
COMMITTEE MEMBERS INDUCTION PACK

Title:	Committee Members Induction Pack
Purpose of Procedure:	To provide new committee members with basic information relating to the Association and how it operates.
Section:	Committee
Date:	June 2018
Review Date:	June 2021
Regulatory Standards & Guidance:	Standard 6
	6.1 The RSL has a formal, rigorous and transparent process for the election, appointment and recruitment of governing body members. The governing body annually assesses the skills, knowledge and diversity it needs to provide capable leadership, control and constructive challenge to achieve the RSL's purpose, deliver good tenant outcomes, and manage its affairs.
	6.3 The RSL supports new governing body members with effective responsibilities. Existing governing body members are given ongoing support and training to sustain their continued effectiveness.
Reference:	Regulatory Standards & Guidance

BLAIRTUMMOCK HOUSING ASSOCIATION LIMITED

COMMITTEE MEMBER INDUCTION PACK

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1.0 INTRODUCTION

1.1 What is Blairtummock Housing Association?

Blairtummock Housing Association is a voluntary organisation which builds, improves and manages houses, mainly for rent. Houses are provided for people with a variety of needs: general family accommodation; houses for elderly, disabled or disadvantaged people. Blairtummock Housing Association operates within a specific geographic area – Blairtummock, Rogerfield and South Rogerfield

1.2 What makes a Housing Association different?

Housing Associations form part of the "Social Rented Sector" in Scotland. They differ from private landlords and developers as they do not trade for profit. They are also different from local authorities, new towns and other "public" landlords in some important ways:

- They are controlled by voluntary management committees
- They are usually small - few have more than 1,000 houses
- They are accountable to their members
- Most concentrate either on a particular area or on the needs of a specific group

1.3 Who runs a Housing Association?

Blairtummock Housing Association is run by a voluntary Committee of Management. The Committee is made up of members of the housing association who are elected at the AGM. The members of the committee must ensure that they are properly in control of the Association's activities and that they are kept informed of new developments.

Membership of the Association is open to anyone aged 18 or over (16 for tenants), who have an interest in its work. Members buy a share which gives life membership and an entitlement to attend and vote at AGMs. This costs £1.00. The Association is referred to as a community based organisation and membership is restricted to people who live within the Association's area of activity.

Members of the Association and the Management Committee are not paid for the work which they do: theirs is a voluntary contribution.

1.4 What is the Committee responsible for?

The Management Committee are responsible for the overall running of the Association, for its policies, plans, financial affairs and management and the discharge of the Association's legal duties. However, day to day management is normally delegated to staff employed by the Association. The members of the management committee are, therefore, the policy and decision makers.

Areas of responsibility which may be assumed by Committee include:

Development

- appointing consultants
- drawing up and approving the lowest tender
- monitoring progress and funding
- handover of completed scheme

Housing Management

- allocations policy
- tenancy agreements
- tenant participation and consultation
- monitoring arrears
- maintenance and repairs

Finance

- annual budget
- monitoring income and expenditure
- setting rents
- approving audited accounts

Personnel

- employing staff
- pay and conditions of service
- staff training
- health and safety

1.5 What kind of houses does the Association provide?

Most of the Association's properties are for rent although it has provided properties for sale and also shared ownership.

Some of the Association's properties are designed or adapted to meet special needs of, eg elderly or disabled, tenants. The Association has also been involved in projects which are complimentary to the provision of housing, eg. streetscaping, play areas and environmental works.

1.6 How are houses allocated?

The Association has an Allocations Policy which determines the way in which the houses and flats will be let. The Association also has an agreement to assist Glasgow City Council in rehousing homeless people.

Allocations are based on housing need and may take account of medical circumstances. The Association has some properties which are specifically for wheelchair users.

The Allocations Policy is publically available.

The Association operates an open waiting list and anyone wishing to be considered for rehousing are welcome to request an application form from the Association's Reception.

Returned application forms are processed by the Housing Management section and the applicant is notified accordingly, within 20 days.

1.7 Rents and Tenancies

The Association's tenancy agreement is a requirement of the Housing (Scotland) Act 2001 and is based on the Model Scottish Secure Tenancy Agreement, published by Scottish Executive.

The Association's rents are increased annually and should be affordable to tenants, ensure that the organisation will continue to be viable and are comparable with other landlords.

