



Cloch Housing Association

Board Induction

Policy Name	Board Induction Policy
Policy Category	GOV
Policy Number	048
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This Review	26/04/2022
Next Review	April 2025
Equalities Impact Assessment Required	No
Link to other policies	Board Recruitment
Consultation	No
Need for Procedure	No

Board Members Induction Policy

Purpose

1. The purpose of this policy is to ensure that all new Board Members receive systematic and comprehensive induction training, information and support when they join the Board, therefore enabling them to make a full contribution to the work of the Board as soon as possible.

Background

2. Board members may join the Board as a result of election, appointment or co-option. They will, as part of this process, have received some information on Cloch, its Board and how Cloch is governed. They are unlikely however to be familiar with the detailed expectations associated with being a member of the Board and may have some questions, uncertainties and apprehensions about the role they have to play.
 - 2.1 New Board members may require time to settle in. Additionally, individuals learn in different ways and at different speeds according to their previous experience and aptitudes. This policy ensures that induction is phased over a period of a year after first joining, after which time induction can be said to be complete.

Induction

- 3.1 Induction can take many forms and Cloch recognises that there are different learning styles. To help Board engage with the induction, we will offer different mediums and methods. These are listed below.

3.2 Face to Face Induction

Initially, every new Board member will be offered a face to face induction, whether that is in the office or by Zoom. The face to face meeting will include a chat about the role (to clarify that the new member understands and can ask questions). It will also review the different parts of Cloch as a business and find out where the Board member's interests lie. They will be given their iPad and shown how to access the Board Portal and Outlook. After this meeting, if the Board Member wishes to arrange further meetings, the team will welcome the chance to meet with them again.

3.3 Induction online

Once the new Board member has access to the Board Portal, they will be directed to the induction page of the portal. Here they can access the documents they will need to read and videos that will guide them in certain areas of the business. Some will be time limited ie. They need to be read as

a matter of urgency and some are there for interest and to increase the member's knowledge.

If the Board member would prefer this information to be printed, they can ask the Corporate services Team.

3.4 Mentoring and Buddy System

If the Board member feels they will benefit from a single contact on the Board, to whom they can ask questions and chat about issues, this will be arranged. Also, if the Board member needs help with the day to day workings of meetings and governance, they can ask for a mentor who can meet with them and guide them before and after meetings.

3.5 Board Member Appraisal

The first appraisal after joining will be there to help the Board Member comment on how much they have learnt and understand the business and also, ask for further training and support.

3.6 Training

The Board Member will be able to access external and internal training. Cloch offers up expenses to allow Board Members to attend one day and multi day conferences. These types of events give an opportunity to network with other Board Members from other housing associations and can give the member a broader understanding of the social housing sector.

3.7 Bus Tours

From time to time, the Association organises bus tours of our stock. This gives all new members a chance to see the stock, the estates and get a sense of the local communities in which we operate.

4.0 Equalities, diversity and Inclusion

Cloch wants to encourage a diverse Board from all sectors of our Community. We will always review the induction plan if required to provide it in a different format or method, if required.

5.0 Review

This Policy will be reviewed every 3 years by the Board.

Proposed Induction Plan Actions

1. After election to the Board, a meeting with the Director.
2. Sign up to iPad and Board Portal and an explanation of where to find the induction material. Only if required will the material be provided in paper form. This will include access to remits, essential governance polices and so on. Training can be given on accessing Outlook and Zoom.
3. Signing of Code of Conduct and other policies and an explanation of each. (Corporate Services)
4. Invitation to the Board and both Sub-Committees to allow the new member to see the business as a whole before deciding which sub-committee to join.
5. After the first meeting, asked if they would like a Buddy or a mentor to assist them understand the the work of the Association and also, how to conduct themselves at a Board Meeting.
6. Offer of chat with each Head of Service to find out more about each section.
7. Corporate Services Staff to work with Board member on the Induction Material on the Portal to ensure they have an understand and have accessed all information.
8. In Early Summer, the Board member will take part in their first appraisal. The Director or Head of Corporate Services will coach them through how this works).
9. Invitation to a tour of stock will be given.
10. The new Board member will be offered access to training courses that are felt to be useful to increase their confidence and knowledge.