhHA.

Block 3 – The wider picture for GhHA

GhHA works with many other organisations (for example, the City Council and its service departments, the Scottish Government and third sector organisations) and its work is shaped by the “bigger picture” for housing associations – for example, changes in government policy and the role and priorities of funders and regulators.

New members will receive an informal briefing session to help explain the broader context for our work. The briefing session will also cover the role of Govanhill Community Development Trust and how roles and relationships work within the Group.

4. Reviewing the induction programme

- 4.1 When Blocks 1 to 3 of the programme have been completed, the Chairperson and the Director will meet with the new member, to review how things have gone. The member's induction diary will be updated, and any additional training or support needs will be identified and agreed. These will be organised and dates agreed

5. Providing support to new members

- 5.1 GhHA recognises that everyone is different – some people will feel comfortable in their role more quickly than others.
- 5.2 If new members wish, they can ask for an experienced committee member to provide mentoring support, to guide them through the settling-in process. This can be a useful way of discussing agenda items before meetings, feeling confident about asking questions, or learning about committee procedures.
- 5.3 New members can also contact the Chairperson or Director, if they have any questions or concerns, or if they just want to discuss informally how things are going.
- 5.4 The Chairperson carries out annual one-to-one review meetings with MC members, to discuss members' contributions to our work and to identify learning or support needs. Depending on the timing of new members joining, we may use the induction processes described as the first annual review and postpone the first formal annual review meeting until the next cycle.

6. Policy Review

- 6.1 This Policy will be reviewed in 3 years time.

Induction Diary

Name

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. _____

In which aspects of GhHA's work are you particularly interested, and what do you think are your main training needs?

| Areas which interest me (please tick) | Areas where I would like training (please tick) |
|---|--|
| <input type="checkbox"/> Staffing and organisational issues <input type="checkbox"/> Services to tenants (eg repairs, housing management, estate management) <input type="checkbox"/> The development programme (building new houses or refurbishment) <input type="checkbox"/> Major repairs/investment in existing houses <input type="checkbox"/> GhHA's role in South West Govanhill <input type="checkbox"/> Tenant participation <input type="checkbox"/> Non-housing or community regeneration work <input type="checkbox"/> Strategy and planning (the major priorities for the future) <input type="checkbox"/> Budgets and financial information <input type="checkbox"/> Equal opportunities <input type="checkbox"/> Approving policies <input type="checkbox"/> Other (please say what this is) | <input type="radio"/> Staffing and organisational issues <input type="radio"/> Services to tenants (eg repairs, housing management, estate management) <input type="radio"/> The development programme (building new houses or refurbishment) <input type="radio"/> Tenant participation <input type="radio"/> Major repairs/investment in existing houses <input type="radio"/> GhHA's role in South West Govanhill <input type="radio"/> Non-housing or community regeneration work <input type="radio"/> Strategy and planning (the major priorities for the future) <input type="radio"/> Budgets and financial information <input type="radio"/> Equal opportunities <input type="radio"/> Committee skills (eg preparing for meetings, contributing at meetings) <input type="radio"/> Personal development (eg confidence and assertiveness skills) <input type="radio"/> Other (please say what this is) |

Do you need any practical support from GhHA to help you attend committee meetings? Please give details

Name of Induction Lead

INDUCTION RECORD

| | Date completed | Committee member's comments |
|--|----------------|-----------------------------|
| BLOCK 1 Induction Pack issued Briefing meeting with Induction Lead Code of Conduct explained and signed Declaration of interests form completed Learnpro modules completed | | |
| BLOCK 2 Familiarisation sessions | | |
| BLOCK 3 Wider issues briefing session | | |

End of induction programme review
(with Chairperson and Director)

Committee member's comments on the programme (including any suggestions for how the process could be improved)

Follow-up action (eg any future training needs, and how these will be provided)