1.8 How is the Association funded?

The Association receives a grant, called Housing Association Grant (HAG), from the Government which covers part of the cost of providing houses in a particular scheme. The rest of the cost is covered by a loan from a private lender, such as a bank or building society. The Association repays the loan and finances its running costs from the rents paid by the tenants.

1.9 The Housing Association

A Housing Association must have at least 7 members and a Secretary and an agreed purpose.

The Association is registered with the Registrar of Friendly Societies and operates under an approved set of rules. The Association is also registered with The Housing Regulator and is subject to monitoring and supervisory controls by this government agency.

When the Association employs a new member of Staff the Director will arrange for them to be introduced to the Committee Members. Also all new Committee Members will be invited into the Association's office to meet Staff immediately after they join the Committee.

2.0 AIMS AND OBJECTIVES

2.1 Blairtummock Housing Association aims to improve the quality of life in the communities of Blairtummock and Rogerfield through housing and related activities.

In order to achieve this aim, the Association will seek to:

- to work in partnership with others to regenerate the community and to create sustainable community assets
- to achieve high standards of service delivery to all our residents
- to enhance the quality of the housing stock through planned investment

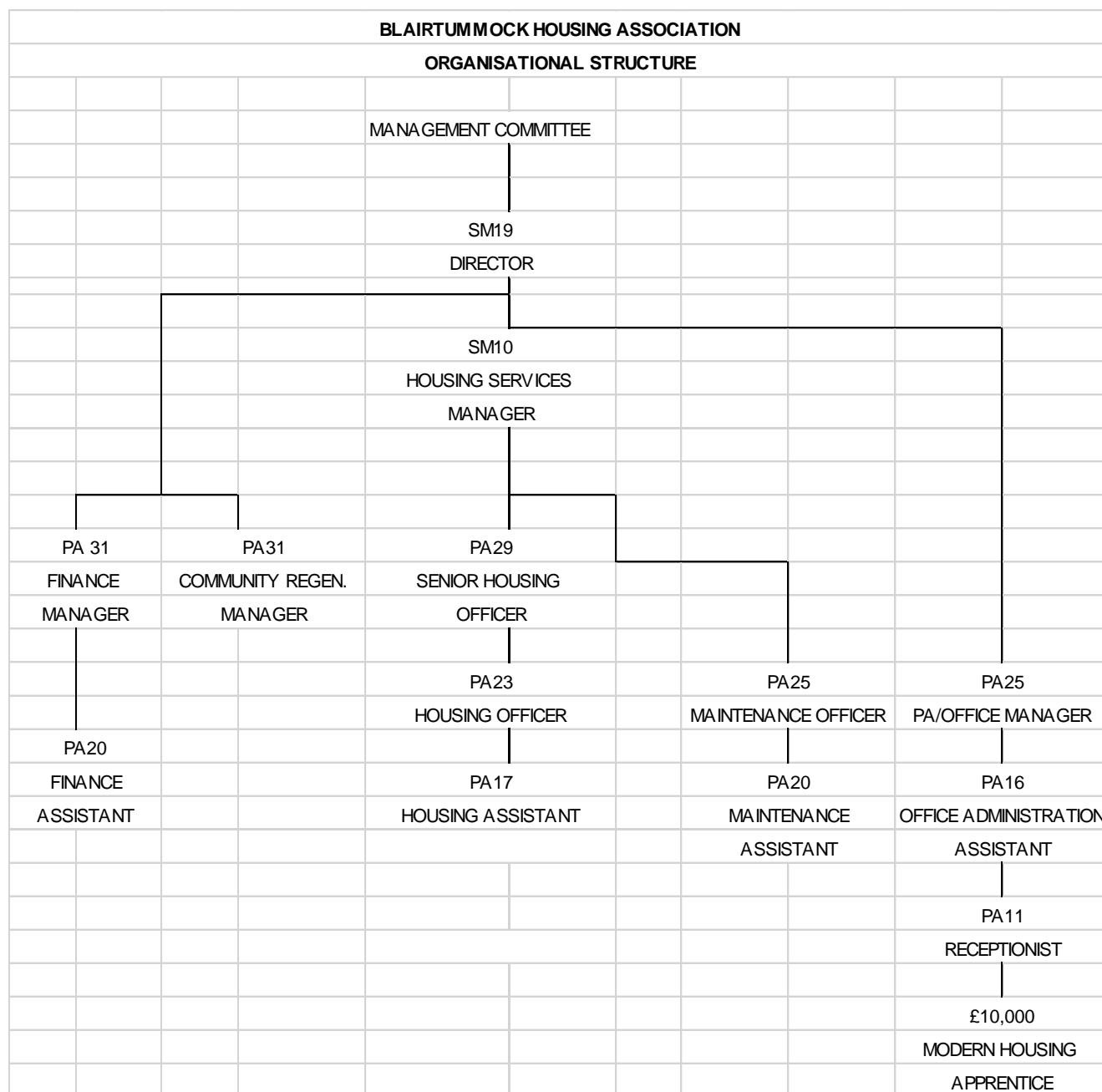
- to plan and make effective use of the Association's resources and to protect the financial strength and continued viability of Blairtummock Housing Association
- to maintain and build on the expertise and experience of our committee and staff

