Community Counts
Milnbank
Housing Association
53 Ballindalloch Drive, Glasgow G31 3DQ

TO:	Management Committee
PREPARED BY:	Linda Sichi (Deputy CEO)
SUBJECT:	COMMITTEE INDUCTION POLICY
DATE OF MEETING:	09 September 2025
APPROVED BY:	Paul Martin (CEO)

COMMITTEE INDUCTION POLICY

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COMMITTEE INDUCTION POLICY

CONTENTS

1. MHA's Strategic Objectives
2. MHA's Values
3. Regulatory & Legislative Compliance
4. Policy Introduction
5. Principles of policy
6. Induction Programme
7. Providing support to new members
8. Equality & Human Rights
9. Data Collection
10. Monitoring & Review of Policy

1. MILNBANK HOUSING ASSOCIATION (MHA) STRATEGIC OBJECTIVES

MHA's mission is to provide excellent homes and services in a thriving community. We believe that people living in the MHA community should:

- Have warm, safe, and affordable homes, and receive excellent services from MHA.
- Live in neighbourhoods that are clean and well cared for, with real community pride.
- Have access to opportunities and services that promote a good quality of life.

2. MHA's VALUES

Working as 'One Milnbank' so that we offer the same quality of services, support and housing to all tenants and residents.

3. LEGAL & REGULATORY COMPLIANCE

The Management Committee leads and directs MHA to ensure good outcomes for its tenants and other service users. MHA adheres to the Scottish Housing Regulator's Regulatory Framework Financial & Regulatory and to all relevant legal employment requirements associated with this policy. For the Committee Induction Policy, Regulation Standard 6.1 applies The RSL has a formal, rigorous and transparent process for the election, appointment and recruitment of governing body members. The RSL formally and actively plans to ensure orderly succession to governing body places to maintain an appropriate and effective composition of governing body members and to ensure sustainability of the governing body.

4. POLICY INTRODUCTION

4.1 This Policy describes how Milnbank Housing Association (MHA) will provide induction training for new members of the Management Committee (MC) and Board Members of our subsidiary company.

4.2 MHA will provide induction training for the following reasons:

- To support new members and to help them to get up to speed quickly.
- To ensure that new members understand the responsibilities their role involves, under the law and in relation to their personal conduct.
- To help ensure that the people responsible for directing the business of MHA have the right mix of skills and knowledge.

5. POLICY PRINCIPLES

5.1 As a community-based organisation, MHA draws on the commitment, skills and experience of local people who volunteer and are elected to serve on the MC.

5.2 MHA will implement a structured programme of induction training, to support new committee members. All new committee members will be required to take part in the programme. MHA will be flexible in how the induction training is provided, to make training useful and rewarding, and to avoid making unreasonable demands on members' time.

5.3 In addition to the programme described in this Policy, new committee members will also benefit from training, briefing sessions and other events MHA holds for MC members.

5.4 MHA are committed to ensuring equal opportunities and fair treatment for everyone in our work. If committee members need us to adjust our standard induction programme to meet their needs, MHA will endeavour to do this.

6. INDUCTION PROGRAMME

6.1 The standard induction programme will normally consist of 3 learning blocks, followed by a review stage. The programme can be varied to reflect individual needs or interests, the aim of describing a standard programme in the Policy is to set a consistent benchmark for all new members.

6.2 MHA will designate a lead person (Induction Lead) to co-ordinate delivery of the induction programme and to act as a go to person for any advice or support needed. The Induction Lead is usually a member of staff or, a MC member as a buddy or mentor.

Block 1 – New Members' Induction Pack

New members will receive an Induction Pack. The contents will include:

- MHA's Committee Handbook
- MHA's most recent Annual Report
- Information about our staffing and committee structures, including names of current committee members and senior staff names/job titles
- MHA's most recent Business Plan
- A schedule of all Committee meeting dates

- A list of MHA's policies and procedures
- Copies of our Rules and Standing Orders
- The Code of Conduct for Committee Members, including declarations of interests form to be completed
- The committee members' Expenses Policy
- The Scottish Social Housing Charter and the SHR's Standards and Guidance on governance and financial management

Around the time of a new member's first MC meeting, the Induction Lead will meet with them to work through the documents in the Committee Members Handbook and to discuss what they mean in practice. By the end of the briefing session, the new members will have received an overview of MHA and its governance arrangements. The Code of Conduct for committee members should be signed at the end of the briefing session, and a declaration of interest's form completed. The Induction Diary Sheet, which forms part of the Committee Members Handbook, will be completed over their first 6 months of committee membership.

If the new member would find it useful to have a follow-up session on any of the Induction Pack contents at a later stage, this can be arranged. Similarly, MHA will offer help and advice on preparing for committee meetings if this would be useful.

Block 2 – Familiarisation with MHA's work

New committee members will be invited to informally meet with relevant staff members, to learn about MHA's work and current priorities. The sessions will cover overall priorities (e.g., the Business Plan) and individual service areas (e.g., housing services, maintenance, finance, property management and community engagement work). Depending on members' preferences, these sessions can be held on a single day, or as a series of individual sessions. The timing of the briefing sessions will be agreed to suit both the new member and MHA.

Block 3 – The wider picture for MHA

MHA works with many other organisations (e.g., GCC and its service departments, the Scottish Government and third sector organisations) and its work is shaped by the "bigger picture" for housing associations (e.g. changes in government policy and the role and priorities of funders and regulators). New members will receive an informal briefing session to help explain the broader context for our work. The briefing session will also cover the role of MHA subsidiary company and how roles and relationships work within the Group.

Upon completion of the 3 training blocks, the Chairperson and the Induction Lead will meet with the new member, to review how things have gone.

7. PROVIDING SUPPORT TO NEW MEMBERS

7.1 MHA recognises that everyone is different – some people will feel comfortable in their role more quickly than others. If new members wish, they can ask for an experienced committee member to provide mentoring support, to guide them through the settling-in process. This can be a useful way of discussing agenda items before meetings, feeling confident about asking questions, or learning about committee procedures.

7.2 New members can also contact the Chairperson or their Induction Lead at any time, if they have any questions or concerns, or if they just want to discuss informally how things are going. The Chairperson carries out annual skills audits with Management Committee members, to discuss members' contributions to our work and to identify learning or support needs.

8. EQUALITY & HUMAN RIGHTS

MHA's commitment to equal opportunities and we will respond to the different needs and service requirements of individuals, and we will not discriminate against any individual for any reason outlined in Equality & Human Rights Legislation.

9. DATA COLLECTION

MHA will manage all personal data in accordance with our obligations under the GDPR regulations and the Association's Policy.

10. POLICY MONITORING & REVIEW

The Committee Induction Policy will be reviewed by the Governance Sub-Committee every 3 years or as otherwise deemed necessary.