



West Granton

Housing Co-op

Our tenants are paramount in everything we do

COMMITTEE OF MANAGEMENT MEMBER RECRUITMENT POLICY

This policy was approved by the Committee of Management on 26th April 2023.
It should be reviewed again no later than 31st March 2028.

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 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).



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1.0 INTRODUCTION

West Granton Housing Co-operative Committee of Management (the Committee) are a team of Members of the Co-operative (tenants) who meet monthly to lead, direct and monitor WGHC's activities and performance.. This policy sets out the steps we will take to recruit new Committee members to ensure the good governance of WGHC

WGHC aims to achieve the following outcomes from this policy:

- Establish a clear, fair and consistent process for the recruitment of Committee Members;
- Highlight the work of the Committee and the non-financial benefits Committee members receive;
- Help potential new members to understand the role and responsibilities including the individual commitment required;
- Strengthen WGHC's governance by basing Committee Member recruitment decisions on the outcomes of our business planning, committee member annual reviews and succession planning.
- Achieve equality of opportunity and treatment of Committee candidates
- Compliance with WGHC's Rules, other policies, Regulatory requirements and the law.

1.1 Background

West Granton Housing Co-operative Limited (WGHC) was formed in 1990 by residents within the West Granton area of North Edinburgh in order to provide new rented housing in an area dominated by low demand council housing. We own 372 properties and two play park areas.

WGHC is a fully mutual co-operative housing co-operative and a Registered Social Landlord (RSL) registered with The Scottish Housing Regulator. The registration number is HAC225.

Our mission statement is simple and forms the basis of how we wish to operate:

“Our tenants are paramount in everything we do”

Supported by our 3 core objectives of:

- Service
- Consistency
- Learning

Committee Members must support our mission statement and our core values through their words, attitude and actions.

1.2 Committee of Management acting as the Governing Body

West Granton Housing Co-operative Committee of Management (the Committee) is the governing body responsible for the leadership, strategic direction and control of the Co-operative with the aim of achieving good outcomes for its tenants and other service users in accordance with Regulatory Standards and Guidance issued by The Scottish Housing Regulator.

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The Committee is responsible for ensuring that the Co-operative can demonstrate its compliance with the governance and financial arrangements. Good governance ensures that WGHC’s objectives and standards are clear and that the organisation is well run and that performance is good and monitored effectively. It also means that a sensible approach to risk is adopted and that high ethical standards are applied. As the governing body the Committee operates at a strategic level and delegates responsibility for the day-to-day management and running of the organisation to staff, through the Chief Executive Officer.

All Committee members must accept collective responsibility for the decisions that the Committee takes and the actions and policies that it approves.

The Committee must also ensure that it has the necessary range of skills, knowledge and experience to fulfil its role. We review the range of skills, knowledge and experience that the Committee requires on an annual basis to ensure that we have access to the necessary expertise and experience to meet our objectives. Where gaps are identified, we try to address them through training and/or recruitment.

Our Rules state that the Committee must have no less than 7 and no more than 15 members. When membership of the Committee reaches 7, it is a notifiable event to the Scottish Housing Regulator.

2.0 RESPONSIBILITIES AND REWARDS

This section describes the responsibilities and rewards of being a Committee member

2.1 Responsibilities

Committee Members primary responsibilities are, with the other members of the Committee, to;

- Lead and direct WGHC’s work
- Promote and uphold WGHC’s values
- Set and monitor standards for service delivery and performance
- Control WGHC’s affairs and ensure compliance

Responsibility for the operational implementation of WGHC’s strategies and policies is delegated to the CEO.

WGHC has agreed a **Code of Conduct** for Committee Members. Prospective Committee Members will be required to commit (in writing) to upholding WGHC’s Code of Conduct for Committee Members before joining the Committee and to renew that commitment annually for as long as they remain on the Committee. The Code of Conduct is based on these seven principles of good governance:

Selflessness

Openness

Honesty

Objectivity

Integrity

Accountability

Leadership

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People wishing to join the Committee must be committed to serving the best interests of WGHC and its tenants and to supporting the decisions of the Committee, even on occasions when they disagree with them. Candidates must not be motivated by alternative or personal agendas and cannot act in a personal capacity to benefit themselves or someone they know. Each committee member is expected to contribute actively and constructively to the work of WGHC. All members are equally responsible in law for the decisions made.

Main Tasks

- To contribute to formulating and regularly reviewing WGHC's values, strategic aims and performance standards
- To monitor WGHC's performance
- To ensure that WGHC operates within and is compliant with the relevant legal and regulatory frameworks
- To ensure that risks are realistically assessed and appropriately monitored and managed
- To ensure that WGHC is adequately resourced to achieve its objectives and meet its obligations
- To act, along with the other members of the Committee, as the employer of WGHC's staff

Estimated Time Commitment from Committee Members

The Committee normally meets 11 times a year for committee meetings and on a separately agreed basis for training or the convening of sub-committee or working group meetings.