2.2 Housing Stock

The Association presently owns properties which consist of:-

	Refurbished	Newbuild	RTB	Improvement for sale/sold	Shared Ownership	Completion Date	Total
Rehab 1	38		1			March 1993	39
Rehab 2	35		5			March 1993	40
NB1		43 (2 Wheel-chair)				February 1995	43
NB 2		15	2			May 1996	17
NB 3		24			10	November 1997	34
NB 4		26		1	2	July 1998	29
Area 1A Rehab 3 NB 5	18	3 (1 Wheel-chair)		14	1	May 1999	36
Area 1B NB 6 Rehab 4	12	28				June 2001	40
Area 3 NB 8		89 (4 Wheel-chair)				Sept 2005	89
Area 4 NB 7		51				June 2003	51
SOOTS South Rogerfield				3	1		4
Rented South Rogerfield	6 (1 previously S/O converted to rent) 2 acquired through Mortgage to Rent					April 2002 Dec 2007 Sept 2009	6
Community Care		9				March 2002	9 (1 Mainstream)
Self Build					10		10
Blairtummock SST	114	64	14			June 2010	192
Rogerfield SST	277* - 120 demolished		13			June 2011	289
Totals	502	353	31	17	25		928

3.0 ORGANISATIONAL STRUCTURE



4.0 STAFF MEMBERS

Jacqui O'Rourke	Director
John King	Housing Services Manager
Gillian Bell	Senior Housing Officer
David McNeil	Housing Officer
Amanda McGinley	Housing Assistant
James Hart	Maintenance Officer
Gina Kavanagh	Maintenance Assistant
Eddy Ferguson	Community Regeneration Manager
Dave Robb	Finance Manager
Alison Neely	Finance Assistant
Della McKelvie	PA/Office Manager
John Goodwin	Office Administrative Assistant
Sharon Cameron	Receptionist
Demi-Leigh Donald	Modern Housing Apprentice

5.0 COMMITTEE MEMBERS

Gary Wood	Chair
Margaret Pirrie	Secretary
Irene Black	Treasurer
Lynn Blackwood	Committee Member
Yvonne Crockert	Committee Member
Catriona Jamieson	Committee Member
Betty McGill	Committee Member
Donna Miller	Committee Member
Tracy Slaven	Committee Member
Thomas Smith	Committee Member
John Wilkie	Committee Member

6.0 JOB DESCRIPTION OF BLAIRTUMMOCK COMMITTEE MEMBER

- Must have an interest in the well-being of the local community.
- Must be willing to attend training events and conferences.
- Must turn up to meetings on time.
- Must respect the confidentiality of the business of the Association during their time as a Committee member and after they cease to be a Committee member.
- Must work for the benefit of the group without personal interest.
- Must contribute to the work of the Association without personal interest.
- Must contribute to the work of the Association in a courteous manner.
- Must work hand in hand with staff.
- Issues and grievances from outside should not influence contribution to Committee workings.
- Must follow the agreed policies and procedures of Blairtummock Housing Association.

Agreed on:

Signed:

7.0 OFFICE BEARERS

7.1 The Chair

It is the Chair's responsibility to:

- ensure meetings are run competently,
- ensure discussion and decision-making is democratic,
- safeguard the rules of the organisation,
- speak on behalf of the organisation.

7.2 The Vice Chair

The Vice Chair takes on the responsibility of the Chairperson only in the absence of the Chairperson through illness or holiday leave.

