



Committee Succession Planning Policy

Policy Implementation Checklist:	
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1. Overview

This Policy outlines how Linthouse Housing Association (LHA) plans for the future in relation to the recruitment, retention and development of its voluntary Management Committee. Succession planning is fundamental to ensuring achievement of our underpinning objective of strong strategic governance and financial management.

Succession planning forms part of the Association's wider business planning process; as the Association changes, the Management Committee membership must also change to meet any new challenges and developments ahead.

2. Scope

The scope of this Policy is to:

- Ensure a Management Committee that is representative of the local community and that consists of individuals with a broad diversity of skills, knowledge and experience.
- Effectively plan and manage the turnover of Committee members to ensure its composition is the correct 'fit' in order to achieve the objectives of the Association's Business Plan
- To assess the collective and individual training and development needs of members and to identify any skills or knowledge gaps.

In adopting this Policy LHA aims to demonstrate its compliance with the Scottish Housing Regulator's 'Regulatory Standards of Governance and Financial Management', specifically:

- *'The RSL formally and actively plans to ensure orderly succession to governing body places to maintain an appropriate and effective composition of governing body members to ensure sustainability of the governing body.'*

3. Objectives & Implementation

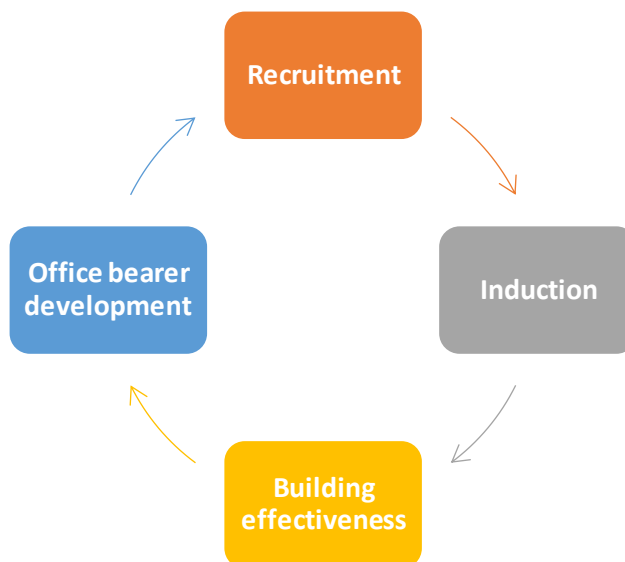
Only members of Linthouse Housing Association are eligible to join the Management Committee. The composition of the Management Committee is a minimum of 7 and maximum of 15. Where there are sufficient vacancies, members can be coopted at any time by the Committee however in order to become a full member of the Management Committee, they must be nominated by a fellow member, and approved by the membership at the Annual General Meeting.

In accordance with LHA's Rules and the Scottish Housing Regulator's expectations that Committee members will normally serve no more than 9 years, any serving member who has a tenure of 9+ years must provide clear and documented assurance that they will continue to be an effective member of the Management Committee.

A Succession Plan (Appendix 1) will be updated annually following the appraisal process to provide detail of the current Committee composition and to anticipate significant future changes or consider any skills/knowledge gaps.

3.1 The succession planning process

The following diagram illustrates the main steps involved in LHA's Succession Planning process.



3.1.1 Recruitment

Committee recruitment will be focussed on filling any identified skills, experience, diversity and knowledge gaps. The Committee annual appraisal and self-assessment process alongside the Business Plan will underpin LHA's recruitment.

We will utilise a combination of recruitment through our newsletters, website, social media and tenant events to attract interest. In addition we will pursue targeted recruitment in specialist publications, websites and networks where particular skills, knowledge or experience are required eg. HR, financial management, property development.

Where a prospective member is identified, and they agree to become a member of the Association if they are not one already, they will be invited to attend a Committee meeting as an observer. Following this the Chair and/or staff member from the Corporate Services Team will have an informal chat with them to address any questions or concerns they may have, and to see if they wish to continue with membership of the Committee.

3.1.2 Induction

All new members of the Management Committee will undergo a comprehensive induction. This will include issue of the Committee Member's Handbook and key governance information such as our Rules, Standing Orders and current Business Plan. They will also be asked to sign and complete the Governing Body Code of Conduct and Register of Interests documentation.

3.1.3 Building Effectiveness

Committee members will undertake a self-assessment and annual review process to identify individual and collective areas for training and development. Each member completes a self-assessment questionnaire in advance of their meeting with the Chair and Corporate Services Manager where they can indicate what training and development support they require in order to fulfil their role effectively.

Individual training and learning needs will then be actioned where required by the Corporate Services Team. In terms of collective Committee training, Linthouse Housing Association works in partnership with Elderpark and Govan Housing Associations and SHARE to plan and deliver an annual Management Committee Training Plan. This arrangement enables value for money cost savings and affords the opportunity for members to network and share experiences with other Govan-wide Committee volunteers.

3.1.4 Officer Bearer Development

The annual review process outlined above also aims to identify any members interested in pursuing an officer role within the Committee. Where members have shown interest, an appropriate training plan will be developed. As well as formal training, informal methods of learning and support will be utilised eg. shadowing or being mentored by the incumbent Chair/Vice-Chair for a period of time.

4. Review of Policy and Succession Plan

This Policy will undergo a full review every 3 years. The Succession Plan (Appendix 1) will be updated annually following completion of the Committee appraisal process

5. Equalities Impact Assessment

Title Of Policy	Committee Succession Planning Policy
What is the purpose of this policy?	To future proof the effectiveness of LHA's governing body in leading and directing the Association; ensuring the Committee is appropriately skilled and experienced.
Protected characteristic groups affected by this policy:	None
Who is the target audience of this policy?	Current/prospective Management Committee members.
List any existing documentation used to complete this assessment:	Self-assessment questionnaire
Has any consultation taken place with protected characteristics groups identified?	N/A
What is the likely impact?	N/A
Have you, or will you, put the policy into practice? Who is responsible for delivery of the policy?	Yes; Oversight of this Policy will rest with the Corporate Services Team
How does this policy fit into our wider or related policy initiatives?	This Policy aligns with all strategic objectives within LHA's Business Plan.
Do you have a set budget for this work?	Committee training budget is agreed annually

6. Version Control

Version Number	Name	Author	Notes
1.0	GC30 Committee Succession Planning	AG	MC approved 25.06.24