



## Bridgewater Housing Association Policy

<b>Policy name</b>	Board Members Induction
<b>Policy category</b>	Corporate (HR)
<b>Policy number</b>	CS62
<b>Date adopted</b>	12 <sup>th</sup> April 2023
<b>Last review</b>	
<b>This review</b>	2023
<b>Next review</b>	2026
<b>Equalities impact assessment required</b>	
<b>Links to other documents</b>	<ul style="list-style-type: none"> <li>• Board Member Recruitment, Retention and Succession Policy</li> <li>• Board Member Development Policy</li> <li>• Board Terms of Reference</li> <li>• Code of Conduct for Board Members</li> </ul>
<b>Consultation</b>	

## **1. INTRODUCTION**

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 Bridgewater Housing Association, its Board and how the Association 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.

New Board members may require time to settle into 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.

## **2. SHR STANDARDS OF GOVERNANCE AND FINANCIAL MANAGEMENT**

This policy is intended to provide additional assurance to the Board of Bridgewater Housing Association that it is complying with:

### **Standard 1**

The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

### **Standard 2**

The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.

### **Standard 4**

The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.

### **Standard 5**

The RSL conducts its affairs with honesty and integrity.

### **Standard 6**

The governing body and senior officers have the necessary skills and knowledge they need to be effective.

## **3. PURPOSE**

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.

## **4. STRUCTURE OF INDUCTION**

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.

### **Induction Meeting**

This meeting will supplement the meeting held prior to their formally joining and should be attended by the CEO and Chair and possibly the Leadership Team if available. The prime purpose of this meeting will be to welcome the new member, introduce Bridgewater's governance arrangements and hand over and briefly explain the Induction Pack. The contents of the Pack are listed in [Appendix 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; 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 be offered the opportunity to meet senior staff and learn about the different sections of the organisation.

### **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.

### **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 Bridgewater's Board. This will be in the form of 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.

### **Training Programme.**

If there is Induction Training Programme to be run in-house or via FLAIR Academy, the new member will be offered this training. If there is no Induction Training programme in-house or via FLAIR Academy, they will be asked to consider booking external training courses on areas such as governance and employment legislation. Also, the 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.

### **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.

### **Member Review**

After a period of approximately one year on the Board, a review will be conducted of the Board Members first year at Bridgewater 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.

## **5. GDPR**

All Board Members personal data will be handled in line with our obligations under the current data protection legislation. Information regarding how Board Members personal data will be used and the basis for processing the data is set out in Bridgewater's Board Member Privacy Notice, which will be provided during the induction process.

## **6. POLICY AVAILABILITY**

This document can also be provided in large print, braille, audio or other non-written format and in a variety of languages, on request.

## **7. MONITORING AND REVIEW**

This policy will be reviewed every three years, unless amendment is prompted by a change in legislation, operational requirements or staff feedback.

**INDUCTION PACK**

To be presented and explained to the new member at the first meeting with the Chairperson/Chief Executive Officer, immediately after joining:-

- Rules
- 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 other policies/documents will be made available through access to Bridgewater's Intranet or by request from any member.