7.3 The Secretary

The Secretary is responsible for the administrative tasks involved in the operation of the organisation including:

- correspondence and records,
- membership lists,
- keeping minutes,
- preparing agendas,
- preparing for the Annual General Meeting.

For incorporated organisations (Companies or IPS'S) the Company Secretary has additional legal duties.

7.4 The Treasurer

The Treasurer has responsibility for:

- the overall safety of the organisation assets,
- ensuring there are systems for recording, monitoring and the correct reporting of all financial transactions.
- ensuring that the charitable purpose of the organisation is reflected in all expenditure.
- providing each committee member with understandable and accurate financial information.

The Treasurer acts as a guide to other committee members in these matters but overall financial responsibility lies with the whole committee. Committee members also have a responsibility to ask for clarification if for any reason they feel unsure or unable to judge whether financial matters are being managed properly.

8.0 GIFTS AND HOSPITALITY

The principle of integrity requires that staff or committee should not place themselves under an obligation that might influence, or be perceived to influence, the conduct of their duties. This means that the receipt of gifts and hospitality must be subject to clear and sweeping restrictions, and that any that are accepted must be declared and recorded.

As stated in E9 of the Code of Conduct Model Policy for Governing Body Members.

You must not seek or accept benefits, gifts, hospitality or inducements in connection with your role as a member of our Governing Body, or anything that could reasonably be regarded as likely to influence your judgement. You must not benefit, or be perceived to benefit, inappropriately from your involvement with the organisation and must comply with our policies on the matter

The Conditions of Service for staff state:

“Employees should not accept any gift, favour or hospitality which is intended as, or might be deemed by others to have the effect of an inducement. It is normally clear whether an offer of hospitality etc from another party might be considered excessive or unreasonable. However, if there is any doubt contact your Line Manager”.

The SFHA Code of Governance for Committee Members states:

Each governing body member should treat with caution, any offer of gift, favour or hospitality which is made to you personally, as they could be seen as improperly influencing the governing body’s decision.

Small gifts may be permitted, but those of a significant value should be refused. Hospitality or favour of any significant nature should similarly be refused.

The offer of gifts, favours and hospitality of any kind, should be formally recorded in a register and where significant, reported to the governing body.

SFHA members are expected to have a policy on gifts and hospitality. It would also be important for the policy to involve a definition of significant value for the purpose of clarification.

8.1 GUIDELINES FOR COMMITTEE AND STAFF

- Gifts of significant value should be refused. This should apply to anything above £25 in value.
- Hospitality that could be seen as improperly influencing the decision of a Committee or staff member should be refused.
- All gifts (except low value promotional items) and hospitality, exceeding a coffee and biscuit, should be formally recorded in the Gifts and Hospitality Register. This avoids judgement needing to be exercised by the individual about what to enter.

Gifts by the Association for Committee or Staff:

Normally it is inappropriate for the Association's funds to be used for the purchase of gifts for individuals. The following exceptions to this rule apply.

- Wreaths for funerals.
- Retiral presentations.
- Flowers for serious illness and/or hospitalisation.
- Presentations in relation to openings.

In all these circumstances a ceiling of £40 per occasion should be allowed.

Parties / Celebrations

Where a budget has been approved by the Management Committee then it is acceptable for staff and Committee to benefit from these, so long as they are not gaining any benefit not freely available to all participants.

"If in doubt - don't, if you do - write it down" - Foster Evans, EVH

9.0 RELATED ORGANISATIONS

9.1 Scottish Federation of Housing Associations (SFHA)

This is a membership body which aims to represent all registered social landlords in Scotland. Any registered social landlords may become a member. Its activities and committees are open to board/committee members and staff alike. Its main activities are policy development and guidance, training, research and representation to the Government and Communities Scotland on housing issues.

9.2 Glasgow and West of Scotland Forum (GWOSF)

This is a Forum for all Housing Associations operating within Glasgow and the West of Scotland. It holds regular meetings to inform its members of topical issues, acts as a venue for SFHA Council Members to report back, represents the movement on a local strategic bodies and campaigns on agreed issues.

9.3 Scottish Housing Associations Resources for Education (SHARE)

A national agency specialising in training for housing associations and co-operatives in Scotland.

9.4 Employers in Voluntary Housing (EVH)

Formerly the Clydeside Federation of Community Based Housing Associations, EVH is the only employers organisation for voluntary housing in Scotland. It provides support services and assistance for voluntary committees and boards on staff structures, conditions of service, salaries, employment law advice, collective bargaining and training.