Regular attendance is required at Committee meetings and Committee Members are expected to prepare for those meetings by reading the reports provided in advance and to contribute to discussions. At the very least, Committee members are expected to attend and contribute to a minimum of 6 evening meetings per year and in accordance with the Rules, a member cannot miss more than 4 Committee meetings in a row without special leave of absence previously being granted by the Committee.

With the requirement for Committee Members to attend the Annual Strategy Day and a number of full or half day training workshops during the year, in addition to additional events such as individual annual review meetings WGHC has estimated that the average time commitment for a Committee Member is around 68 hours per year (i.e. averages out at approximately 5-6 hours per month; some training days and the Annual Strategy Away Day are full days).

2.2 Rewards

All Committee Members are volunteers and receive no payment for their contribution. WGHC has policies to prevent you or someone close to you from benefiting personally from your involvement with WGHC, but these policies also seek to ensure that you are not unfairly disadvantaged. All out of pocket expenses associated with your role as a governing body member are fully met and promptly reimbursed.

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The Committee is a team of members who care about the provision of quality housing and the positive impact that this and excellent services have on the wellbeing of WGHC tenants. Serving on our Committee can provide a sense of personal wellbeing and satisfaction. It is a chance to have input into the decision making of WGHC and to have an active role and influence change in the community.

- In return for your commitment, WGHC also offers:
- A welcome and introduction when you first join the Committee;
- Clear guidance, information and advice on your responsibilities and on WGHC’s work
- Formal induction training to assist settling in
- Papers which are clearly written and presented, and circulated in advance of meetings
- The opportunity to put your experience, skills and knowledge to constructive use
- The opportunity to develop your own knowledge, experience and personal skills
- The opportunity to represent WGHC at conferences and external events;
- The chance to network with others with shared commitment and ideals

3.0 ELIGIBILITY

Our rules specify our membership criteria and describes how we apply these criteria to applications from prospective members. Committee Members are usually elected for a minimum 12 month term following elections at the AGM. Committee Members elected in this way must be members of the co-operative. Up to one third of the number of elected members can be co-opted to the Committee (up to the maximum of 15]: co-opted Committee Members do not need to be members of the co-operative and can only serve until the next AGM; then they must stand down but may, if they are a member, stand for election.

Prospective Committee Members will be required to complete a **personal declaration** confirming that they meet the eligibility requirements set out in our Rules. A list of the eligibility conditions is provided in **Appendix 1**. Failure to meet any of these requirements will result in an application to join the Committee being rejected.

4.0 ANNUAL RECRUITMENT PRIORITIES

WGHC believes that having a mix of established and new Committee Members is key to achieving good governance because we benefit from both experience and new ideas. The knowledge and understanding of experienced Committee Members is vital. However, new members can bring a new perspective that can help us to improve. Achieving the right mix of experience and new perspectives will also influence our recruitment priorities.

We review the range of skills, knowledge and experience that the Committee requires on an annual basis to ensure that we have access to the necessary expertise and experience to meet our objectives. Where gaps are identified, we aim to address them through training and/or recruitment.

WGHC is committed to encouraging the membership to consider joining the Committee. We include information on our website and regularly promote the role of a Committee Member in tenant Newsletters.

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5.0 CATEGORIES OF COMMITTEE MEMBERSHIP

As a tenant and member of West Granton Housing Co-operative there are 3 ways to join our Committee:

5.1 Election at our Annual General Meeting

The AGM is held in September each year and this is the main way to become a Committee Member. To stand for election the candidate must submit a completed nomination and a completed application form to the WGHC office by the 10th August each year. This allows sufficient time for applications to be considered by the Committee at their last Committee Meeting before the AGM in September. A Member cannot nominate himself/herself for election to the Committee. If Committee approve an application form, the nomination form will be presented at the AGM. In the event that there are more nominations than places on the Management Committee, the members present will vote on who is to be elected. The person(s) with the most votes will be elected onto the Committee.

5.2 Casual Vacancies

A casual vacancy occurs when an elected Committee Member leaves the Committee between AGMs. The Committee has the authority to appoint a member to fill a casual vacancy until the time of the next AGM. Those appointed to fill casual vacancies will be required to stand down from the Committee at the next AGM – they can seek election if they wish to continue. Those filling casual vacancies have full Committee Member status.

5.3 Co-optees

In accordance with WGHC's Rules (Rule 39), people can be co-opted to the Committee. Co-optees do not need to be Members of WGHC, but they can only serve as co-optees on the Committee or sub-committee until the next annual general meeting or until removed by the Committee.

