

Management Committee Membership Policy

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| Policy Guardian: | Chief Executive Officer |
| Policy Author: | Corporate Services Manager |
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1. Introduction

- 1.1 Linthouse Housing Association (LHA), is an Equal Opportunities and community-based organisation. It is non-political, non-sectarian, and seeks as broad and representative a membership across its area of operations as it can secure.
- 1.2 LHA aims to provide high-quality housing and associated services. The overall responsibility for this lies with LHA's Management Committee, which draws its members from the Association's general membership.
- 1.3 LHA's Rules govern how our Management Committee is elected or selected. This policy provides further detail on these provisions.

2. Eligibility for Management Committee Membership

- 2.1 Eligibility for Management Committee Membership is governed by LHA's Rules.
- 2.2 In particular, those seeking to join the Management Committee must:
 - Not be subject to any of the grounds for disqualification outlined in the Rules. Prospective Management Committee Members will be required to sign a declaration that they are not subject to any grounds of disqualification.
 - Agree to and sign/re-sign annually, the organisation's Code of Conduct for Governing Body members and Register of Interests.
- 2.3 More generally, Management Committee Members must have the skills and aptitudes required by LHA. The key skills and aptitudes required amongst the Management Committee Members include an understanding and knowledge of some of the following:
 - Local housing needs
 - Tenants and residents needs and concerns
 - Strategic management/performance management
 - The running of a business
 - Financial matters
 - Legal matters
 - Community relations, issues, and development needs
 - Equality issues
 - Working with local authorities
 - Property development/building
 - Human resources
 - Public relations
 - Information technology
- 2.4 It is recognised that prospective Management Committee Members are unlikely to possess all of the skills and knowledge identified above. LHA will therefore ensure appropriate ongoing training and support is provided to enable its Management Committee Members to discharge their duties.

3. Ending Membership

- 3.1 In accordance with LHA's Rules, a person's membership of the Management Committee can end in the following ways:
- If they resign their position in writing.
 - If they leave the membership of the organisation or have their membership withdrawn.
 - If they miss four Management Committee Meetings in a row without special leave of absence previously granted by the Management Committee.
 - If they are removed from the Management Committee by a majority vote, either at a General Meeting or specially convened Management Committee meeting, in favour of their removal.
 - If they stand down under provisions in the Rules about retirement of Management Committee members, and do not seek re-election
 - If they have received a payment or benefit not permitted in terms of legal or regulatory guidance.
 - If they are found to be subject to any of the grounds for ineligibility.

4. The Composition of the Management Committee

- 4.1 The process for populating the Management Committee is governed by LHA's Rules.
- 4.2 The maximum number of members permitted on the Management Committee is fifteen people.
- 4.3 If during the period between Annual General Meetings, members of the Management Committee stand down, are removed, or become ineligible, the Management Committee may fill these places from the existing membership of the organisation through the mechanism of 'Casual Vacancies' in accordance with LHA's Rules.
- 4.4 The Management Committee will be free to co-opt individuals onto the Management Committee in accordance with its Rules should there be space to do so, i.e. the maximum number of Management Committee Members is not exceeded. Co-optees may be used to appoint non-members to the Management Committee for the purpose of securing their specialist skills or expertise for a short period.
- 4.5 Co-optees may play a full part in the Management Committee and/or any Sub-committees to which they are appointed, but may not:
- Take part in decisions relating to membership;
 - Take part in decisions relating to the election of the Management Committee's Office Bearers, or stand for election as an Office Bearer;
 - Be counted towards fulfilling quorum requirements for meetings of the Management Committee or any Sub-committees.

