

Board Members Induction Policy

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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 to the way the Board operates and learn its procedures. 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.

Structure of Induction

3.1 Welcome and Introduction to the Board

Upon attending their first meeting, the new member will be formally welcomed by the Chair and introduced to other Board members and the senior staff in attendance. After the end of this meeting, the Chair will seek feedback from the new member and answer any immediate questions.

3.2 Induction Meeting

This meeting will supplement the meeting held prior to their formally joining and should be attended by the Director and Chair and possibly the Senior Management Team if available. The prime purpose of this meeting will be to welcome the new member, introduce Cloch's governance arrangements and hand over and briefly explain the the Induction Pack. The contents of the Pack are listed in Schedule 1. At this meeting the new member will be asked to sign the Code of Conduct and give details of any interests which could overlap with or conflict with (or be seen to overlap or conflict with) those of the Association or the Oak Tree Group; these will be recorded in the formal Register. The new Board Member will be offered the support of an experienced member as Mentor at this point. They will meet senior staff and learn about the different sections of the organisation.

3.3 Support and Mentoring

New Board Members will be offered the support of an experienced Board member to whom they may turn for advice or information during their first year as a member. The supporting member will have the responsibility of mentoring the new member, explaining terms and giving further information on aspects of the association's work. Meetings between the supporting member and new member will take place regularly, but primarily on an informal basis

3.4 Skills Audit

At this meeting or shortly afterwards, the new member will be asked to supply further information on the knowledge, skills and other qualities they bring to Cloch's Board. This will be in the form a skills audit, based on the skills and experience required by the Association. The results of this skills audit will be used to inform the preparation of further training and development priorities for the coming year.

3.5 Training Programme.

If there is Induction Training Programme to be run in-house, the new member will be offered this training. If there is no Induction Training programme in-house, they will be asked to consider booking external training courses on areas such as governance and employment legislation. Also, new member will be invited to take part in the collective training programme drawn up for the Board as a whole, designed to improve the overall effectiveness of the Board. The new member will also be invited to participate in the Board review and planning events which take place during the year.

3.6 Visits to the Housing Stock

Within the first year, new members (possibly in conjunction with other Board members) will be invited to visit different parts of the association's housing stock, to better understand the housing conditions and the needs of the communities served by the association

3.7 Member Review

After a period of approximately one year on the Board, a review will be conducted of the Board Members first year at Cloch and a discussion will take place on their training and development. If appropriate, outstanding actions can be rolled forward for the next year as can the support and mentoring arrangements. At this point, the induction programme can be drawn to a close.

4. Review of Policy

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

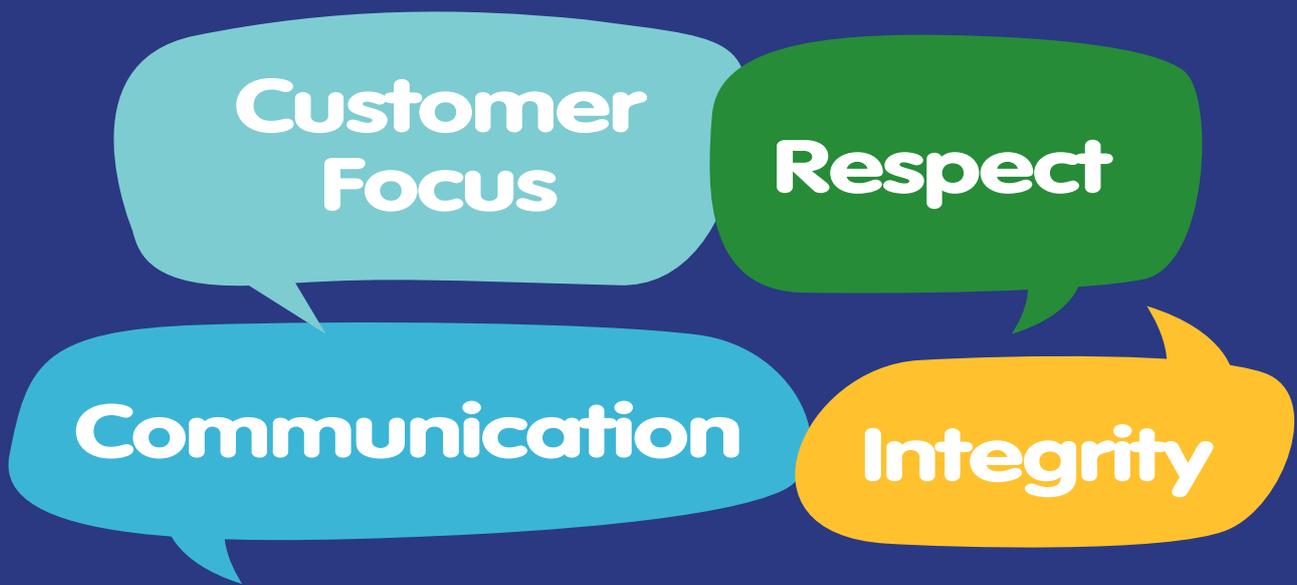
Induction Pack

Part 1

(to be presented and explained to the new member at the first meeting with the Chairperson/Chief Officer, immediately after joining)

- Rules
- Independence Agreement
- Board Member Role and Responsibilities
- Board Member Code of Conduct
- Jargon Busters
- Business Plan
- Standing orders
- Management Board Remit
- Sub-Committee Information
- Meeting Calendar
- Board Contact Details
- Staff Organisation Chart
- Policy on Entitlements, Payments and Benefits
- Policy on Gifts and Hospitality
- Policy on Declarations of Interest
- Policy on Board Member Expenses (and Forms)
- Financial Regulations

Access to all other policies will be made available through One Drive



CLOCH HOUSING ASSOCIATION LTD	
Policy Name	Board Members Induction Policy
Policy Category	GOV
Policy Number	048
Date Adopted	01/09/2012
This Review	05/06/2018
Next Review	June 2021
Equalities Impact Assessment Required	
Link to other policies	Board Members Recruitment
Consultation	Internal
Need for Procedure	