Co-optees can undertake the role, duties and responsibilities of Committee Member. Co-optees can take part in discussions at the Committee or any sub-committees and vote at Committee and sub-committee meetings on all matters except those which directly affect the Rules, the membership of the Co-operative or the election of the Co-operative's Office Bearers. Co-optees cannot stand for election or be elected as one of the Office Bearers of the Committee.

People who are co-opted must not make up more than one-third of the total number of elected Committee Members at any one time and will not be counted when establishing whether the minimum number of Committee Members are present to allow a Committee or Sub-Committee meeting to take place.

The Committee will typically use Co-optees to bring people onto the Committee who have specific skills and knowledge that would contribute to the business of WGHC.

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6.0 THE RECRUITMENT PROCESS

Stage 1: Recruitment Pack to Candidates

All categories of candidate will be provided with a Recruitment Pack which includes the following:

WGHC Committee Member Role Description

A copy of this policy

A copy of the WGHC Rules

The WGHC Data Protection Policy

A Committee Member application form

A personal declaration form

* If candidates/applicants are seeking election at the AGM, a nomination form must also be completed and signed by another member and be submitted with the application form.

Stage 2: Application Form submitted

All candidates must complete an application form and return to WGHC offices by the closing date stated. On receipt of the completed Committee Member Application form the Chief Executive will establish the prospective Member's eligibility to join the Committee using the criteria set out in WGHC Rules. **(Appendix 1)** Ineligible applicants will be advised in writing and will not be permitted to progress further.

Stage 3: Consideration of application by Committee

All applications will be considered at the next Committee meeting following receipt of the application in accordance with the Rules and a decision made on the most appropriate category of membership.

Stage 4: Notification of Committee Decision

The Chairperson will inform prospective Members of the Committee's decision in writing within one week of the Committee meeting.

The Committee's decision in this matter will be final and there will be no right of appeal.

7.0 EQUALITIES

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

8.0 POLICY REVIEW

This policy will be reviewed every 5 years or earlier should legislation or best practice change.

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APPENDIX 1

Extract from the Rules of West Granton Housing Co-operative

ELECTING COMMITTEE MEMBERS

36.1 At the end of the first annual general meeting after the total membership of the Co-operative has risen to seven or more, all Committee Members must retire. From then on, at the end of every annual general meeting, one-third of the Committee Members or the nearest whole number thereto, must retire. Anybody appointed as a co-optee under Rule 39.1 or to fill a casual vacancy under Rule 38 and who retires for that reason, shall not count towards the one third provision. The retiring Committee Members should be selected in accordance with Rule 36.2.

36.2 In the absence of Committee Members standing down voluntarily, the retiring Committee Members should be those who have served the longest on the Committee since the date of their last election. If two or more Committee Members have served equally long and cannot agree who should retire, they must draw lots.

36.3 Committee Members must also retire if they have been co-opted onto the Committee under Rule 39.1 or have filled casual vacancies under Rule 38.

36.4 If a Committee Member retires from the Committee in terms of Rule 36 on the date of the next annual general meeting, that Committee Member can stand for re-election without being nominated.

37.1 If, at the annual general meeting the number of Members standing for election is less than or equal to the number of vacant places, the Chairperson will declare them elected without a vote. If there are more Members standing for election than there are vacant places, those present at the general meeting will elect Members onto the Committee, in accordance with Rule 26.2. Each Member present or who has appointed a representative will have one vote for each place to be filled on the Committee. A Member must not give more than one vote to any one candidate.

37.2 Nominations for election to the Committee can be made only by Members, must be in writing and in the form specified by the Co-operative and must give the full name, address and occupation of the Member being nominated. A Member cannot nominate himself/herself for election to the Committee. Nominations must be signed by and include a signed statement from the Member being nominated to show that they are eligible to join the Committee in accordance with Rules 34.4 and 40, and that they are willing to be elected. Nomination forms can be obtained from the Co-operative and must be completed fully and returned by hand or by post to the Co-operative's registered office at least 7 days before the general meeting.

37.3 A nomination for election to the Committee can be rejected by a decision by not fewer than three quarters of the Committee Members on one or more of the following grounds:-

37.3.1 where election to the Committee would be contrary to the Co-operative's Rules or policies; or

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37.3.2 where a conflict of interest may exist which, even allowing for the disclosure of such an interest may adversely affect the work of the Co-operative ; or
37.3.3 where there is clear evidence of relevant circumstances from which it is concluded that election to the Committee would not be in the best interests of the Co-operative.

37.4 The rejection of a nomination for election to the Committee shall be notified to the Member concerned in writing at any time prior to the date of the relevant annual general meeting.