5. Roles and Responsibilities

- 5.1 In addition to any relevant ongoing training and support, new Management Committee Members will complete an induction programme. This will cover background information on LHA and its business; as well as a more general introduction to housing associations and their governance, including clear information on what is expected of Management Committee Members.
- 5.2 Each Management Committee Member will, in exercising their role as a Management Committee Member, act in the best interests of the Association, its tenants and service users, and will not place any personal or other interests ahead of their primary duty to the Association; and, in particular, must:
- seek, in good faith, to ensure that the Association acts in a manner which is in accordance with its objects.
 - act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person.
 - in circumstances giving rise to the possibility of a conflict of interest between the Association and any other party, put the interests of the Association before that of the other party, in making decisions as a Management Committee Member.
 - where any other duty prevents them from doing so, disclose the conflicting interest to the Association and refrain from participating in any discussions or decisions involving the other Management Committee Members about the matter in question.
 - ensure that the Association complies with any direction, requirement, notice, or duty imposed on it by the Charities and Trustee Investment (Scotland) Act 2005.
- 5.3 A list of the main roles and responsibilities of Management Committee Members is contained in the Management Committee Handbook, Code of Conduct document, and the Standing Orders.

6. Public Awareness of the Management Committee

- 6.1 Management Committee members will use a range of ways to ensure that tenants, members, owners and other stakeholders of the community are aware of the composition and role of the Management Committee.

By promoting the Management Committee, LHA aims to:

- Improve understanding of how the Association works.
- Improve the accountability of Management Committee Members.
- Encourage members to become involved by exercising greater choice when electing the Management Committee at the AGM.
- Encourage members to come forward to become members of the Management Committee themselves.

7. Procedures for Filling Vacancies

7.1 Vacancies on the Management Committee can be filled in the following ways:

- At the Annual General Meeting (AGM) under the Rules for retirements and election.
- At any time during the year, under the Rules for filling casual vacancies.
- Co-option at any time during the year following advertisement or approaches to fill particular identified skills gaps.

8. Procedures for Election

8.1 All members of LHA are entitled to stand for election to the Management Committee, provided they are not subject to any of the grounds that would compromise their eligibility.

8.2 Members are entitled to nominate another member for election to the Management Committee.

8.3 Elections to the Management Committee are held at the Annual General Meeting (AGM) when one-third of the Management Committee must stand down. Existing Management Committee Members who stand down may stand for re-election without being nominated, subject to the principles outlined later concerning "Period of Service". The AGM Notice sent to members will include details of current Management Committee Members who are required to seek re-election at the AGM.

8.4 Potential Management Committee Members must be nominated if they wish to stand for election. Copies of the Management Committee Membership Nomination Form and Management Committee Membership Eligibility Form are included with the AGM notice sent to members 14 days before the meeting. The completed forms should be received at LHA's office 5 days in advance of the General Meeting taking place, complete with any biographical information that the member seeking election would like to be made available to the meeting.

8.5 Members putting themselves forward for election to the Management Committee will then be sent a copy of this policy. They will also be provided with a copy of the Code of Conduct for Management Committee Members and will be advised that, in accordance with the Association's Rules, no Management Committee member can take office unless they agree to and sign the Code of Conduct.

9. Procedures for Recruiting to the Management Committee

9.1 LHA's Management Committee is responsible for ensuring that it has the necessary expertise to control the business of the Association. On an annual basis, each Management Committee Member will be involved in an annual performance review. The Management Committee will thereafter use the outcomes of these exercises to identify any skills or experience gaps in its collective skills and knowledge and will consider any resulting succession planning issues.

9.2 Where particular skills or knowledge gaps are identified, efforts will be made to approach or advertise for suitable candidates to bolster the Management Committee.

The approaching or advertising for suitable candidates will be through a range of methods including:

- Approaching individuals with those recognised skills and/or knowledge, inviting them to become co-opted members of the Management Committee, or where this expertise is required on an ongoing basis, inviting potential co-optees to become members of the Association, as long as the co-optee fulfils the membership criteria.
- Advertising through tenants' newsletters and website.
- Advertising in specialist and/or local/ social media.

9.3 Any advertisement will set out the key skills and/or criteria required. Interested candidates will be invited to complete an application form.

9.4 The process of advertisement may be supplemented by personal approaches from members of the Management Committee and senior staff. In the event of such an approach being positive, and subject to confirmation of eligibility, the details of the individual will be submitted to the Chief Executive or Corporate Services Manager (CSM), who will issue the application and information on becoming a member.

9.5 Completed application forms will be sent to LHA's offices, and the Chief Executive or CSM, as necessary in conjunction with the Chair, will screen the applications to confirm eligibility.

