

CS005 - Board Member Recruitment and Selection Policy

MONITORING FORM	
Department	Board
Department Director	Chief Executive
This policy is applicable to	All Board members
Author	Human Resources Director
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Internal /external consultees (if required).	Board Members via the RNC

1. INTRODUCTION

- 1.1 As a Social Registered Landlord and a company regulated by the Scottish Housing Regulator, the Weslo Housing Management Board is required to exercise proper control over our activities and make decisions in the best interests of the organisation, our tenants, and staff.
- 1.2 The Board consists of 9 Non- Executive Directors [2 Tenant Directors and 7 Community Directors] and 3 Executive Directors [Chief Executive, Finance Director and Operations Director].

2. SCOPE

- 2.1 This policy applies to applicants and appointed members of the Board of Weslo Housing Management.

3. OBJECTIVE

The purpose of this policy is to:

- 3.1 Establish a clear, fair and consistent process for the recruitment of Board members;
- 3.2 Assist potential candidates in understanding the role of a Board member
- 3.3 and the level of individual commitment required;
- 3.4 Strengthen Weslo Housing Management's governance by basing Board member recruitment decisions on our annual priorities and in the best interests of our tenants, other customers and staff;
- 3.5 Achieve equality of opportunity and treatment of candidates irrespective of any protected characteristic a person might have or be perceived to have; and
- 3.6 Compliance with Weslo's Articles, Regulatory requirements and the law.

4. RECRUITMENT FOR GOOD GOVERNANCE

- 4.1 Weslo's Board will annually agree recruitment priorities to meet the needs of the business based on a self-assessment of the skills, knowledge, diversity and objectivity that it needs for its decision making.
- 4.2 This assessment is based on the results of the Board's individual annual appraisal process and collective skills gap analysis which underpins our Board Succession and Development strategy. These processes enable the Board to identify learning and development needs; skills gaps as a collective Board and plan for future vacancies arising from planned departures and business requirements. Ensuring the Board has the right mix of Executive and Non-Executive Directors; professional skills, experience, diversity and time served contributes significantly to effective Board Governance.

5. PRINCIPLES OF GOOD GOVERNANCE

5.1 'Governance' is the term used to describe the arrangements for leadership, direction and control within an organisation. The foundations of good governance are reflected in the following principles:-

- a. Focusing on the organisation's purpose and outcomes for tenants and other users
- b. Ensuring the Board and Executive Directors work together effectively in clearly defined functions and roles
- c. Promoting values for the organisation and demonstrating the values of good governance through behaviour
- d. Taking informed, transparent, decisions and managing risk
- e. Developing the capacity and capability of the Board and Executive Directors to be effective
- f. Engaging stakeholders and making accountability a guiding principle in all we do

6. RESPONSIBILITIES OF BOARD MEMBERS

6.1 Role descriptors for the Chair of the Weslo Housing Management Board and Board members is attached.

7. ADVERTISING BOARD OPPORTUNITIES

7.1 Community Director [Non- Executive] Board vacancies will normally be advertised externally using a range of resources and publications.

7.2 Executive Director positions are held by the Chief Executive, Finance Director and Operations Director.

7.3 Tenant Director [Non-Executive] Board vacancies will be advertised using our tenants' magazine and letter to all tenants and any other suitable forum, in the event there are more notes of interest in a Tenant Director Board role than vacancies permit an election will be independently supervised by the Electoral Reform Services when all tenants will have a vote.

8. APPLICATIONS AND NOMINATIONS

8.1 When vacancies arise all candidates will be able to download an application pack from Weslo's website, or received a hard copy on request from Corporate Services.

8.2 The application pack will include the following:

- a. Introductory letter from the Chief Executive
- b. Application form including eligibility for Board membership [Appendix 1]
- c. Role descriptor for the relevant role [Chair or Board Member] – [Appendix 2 and 3]
- d. Equality and Diversity monitoring form

8.3 Applications must be completed and returned to the Corporate Services office by the closing date.

9. INTERVIEWS

9.1 Candidates who respond to a vacancy or apply to join our Board will be invited to an interview to discuss the role. The panel will normally consist of the Chair of WHM Board [or designated RNC member], Chief Executive and Human Resources Director. In the event that interviews are also taking place for the subsidiary Board, the Chair of the Weslo Initiatives Board will also be on the panel.

9.2 The purpose of the interview is to:

- a. Confirm the candidate's eligibility to act as a member of the Governing Body.
- b. Establish the candidate understands the role of Governing Body members, including the likely time commitment involved.
- c. Establish the potential contribution likely to be made by the candidate, in light of their skills, knowledge and experience
- d. Answer any questions from the candidate
- e. Explain the induction process, support available and next steps

9.3 Applicants should be advised of the outcome of an interview.

9.4 Before formally accepting a place on the Board, candidates will be invited to observe at least one Board meeting.

10. BENEFITS OF BEING A BOARD MEMBER

10.1 The Chair of Weslo Housing Management is entitled to receive an annual payment of £5,000 per annum in recognition of the time and commitment required for the role, plus out of pocket expenses.

10.2 The Chair of the Remuneration and Nominations Committee [RNC] is entitled to receive a payment of £2,000 per annum in recognition of the time and commitment of the role, plus out of pocket expenses.

10.3 All other Non-Executive Directors receive no payment other than for out of pocket expenses incurred.

10.4 Holding a Board position is a well-respected position in a growing sector that is both business-like and based on strong social and community development values that include housing people in need, equality, and community regeneration.

10.5 In return for commitment and time, Weslo will provide Board members with:

- a. Induction into the activities of the Company and the social housing sector generally

- b. Clear guidance and information on your responsibilities and the work of the Company
 - c. Reports for meetings which are clearly written and presented
 - d. The opportunity for you to develop your knowledge and skills in the sector and the experience of working in a team
 - e. Clear briefing and guidance from senior staff to ensure Board decisions are made appropriately
 - f. An opportunity to make a difference to the communities in which we work
- 10.6 In addition, working with Weslo provides opportunities to meet other people from a variety of backgrounds, and to make a noticeable difference to the communities in which Weslo work.

11. INDUCTION

- 11.1 New Board Members will be given an induction and Directors pack to learn about the role of the Board, the company, and be provided with relevant information and, where appropriate, training.
- 11.2 The Board Induction Pack will cover the following:
- a. Meet the Executive Team
 - b. History of Weslo
 - c. Organisational structure and functions
 - d. Strategic Priorities
 - e. The role of a Weslo Board Member
 - f. Board Succession and Development
- 11.3 A copy of the documents issued at Induction can be found at appendix 4.

12. EQUALITY & DIVERSITY

This Policy will always be carried out in accordance with Weslo's Policy of Equality & Diversity which aims to promote diversity, fairness, social justice and equality of opportunity by adopting and promoting fair policies and procedures.

13. PUBLICISING AND AVAILABILITY

This policy is available on the Weslo website, to Board and staff members and any other key stakeholders. Copies are available free of charge. A summary of this policy can be made available in other formats and languages.

14. MONITORING & REPORTING

This policy will be reviewed annually by the RNC to ensure compliance with applicable legislative changes, changes within the organisation and best practice.

15. COMPLAINTS

Anyone wishing to make a **formal** complaint about the services provided by the organisation should do so as per our complaints procedure.