



## **SHA Governing Body Induction Policy**

**Issued: June 2015**

**Revised: November 2018**

**Revised: April 2025**

**Next Review Date: April 2028**

## Contents

1. Purpose	Page 03
2. Background	Page 03
3. Induction Programme	Page 03
4. Mentoring	Page 05
5. Annual Appraisal	Page 05
6. Data Protection	Page 05
7. Equality and Human Rights	Page 06
8. Policy Review	Page 06

## 1. PURPOSE

- 1.1 The purpose of this policy is to ensure that all new Committee Members receive a structured induction programme including training, information and support which will enable them to make a full contribution to the work of the Management Committee.
- 1.2 The aims of our approach are:
  - To support new members in getting up to speed quickly.
  - To help new members understand the responsibilities of their role, including their responsibilities and the Association’s Code of Conduct.
  - To help ensure that the Management Committee as a whole has the skills and knowledge needed to carry out its role.

## 2. BACKGROUND

- 2.1 Committee members may join the Management Committee as a result of election, appointment or co-option. They will, as part of the process, have received some information on Southside HA, its Management Committee and how the association is governed. They 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.
- 2.2 New Committee members may require time to settle in. Additionally, individuals learn in different ways and at different speeds according to their previous experience and aptitudes. This policy ensures that the induction is phased over a period of a year after first joining, after which time induction can be said to be complete.

## 3. INDUCTION PROGRAMME

- 3.1 The standard induction programme will consist of 3 learning blocks, followed by a review meeting. The purpose of having a standard programme is to set a consistent benchmark for all new members, however the programme can also be varied (for example, by adding further information or training on particular subjects to reflect members’ individual needs or interests).
- 3.2 We will designate a lead person (**Induction Lead**) to co-ordinate delivery of the induction programme and to act as the new member’s “go to” person for any advice or support needed. The Induction Lead may be a member of staff or a management committee member.

## **Block 1 – New Members’ Information Pack**

New members will have access to the Induction Information Pack which is on Our Place.

The information provided may include:

- Our most recent Annual Report
- Information about our staffing and committee structures, including names of current committee members and senior staff names/job titles
- Information about our most recent Business Plan
- A list of Management Committee and sub-committee meeting dates
- A list of the Association’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

Around the time of new members’ first Management Committee meeting, the Induction Lead will meet with them to give a practical introduction/overview of the documents in the Pack.

By the end of the briefing session, the new members will have received an overview of the Association, how it is organised and governed, and the personal responsibilities of Committee Members.

The briefing session should also be used to complete (or explain how to complete) a declaration of interests form, which includes acceptance of the Code of Conduct.

## **Block 2 – Familiarisation with the Association’s work**

New committee members will be invited to an informal meeting with members of the Leadership Team to learn about the Association’s work and current priorities.

The sessions will cover overall priorities including those set out in the Business Plan as well as individual service/activity areas e.g. housing management and maintenance, asset management, finance, human resources, community regeneration work.

The timing of the briefing sessions will be agreed to suit the new member(s).

## **Block 3 – The wider picture for the Association**

The Association works with many other organisations and its work is shaped by the “bigger picture” for housing associations – such as changes in government policy and the role and priorities of Glasgow City Council, funders and regulators.

New members will receive an informal briefing session to help explain this broader context for our work. The briefing session will also cover the role of the other organisations in our group structure and how relationships operate within the group.

#### **4. MENTORING**

- 4.1 Each new member will be allocated an experienced Committee Member who will act as a Mentor for a period of six months. The Mentor will make themselves available to answer any questions or concerns and will give advice as required.

#### **5. ANNUAL APPRAISAL**

- 5.1 All Committee members receive an annual appraisal which will allow comments on learning and understanding of the business and also if further training and support is required.
- 5.2 The Associations' approach to Governing Body member annual appraisal is set out in more detail within the Associations' Governing Body Member Review, Recruitment and Succession Planning Policy.

#### **6. DATA PROTECTION**

- 6.1 The Association collects personal data about Governing Body members or prospective Governing Body members for the purpose of monitoring the equalities profile of the Governing Body in line with Regulatory requirements and to ensure that we are treating everyone fairly and not discriminating against any person with a protected characteristic.
- 6.2 Personal data will be collected and processed in line with our obligations in terms of the UK Data Protection Regulation (UKGDPR), Data Protection Act 2018, the SHA Privacy Policy and our Fair Processing Notice. We will only collect and process sensitive personal data where we have the appropriate lawful bases for processing that type of data.
- 6.3 In monitoring equalities data wherever possible this data will be used in an anonymised aggregated way. Access to any individual's sensitive personal data will be strictly controlled and stored in a secure way as set out in the SHA Fair Processing Notice. This also sets out how and why we may share data and who we may share it with.
- 6.4 The SHA Data Retention Schedule sets out how long we will retain Governing Body member personal data.

## **7. EQUALITY AND HUMAN RIGHTS**

- 7.1 This policy reflects the Association’s commitment to meeting our Equality obligations in advancing equality, promoting good relations and eliminating discrimination in the way we provide our services.
- 7.2 It also aims to reflect our commitment to considering the Equality and Human Rights impacts of what we do as a registered social landlord, including how we communicate and provide access to information to tenants and other service users.

## **8. POLICY REVIEW**

- 8.1 This Policy will be reviewed in 3 years’ time.



**Southside Housing Association**

T: 0141 422 1112

E: [CSD@southside-ha.co.uk](mailto:CSD@southside-ha.co.uk)

A: Southside House, 135 Fifty Pitches Road, G51 4EB