9.6 Eligible applicants will be invited to attend an informal meeting with the CSM/or one or more members of the Management Committee (of whom one will normally be an office bearer). The purpose of the meeting will be to:

- Confirm the applicant's eligibility to act as a Management Committee Member.
- Establish that the applicant understands the role of the Management Committee and being a Committee Member.
- Establish the potential contribution of the applicant will be suitable, in light of the skills, knowledge, and experience sought.
- Answer any questions from the applicant.

9.7 Prospective members will be invited to attend a Management Committee meeting in an observer capacity to allow them to make an informed choice on whether they wish to pursue Committee membership or not.

9.8 Suitable applicants will be referred to the next Management Committee meeting and will either:

- Be co-opted onto the Management Committee in line with the Association's Rules or;
- Be approved by the Management Committee to fill any casual vacancy which has occurred in line with the Association's Rules or;
- Be nominated to stand for election at the AGM in line with the Association's Rules.

9.9 For clarity and good governance, all expressions of interest from individuals seeking to become Management Committee members will be referred for consideration to the Management Committee, even where their suitability may appear to be questionable.

- 9.10 However regardless of the Management Committee's views on the suitability of individuals expressing an interest in Management Committee membership, this does not prevent any member of LHA from seeking election at Annual General Meetings in accordance with LHA's Rules.

10. After Appointment

- 10.1 All new members of the Management Committee will receive a comprehensive induction to include:
- Issue of and introduction to the Management Committee Handbook.
 - An introduction to housing associations, their governance, and their regulation.
 - Briefing of the particular aims and objectives of LHA and its members; and the housing and community needs it is aiming to meet.
 - LHA's Rules.
 - Information on LHA's current programme, activities, and issues.
 - Issue and signing of Codes of Conduct and Register of Interests. No new members will be permitted to attend a Committee meeting unless they have read, understood, and signed the Code of Conduct.
 - An outline of LHA's Entitlements, Payments and Benefits Policy.
 - An outline of LHA's commitment to Equal Opportunities.
 - Roles and Responsibilities of Management Committee Members.
 - Arrangements for the annual performance review of the Management Committee and its members.
 - A summary of the current Business Plan.
 - A summary of the previous 3 months' key Management Committee decisions.

11. Annual Review

- 11.1 LHA's Management Committee will assess annually the skills, knowledge, diversity, and objectivity that it needs for its decision-making and what is contributed by Management Committee Members, by way of annual performance reviews. This will be carried out by the Chair, supported by a member of the Corporate Services Team. An external independent governance expert can be brought in if required.

12. Period of Service

- 12.1 LHA will observe good practice as laid out in the Scottish Housing Regulator's guidance on this matter. LHA will also observe the requirements of our Rules. Clause 37.6 states that any Committee member who is seeking re-election and has nine years or more continuous service must be able to demonstrate his/her continued effectiveness as a Committee member before he/she may stand for re-election.

13. Review

- 13.1 This policy will be subject to review on a three-yearly cycle.

14. Equalities Impact Assessment

| Title Of Policy | Management Committee Membership Policy |
|---|--|
| What is the purpose of this policy? | To set out the membership of the management committee in line with the Association Rules |
| Protected characteristic groups affected by this policy: | All |
| Who is the target audience of this policy? | Those wishing to become members of the Management Committee |
| List any existing documentation used to complete this assessment: | LHA Rules SOs/SoDA |
| Has any consultation taken place with protected characteristics groups identified? | No |
| What is the likely impact? | None |
| Have you, or will you, put the policy into practice? Who is responsible for delivery of the policy? | Yes, Executive Team, Corporate Services Team, and Officer Bearers |
| How does this policy fit into our wider or related policy initiatives? | Seeks to promote equality and diversity of Committee Members |
| Do you have a set budget for this work? | No |

15. Version Control

| Version Number | Name | Author | Notes |
|----------------|--|----------------------------|--|
| 5.0 | Management Committee Membership Policy | Corporate Services Manager | July 2024 – ET approval only due to minor non-material changes only |