9.5 Easterhouse Housing Regeneration Alliance (EHRA)

This is a Forum of Community Ownership groups operating within Greater Easterhouse - Blairtummock, Calvay, Easthall, Gardeen, Provanhall, Lochfield, Ruchazie and Wellhouse. It represents its members on strategic groups and provides a focus for information exchange and campaigning.

10.0 POLICIES RELATING TO COMMITTEE MEETINGS AND MEMBERS

- 10.1** Roles, Duties and Authority of Office Bearers
- 10.2** Committee Membership Policy
- 10.3** Committee Remits
- 10.4** Committee Member Training Policy and Procedures
- 10.5** Signing of Official Documents
- 10.6** Risk Management Policy
- 10.7** Travel and Subsistence
- 10.8** Donations Policy
- 10.9** Wider Action Policy Framework
- 10.10** Communication Structure and Whistleblowing Policy
- 10.11** Health and Safety Remit and Policy
- 10.12** Equal Opportunities
- 10.13** Complaints Policy
- 10.14** Code of Conduct

11.0 GET MORE FROM YOUR MEETINGS

A C C E P T

Some responsibility for making it work

U N D E R S T A N D

What others are trying to say verbally and non-verbally

R E M E M B E R

The theme and aims of the meeting and keep to the point

O B S E R V E

Carefully the behaviour of others and the nature of the participation

L I S T E N

Attentively to discussion

C O N T R I B U T E

Positively in discussion and other activities

E N C O U R A G E

Others to respond positively to your contribution

R E L A T E

Ideas to your personal and professional experience

T O L E R A T E

Views that may be alien to your values and counter them diplomatically

12.0 APPENDICES

12.1 Appendix A

All Committee Members are required to provide their details on an annual basis. The Association is required to provide this information to The Housing Regulator.

12.2 Appendix B

This Appendix provides dates and times of all committee meetings to be held throughout the year until the AGM which is held in September. All meetings are held within the Association's offices.

12.3 Appendix C

All Committee Members are expected to complete and return this form in order that suitable times can be arranged for meetings. This information is also required on a yearly basis.

12.4 Appendix D

These forms are completed by the Office Administrative Assistant at the beginning of each meeting. Records of attendance at committee meetings are required on an annual basis by The Housing Regulator.

APPENDIX

A

BLAIRTUMMOCK HOUSING ASSOCIATION LIMITED

DECLARATION FORM

This form is to record any actual or potential conflict in interest arising under the code of conduct. It also includes requirements of Communities Scotland for the Annual Performance Return and Annual Statistical Return and the Registrar of Friendly Societies for their Annual Return. Please add any other relevant information on another sheet of paper which should also be signed and dated.

Your Details

Name

Date of Birth

Current Employment Status
.....

Place of Work
.....

Most Recent Occupation

Date of Declaration

Ethnic Origin Monitoring

Group

Asian, Asian Scottish or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese

White

- Scottish
- Other British
- Irish
- Any other

Black, Black Scottish or Black British

- Caribbean
- African
- Any other

**Mixed
Other Ethnic
Background**

Disability

Are you registered disabled? (Please tick) Yes No

If yes, please give your registration number:
.....

Details of Declaration

Are you aware of any conflict of interest? Yes No

If yes, please list:

.....

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.....

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.....

.....

.....

.....

.....

.....

Please note this could include family members, friends, associates, any firms or businesses or any payment, benefit, transaction, contract, property, gift or hospitality that may be involved (including the date) also any job application other employment that may be involved.

Membership of other Voluntary Organisations

Membership of a political party

Signed (employee)

Signed (manager)

APPENDIX

B

BLAIRTUMMOCK HOUSING ASSOCIATION LIMITED

Calendar of Meetings – 2019/2020

DATE	MEETING	TIME
September 2019		
Thursday 19 September 2019	Management Committee	6.00pm
October 2019		
Thursday 3 October 2019	Management Committee (incl. Investment)	6.00pm
Wednesday 9 October 2019	BRO AGM & Meeting	6.15pm
Thursday 10 October 2019	Management Committee – Assurance Statements Meeting	6.00pm
Thursday 17 October 2019	Housing Management & Maintenance	6.00pm
Thursday 24 October 2019	Management Committee – Assurance Statements Meeting	
November 2019		
Thursday 7 November 2019	Management Committee (incl. Staffing & Admin)	6.00pm
Monday 11 November 2019	Health & Safety	3.00pm
Monday 11 November 2019	Finance & Audit	4.00pm
December 2019		
Thursday 5 December 2019	Management Committee	6.00pm
Wednesday 11 December 2019	BRO	6.15pm
January 2020		
Thursday 16 January 2020	Management Committee (incl. Investment)	6.00pm
Thursday 23 rd January 2020	Housing Management & Maintenance	6.00pm

