

# New Board Member Induction Policy



**Muirhouse  
Housing  
Association**



**Muirhouse  
Homes Ltd**

<b>Title of Policy:</b>	<b>New Board Member Induction Programme</b>
<b>Date of Adoption or Last Review:</b>	30 March 2020
<b>Lead Officer:</b>	Stevie McAvoy, Chief Executive
<b>Date of Next Review:</b>	March 2023
<b>Regulatory Standards of Governance and Financial Management:</b>	Standard 6: The governing body and senior officers have the skills and knowledge they need to be effective.

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## **1. Introduction and Purpose**

- 1.1 Muirhouse Housing Association (MHA) Induction Programme is designed to help new Board Members to feel equipped and able to contribute effectively as early as possible.
- 1.2 The Scottish Housing Regulator's Standards of Governance and Financial Management require that *all new governing body members receive an effective induction programme to enable them to fully understand and exercise their governance responsibilities. (Standard 6.5)*. This Induction Programme will ensure that MHA complies with this standard.
- 1.3 New Board Members will already have received some information through the application pack and recruitment process. The Induction builds on that and is designed to provide:
  - An introduction to MHA, its Business Plan and strategic priorities;
  - Familiarisation with the regulatory framework, in particular the Scottish Housing Regulator's Standards for Governance and Financial Management;
  - Familiarisation with MHA's governance arrangements; and
  - An introduction to key policies.
- 1.4 The Induction Programme includes the following elements:
  - Welcome Session
  - Mentor Support
  - Induction Pack
  - Induction Appraisal

## **2. Welcome Session**

- 2.1 New Board Members will attend a Welcome Session within one month of becoming a Board Member. The Welcome Session will include briefings on the following:
  - An outline of MHA, and its operations
  - MHA Business Plan and strategic priorities
  - The Regulatory Framework
  - The Scottish Social Housing Charter
- 2.2 The Welcome Session will include a tour of the area of operation with a senior member of staff and an opportunity to visit the office and meet key members of staff.

## **3. Induction Pack**

- 3.1 New Board Members will receive an Induction Pack which will include the following:
  - A summary of MHA and what it does
  - Copies of the two most recent newsletters
  - The latest annual accounts
  - Strategic Documents

- MHA's Business Plan
- Value for Money Strategy
- Governance Documents
  - Code of Conduct
  - Rules of the Association
  - Standing Orders
  - Board Role Descriptions
  - Board Assurance Forward Plan
  - Declaration of Interest Form
- Key Governance Policies
  - Board and Senior Staff Performance Management Framework
  - Entitlements, Payments and Benefits Policy
  - Board Expenses Policy
  - Whistleblowing Policy
  - Board Grievance Policy and Process
  - Equality, Diversity and Inclusion Policy

#### **4. Mentor**

- 4.1 Each new member will be allocated an experienced Board Member who will act as a Mentor for a period of six months. The Mentor will make themselves available to answer any questions or concerns and will give advice as required.

#### **5. Induction Appraisal**

- 5.1 In accordance with MHA's Board Member and Senior Staff Performance Management Framework, new members who have been elected at the AGM will receive an Induction Appraisal in September/October.
- 5.2 The purpose of the Induction Appraisal is to ensure a mutual understanding of the Board Members' role and to explore skills, training and development requirements.
- 5.3 A Training and Development Plan will be developed following the Induction Appraisal.

#### **6. Review**

This Programme will be reviewed every three years unless key changes are required earlier to comply with legislation, guidance or new learning.