



# West Granton

Housing Co-op

Our tenants are paramount in everything we do

## INDUCTION POLICY FOR NEW COMMITTEE MEMBERS

This policy was reviewed and approved by the Committee of Management on **Wednesday 15<sup>th</sup> March 2023**. It should be reviewed again no later than March 2026.

The policy has been assessed through the organisational impact assessment process. We can, if requested, produce this document in different formats such as larger print or audio-format.

We can also translate the document into various languages, as appropriate.

### SCOTTISH HOUSING REGULATOR STANDARDS

#### STANDARD 1:

The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

#### STANDARD 2:

The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. Its primary focus is the sustainable achievement of these priorities.

#### STANDARD 4:

The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.

#### STANDARD 5:

The RSL conducts its affairs with honesty and integrity.

#### STANDARD 6:

The governing body and senior officers have the skills and knowledge they need to be effective.

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West Granton Housing Co-operative Limited is a fully mutual housing co-operative registered as a social landlord with the Scottish Housing Regulator (HAC 225); and is a registered society under the Co-operative and Community Benefit Societies Act 2014 (2357 RS).



## Contents

1.0	PURPOSE.....	3
2.0	BACKGROUND .....	3
3.0	INDUCTION PROCESS.....	3
3.1	Initial Meeting with Chairperson and the Chief Executive Officer (CEO).....	3
3.2	Attendance at first Committee of Management meeting .....	3
3.3	Meeting with WGHC Operational Staff .....	4
3.4	Review Meeting .....	4
3.5	Training.....	4
3.6	Final Meeting to Complete Induction Process .....	4
4.0	EQUALITIES .....	4
5.0	POLICY REVIEW .....	4
APPENDIX 1.....		5
APPENDIX 2.....		6

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Location / Path:	WGHC \ X:	Pages:	Page 2 of 6

## 1.0 PURPOSE

The purpose of this policy is to ensure that new committee members receive all the information and support they need to be confident and productive in their role when they join the Committee of Management. The aim is to help new members understand the organisation, the environment in which West Granton Housing Cooperative operates and their role and responsibilities as Governing Body Members.

## 2.0 BACKGROUND

West Granton Housing Co-op wishes to ensure that new Committee Members not only receive 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.

## 3.0 INDUCTION PROCESS

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.

### 3.1 Initial Meeting with Chairperson and the Chief Executive Officer (CEO)

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 WGHC 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.

The CEO will check before this meeting that the new Member has signed both their Code of Conduct for Governing Body Members and their Annual Declaration of Interests Form. A Member cannot attend any Committee Meeting before they sign these documents as in accordance with the WGHC Rules.

New Members will be encouraged to look at the WGHC website at <https://www.westgrantonhousing.coop/about-wghc/work-of-the-committee/> to view Minutes of previous meetings and our policies.

### 3.2 Attendance at first Committee of Management 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.

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Location / Path:	WGHC \ X:	Pages:	Page 3 of 6

### 3.3 Meeting with WGHC Operational Staff

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. This will generally take place on the same day, just after the initial meeting with the Chairperson and CEO.

### 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 brief review meeting with the CEO and Chairperson to discuss any further training or support needs.

### 3.5 Training

In addition to the Induction training sessions, any appropriate training and support identified at the Review Meeting, at 3.4 above, will be sourced and organised. New Members will also attend the training as set out in the Committee Training Plan for the year. Ongoing training is also required for all members throughout their time on the Committee of Management. This will ensure that all Committee Members gain the skills and knowledge to continue to develop the Committee as a collective.

### 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.

## 4.0 EQUALITIES

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

## 5.0 POLICY REVIEW

This policy will be reviewed every 3 years or earlier should legislation or best practice change.

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Location / Path:	WGHC \ X:	Pages:	Page 4 of 6

## APPENDIX 1

### 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
- SFHA Committee Member role and responsibilities
- Code of Conduct for Governing Body Members
- WGHC Committee Protocol
- Jargon Busters in Social Housing Document produced by Scottish Govt
- The latest WGHC Annual Report
- Business Plan
- WGHC Financial Regulations Policy
- WGHC Governance and Standing Orders Policy
- Meeting Cycle Committee
- Contact Details Staff
- Staff and Governance Structure Chart
- A list of all named Committee Members
- Payments and Benefits Policy on Gifts and Hospitality
- Declarations of Interest Policy on Committee Member

### Part 2

The Member will be also given a copy of the Committee Training Plan for the year.

In addition, the new Member will be advised they will be contacted directly by our Governance Consultant to arrange their Induction Training sessions (usually 2 sessions).

### Part 3

(To be presented and explained at a review meeting with the 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

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Location / Path:	WGHC \ X:	Pages:	Page 5 of 6

## APPENDIX 2

<b>Induction Process</b>	
<p><b>Induction Period Starts:</b></p> <p>Within 7 days of appointment <u>and</u> before attendance at 1st Committee Meeting</p>	<p><b>The new Committee member will:</b></p> <ul style="list-style-type: none"> <li>Attend the initial (1st) meeting with the CEO and Chairperson</li> <li>Sign the Code of Conduct and Annual Declaration of interests form</li> <li>Receive the full Induction Pack and the current Committee Training Plan</li> <li>Meet with WGHC office staff (usually on the same day as the meeting with the CEO and the Chairperson)</li> </ul>
<p>Within 3 months of appointment</p>	<p><b>The new Committee member will:</b></p> <ul style="list-style-type: none"> <li>Attend the review (2nd) meeting with the CEO and the Chairperson</li> <li>Attend Induction training sessions</li> <li>Attend any scheduled training events set out in the Committee Training plan</li> </ul>
<p>During 3 - 6 months of appointment</p>	<p><b>The new Committee member will:</b></p> <ul style="list-style-type: none"> <li>Attend any training identified at 3 month review meeting with CEO and Chairperson</li> <li>Attend any scheduled training events set out in the Committee Training Plan</li> </ul>
<p><b>Induction period ends:</b></p> <p>At 6 months</p>	<p><b>Completion of Induction Period</b></p> <p>The new Committee member will:</p> <ul style="list-style-type: none"> <li>Attend the final (3rd) meeting with the CEO and the Chairperson to complete the Induction process</li> </ul>

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