February 2020

Monday 3 February 2020	Health & Safety	3.00pm
Monday 3 February 2020	Finance & Audit	4.00pm
Thursday 6 February 2020	Management Committee (incl. Staffing & Admin)	6.00pm
Wednesday 19 February 2020	BRO	6.15pm

March 2020

Thursday 5 March 2020	Management Committee	6.00pm
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April 2020

Thursday 2 April 2020	Management Committee (incl. Investment)	6.00pm
Thursday 23 April 2020	Housing Management & Maintenance	6.00pm
Wednesday 29 th April 2020	BRO	6.15pm

May 2020

Thursday 7 May 2020	Management Committee (incl. Staffing & Admin)	6.00pm
Monday 11 May 2020	Health & Safety	3.00pm
Monday 11 May 2020	Finance & Audit	4.00pm
Tuesday 26 May 2020	Management Committee (ARC Only)	6.00pm

June 2020

Thursday 4 June 2020	Management Committee	6.00pm
Wednesday 10 June 2020	BRO	6.15pm
Thursday 18 June 2020	Housing Management & Maintenance	6.00pm
Thursday 25 June 2020	Management Committee (incl. Investment)	6.00pm

NO MEETINGS IN JULY

August 2020

Thursday 6 August 2020	Management Committee (incl. Staffing & Admin)	6.00pm
Monday 10 August 2020	Health & Safety	3.00pm
Monday 10 August 2020	Finance & Audit	4.00pm
Thursday 13 August 2020	Housing Management & Maintenance	6.00pm
Wednesday 19 August 2020	BRO	6.15pm

September 2020

Thursday 3 September 2020	Annual General Meeting	7.00pm
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APPENDIX

C

BLAIRTUMMOCK HOUSING ASSOCIATION LIMITED

SUB-COMMITTEE MEETINGS AVAILABILITY 2019/20

NAME: _____

I **WOULD** be available to attend meetings (tick as appropriate):

	AFTERNOON	EVENING
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

I would be interested in serving on the following Sub-committees:

Finance and Audit Sub-committee Yes/ No

Housing Management & Maintenance Sub-committee Yes/ No

Health and Safety Sub-committee Yes/ No

Subsidiary

Blairtummock & Rogerfield Opportunities Yes/No

Please list below any suggestions you may have about frequency of meetings or times for the meeting to start, etc.

APPENDIX

D

COMMITTEE ATTENDANCE

APRIL 2019 - MARCH 2020

NAME	Apr	May	May	Jun	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Irene Black														
Lynn Blackwood														
Yvonne Crockett														
Catriona Jamieson														
Betty McGill														
Donna Miller														
Margaret Pirrie														
Tracy Slaven														
Thomas Smith														
John Wilkie														
Gary Wood														

P – Present

A – Apologies

X – Absent without apologies

SL – Special Leave of Absence

- - Not required to attend as either have to be co-opted onto committee etc.

APPENDIX

E

CHECKLIST FOR NEW COMMITTEE MEMBERS

NAME:

			DATE DONE
1	Provide copy of Committee Member Induction Pack	<input type="checkbox"/>
2	Provide copy of Code of Governance	<input type="checkbox"/>
3	Provide copy of Committee Members Handbook	<input type="checkbox"/>
4	Provide copy of Committee Policies	<input type="checkbox"/>
5	Ensure completion and return of job description for Committee Members	<input type="checkbox"/>
6	Ensure completion and return of Annual Return of Charter (ARC) for Committee Member Details	<input type="checkbox"/>
7	Ensure completion and return of availability for meetings	<input type="checkbox"/>
8	Discuss calendar of meetings	<input type="checkbox"/>
9	Introduction to all staff members – brief description of each staff members position/responsibilities	<input type="checkbox"/>