38 If an elected Committee Member leaves the Committee between the annual general meetings, this creates a casual vacancy and the Committee can appoint a Member to take their place on the Committee until the next annual general meeting.

Co-optees

39.1 The Committee can co-opt to the Committee or to a sub-committee anyone it considers is suitable to become a Committee Member or member of a sub-committee. Co-optees do not need to be Members, but they can only serve as co-optees on the Committee or sub- committee until the next annual general meeting or until removed by the Committee. A person co-opted to the Committee can also serve on any sub-committees.

39.2 A person appointed as a co-optee shall undertake the role of Committee Member or member of a sub-committee and accordingly will be subject to the duties and responsibilities of a Committee Member. Co-optees can take part in discussions at the Committee or any sub- committees and vote at Committee and sub-committee meetings on all matters except those which directly affect the Rules, the membership of the Co-operative or the election of the Co- operative's Office Bearers. Co-optees may not stand for election, nor be elected as one of the Office Bearers of the Committee.

39.3 Committee Members co-opted in this way must not make up more than one-third of the total number of the Committee or sub-committee members at any one time. The presence of co- optees at Committee Meetings will not be counted when establishing whether the minimum number of Committee Members are present to allow the meeting to take place as required by Rule 45 and the presence of co-optees will not count towards the quorum for sub-committee meetings.

Eligibility for the Committee

40.1 A person will not be eligible to be a Committee Member and cannot be appointed or elected as such if:-

- 40.1.1 he/she is an undischarged bankrupt, has granted a trust deed which has not been discharged or is in a current Debt Payment Plan under the Debt Arrangement Scheme; or
- 40.1.2 he/she has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974 or an offence under the Charities and Trustee Investment (Scotland) Act 2005; or
- 40.1.3 he/she is a party to any legal proceedings in any Court of Law by or against the Co- operative ; or

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- 40.1.4 he/she is or will be unable to attend the Committee Meetings for a period of 12 months; or
- 40.1.5 he/she has been removed from the Committee of another registered social landlord within the previous five years; or
- 40.1.6 he/she has resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of his/her receipt of notice of a special committee meeting convened to consider a resolution for his/her removal from the Committee in terms of Rule 41.5; or
- 40.1.7 he/she has been removed from the Committee in terms of Rules 41.4 or 41.5 within the previous five years; or
- 40.1.8 he/she has been removed, disqualified or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005; or
- 40.1.9 he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales or by Her Majesty's High Court of Justice in England on the grounds of any misconduct in the administration of the charity for which he/she were responsible or to which he/she were privy, or which his/her conduct contributed to or facilitated; or
- 40.1.10 a disqualification order or disqualification undertaking has been made against that person under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company); or
- 40.1.11 his/her nomination for election to the Committee has been rejected in accordance with Rule 37.3 during the period between the return of the completed nomination form and the commencement of the relevant Annual General Meeting.

40.2 A person cannot be re-elected as a Committee Member if the Committee is not satisfied under Rule 34.6 of the individual's continued effectiveness as a Committee Member. In these circumstances the Committee must not allow the individual to stand for re-election

41 A Committee Member will cease to be a Committee Member if:

- 41.1 he/she resigns his/her position as a Committee Member in writing; or
- 41.2 he/she ceases to be a Member unless he/she is a co-optee in terms of Rule 39.1 or an appointee of The Scottish Housing Regulator; or
- 41.3 he/she misses four Management Committee meetings in a row without special leave of absence previously being granted by the Committee either at his/her request or by exercise of the Committee's discretion; or
- 41.4 the majority of Members voting at a general meeting decide this. (The Members at the meeting may then elect someone to take his/her place. If a replacement is not elected at the meeting, the Committee may appoint a Committee Member in terms of Rule 38); or
- 41.5 the majority of those remaining Committee Members present and voting at a special meeting of the Committee convened for the purpose decide to remove him/her as a Committee Member. The resolution to remove him/her as a Committee Member must relate to one of the following issues:

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- 41.5.1 failure to perform to the published standards laid down by the Scottish Federation of Housing Co-operatives and/or The Scottish Housing Regulator adopted and operated by the Co-operative ;
- 41.5.2 failure to sign or failure to comply with the Co-operative 's Code of Conduct for Committee Members; or
- 41.5.3 a breach of the Co-operative 's Rules, standing orders or other policy requirements;
- 41.6 he/she becomes ineligible as a Committee Member in terms of Rule 40; or
- 41.7 he/she is a co-optee or was appointed to fill a casual vacancy and whose period of office is ended in accordance with Rules 36.1 or 39.1; or
- 41.8 he/she is a Committee Member retiring in accordance with Rule 36.1.

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