



INDUCTION POLICY NEW COMMITTEE MEMBERS

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Appendix 1 – Committee Induction Pack

1 Purpose

The purpose of this policy is to ensure that new committee members receive comprehensive induction training, information and support when they join the Management Committee, in order to make a full contribution to the work of the Committee at the earliest.

2 Background

West Granton Housing Co-op wishes to ensure that new Committee Members not only received paper information, in the form of policies and procedures to assist in the understanding of their role and responsibilities, but also to offer support, training and encouragement.

This policy takes into account that not everyone is familiar with the operations of a Registered Social Landlord and fully mutual Housing Co-operative and also that everyone learns new things in different ways and in different timescales. WGHC recognises that it may take some new Committee Members longer than others to fit in and learn its procedures, therefore we have set an induction period of 6 months so that training and support can be given in a phased approach.

3 Induction Process

3.1 Initial Meeting with Chairperson and CEO

On confirmation of their election/appointment/co-option (and in accordance with our Membership Policy), new members will be invited to a meeting with the Chairperson and the CEO. At this point the 6 month induction period will begin.

The primary purpose of this meeting is to welcome the new member, give an introduction to WGHC's governance arrangements, to discuss confidentiality in detail and to be given a New Committee Member Induction Pack (Appendix 1), which includes essential reading matter relating to policies and procedures of the Association and the Committee Members Code of Conduct. Also, at this meeting any conflicts of interests will be flagged up and recorded in the formal register.

3.2 First Management Committee Meeting

At their first Committee meeting, the new member will be formally welcomed by the Chairperson and introduced to other committee members and staff in attendance.

The new member will be formally offered mentoring/support from senior staff and other well established committee members – if they chose to have a mentor, this Senior Staff/Committee Member will answer questions, give further information on all aspects of WGHC's work and informal meetings between mentor and new member will take place regularly until they are confident in their role. At the end of the first Management Committee meeting a date and time will be arranged for the new Committee Member to visit the WGHC office to meet all staff.

3.3 Meeting With WGHC Office Staff

At 3.2 above, a date and time will be made to meet with WGHC office staff. New members will meet staff, who will give a brief overview of their working day and be available to answer any questions they may have.

3.4 Review Meeting

After attendance at the first Management Committee meeting, but within 3 months of joining, the new Committee member will be invited to a meeting with the CEO and Chairperson for a second time. Any questions the new member has will be answered. At this meeting a skills review will be carried out and a personal development plan agreed (Appendix 1 - attachment to Induction Pack).

3.5 Training

Any training requirements flagged up at the Review Meeting, at 3.4 above, will be sourced and organised as required.

3.6 Final Meeting to Complete Induction Process

After a period of approximately 6 months on the Committee, a final meeting will take place with the CEO and Chairperson for the third and last time to complete the induction process. The personal development plan will be reviewed and rolled forward to the next year. The support and mentoring arrangements will be reviewed and brought to a close, if applicable.

4 Equalities

The Association will have regard to its responsibilities under the Equalities Act 2010 and its equality opportunities policy when carrying out this policy.

5 Policy Review

This policy will be reviewed every 4 years or earlier should legislation or best practice change.

APPENDIX 1 Induction Pack

Part 1

(To be presented and explained to the new member at the first meeting with the Chairperson/CEO, after joining and before the next Committee Meeting).

- Membership Rule Booklet
- Committee Member role and responsibilities
- Committee Member Code of Conduct
- Jargon Busters
- Annual Reports
- Standing Orders Management
- WGHC Financial Regulations
- Staffing Sub Committee Information
- Meeting Cycle Committee
- Contact Details Staff
- Organisation Chart
- Payments and Benefits Policy on Gifts and Hospitality
- Declarations of Interest Policy on Committee Member
- Governance Policy
- Expenses

Part 2

(To be presented and explained at the review meeting with Chairperson within 6 months of joining)

- Rules on Equalities and Diversity
- Health and Safety Policy & Health and Safety Responsibilities
- Openness and Confidentiality on the use of Contractors
- Whistle Blowing