



Putting People 1st

Committee Succession Planning Policy

G.13

Adopted	27 November 2018
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This policy document can be produced in various formats, for instance, in larger print or audio-format; and it can also be translated into other languages, as appropriate.

Our equality and diversity policy statement describes our key equality commitments that we use to develop all organisational services; this includes employment services and services to tenants and other customers.

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1. Purpose of the Policy

This policy is intended to ensure that the governing body of Pineview Housing Association, the management committee, is made up of people who have the necessary range of skills, knowledge, experience, enthusiasm, diversity and objectivity that are needed to lead the organisation effectively.

This policy operates alongside our policies on training and development, recruitment, role descriptions and committee reviews.

In adopting and implementing this policy Pineview Housing Association aims to demonstrate compliance with the SHR's Regulatory standards of Governance and Financial Management.

2. The Composition of the Governing Body

The management committee (committee) can have up to 15 members who normally serve for a term of three years. Committee members are eligible to stand for re-election at the end of their term. The committee recognises that it can take time to develop the knowledge and experience to be confident in exercising the responsibilities of being a committee member, so aims to have a balance of experienced and more recently recruited members.

A succession plan will be developed after each cycle of committee member annual reviews which will identify when each committee member's term of office is expected to end and whether they intend to stand for re-election. In the event that the committee identifies that there may be a significant proportion of retirements at the same time, consideration may be given to re-scheduling the planned dates (as permitted by the Rules) to avoid any negative impact on the composition and functioning of the committee.

As part of the Committee Recruitment Policy the committee identifies the range of qualities, knowledge, skills and experience which this organisation needs: reviewed annually, taking account of the outcomes from the annual programme of committee reviews and our business planning requirements.

As part of the annual committee performance review process, the committee will review its composition to identify any gaps and/or priorities for recruitment. These priorities will be notified to the shareholding membership in advance of the AGM to help potential nominees in their decision-making. When identifying priorities, the committee will consider its anticipated requirements over the next three years.

The annual review will inform the development of the committee training programme to ensure that members' skills and knowledge are constantly developed and updated regularly.

The results of the annual review will be considered following the AGM and any remaining priorities will inform the committee's consideration of the potential benefits of seeking to recruit additional members.

3. Office Bearers

The committee will elect office bearers annually, following the AGM (and in between if required due to resignations or leave of absences).

As part of the annual review process, individual committee members will be invited to indicate whether they might be interested in taking on additional office bearer responsibilities. This information will form part of the succession plan which will be reported to the committee as part of the outcome of the annual reviews.

The Chair will normally be expected to serve for between three and five years. Where appropriate and approved by the management committee, the Chair can serve for longer than five year but not continuously and must have a break of at least 1 year between terms. Normally, the Chair should have some previous office bearer experience, whether with Pineview Housing Association or in another similar organisation. The committee has agreed a role description for the Chair. The committee's preference is that any member standing for election as Chair ideally have at least 2 years' experience with Pineview Housing Association.

Pineview Housing Association may from time to time choose to have a sub-committee; the convenors of any sub committee will gain relevant experience in this role to enable them to also consider taking on the role of chair. To support committee members' development, individual committee members will not normally hold more than one office-bearing role at a time.

The vice-chair, and any sub-committee convenor, is elected annually and will not normally serve for more than **two** consecutive years in the same role. This is intended to ensure that as many members of the committee as possible are able to gain experience of office-bearing roles. This is intended to support effective succession planning and committee member development.

The Chair will act as a mentor for the vice-chair and any sub-committee convenors, ensuring that all are adequately supported in their roles. The role of vice-chair is intended to support the Chair and to provide an opportunity for committee members to gain experience in that role.

All office-bearers will be encouraged to attend appropriate training and these opportunities will be publicised to all committee members. Pineview Housing Association recognises the value of all committee members being aware of the responsibilities associated with office-bearing roles to ensure that knowledge is developed, there is clarity about expectations and support requirements are identified.

4. Co-options

Where the elections at the AGM do not result in all of the available places on the governing body being filled, the committee will consider the potential for co-option. At the first meeting after the AGM, the composition of the management committee

will be considered and a decision taken about whether to co-opt additional members. In reaching their decision, the committee will take account of the overall profile of the committee, the relative experience of its members and the availability of potential office-bearers, taking account of the succession plan.

The committee may co-opt up to a third of its membership. Co-options shall be undertaken as part of a planned recruitment exercise, in accordance with our recruitment policy. Where co-opted members are eligible to become shareholding members, in accordance with our membership policy, they may be invited to join the association and to stand for election at the next AGM. Where co-opted members are not eligible to become shareholding members, the committee may co-opt a member for subsequent terms to provide specific knowledge and experience as required by the committee review. All co-opted members shall be required to undertake training and participate in annual reviews as if they were elected members.

5. Adoption and Review Arrangements

To be reviewed every 3 years unless required sooner.