



COMMITTEE RECRUITMENT POLICY

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1 INTRODUCTION

1.1 Our Management Committee has the important responsibility of directing and controlling the Association. As a registered social landlord and a charity, it is vital that we have people with the right skills and experience to carry out this role.

1.2 We will therefore:

- Be clear about the mix of skills and experience necessary for our Management Committee to operate effectively, and re-assesses these annually.
- Annually assess the skills and experience which management committee members currently hold and match these against the skills and experience we need (skills audit).
- Identify gaps between the skills and experience required and those currently held.
- Take steps to fill those gaps by a mix of:
 - Structured training and development programmes for the Management Committee as a whole and/or for individual management Committee members.
 - Recruitment (through election at the AGM and/or by co-option or appointment during the year) of additional members in an open and transparent basis
- Ensure a process of succession planning is adopted for office bearers, to protect and enhance the skills and experience held by individuals in the event of an office bearer's departure from the Management Committee.

1.3 This Policy sets out the steps we will take to secure additional skills through recruitment; but as indicated above it forms part of a range of measures designed to increase the capacity of the Management Committee.

2 What we are looking for.

2.1 We are looking for individuals to serve as Committee Members who can demonstrate the following:

A **commitment** to supporting the local community that Calvay Housing Association serves and to support the needs of our service users, by the provision and development of high quality housing and housing related services. Members will also be expected to demonstrate a **willingness** to work as a member of a **team** which has responsibility for **directing** the work of the organisation'

2.2 In addition, prospective members should have knowledge, skills and experience in **at least one** of the areas listed below

Local Knowledge: for example, awareness of the housing needs in the area we work in, knowledge of local issues in Calvay and Barlanark and the people who

live here, awareness of concerns facing the Association`s tenants, familiarity with GCC plans, priorities and practices.

Business Skills & Knowledge: for example, strategic and business planning, personal or human resource issues, financial planning and control, monitoring and control of performance, corporate management/administration or legal experience.

Specialist Housing Knowledge: For example, knowledge of housing management and maintenance, housing-related legislation, Scottish Social Housing Charter, Regulatory Framework for the Scottish RSL`s, OSCR`s requirements, housing finance, equal opportunities.

2.3 It is not expected that every member will be an `expert` in all or even most of these areas. We are looking primarily for those who feel they have a contribution to make to the work of the Association and who can offer the relevant knowledge and/or experience; we will ensure that Committee Members, once on the Committee, have the opportunity to enhance their existing skills and knowledge through development and training.

2.4 We are committed to equality of opportunity in the way our Management Committee operates. We welcome applications from all individuals, irrespective of age, gender, racial origin, sexual orientation and disability. We are particularly keen to provide opportunities for the involvement to individuals who are under-represented in public life or who are currently under-represented on our Management Committee. This however will not take precedence over the need to have people with the right skills and experience.

3 WHAT MANAGEMENT COMMITTEE MEMBERS GET OUT OF IT

3.1 We do not make payment to members of the Management Committee, although we will pay reasonable expenses. However, that does not mean to say that Management Committee Members get nothing in return for their time and commitment. Amongst the rewards from being a Committee member are:

- .The satisfaction of helping improve the lives of local people.
- .The opportunity to develop knowledge and personal skills.
- .The opportunity to work in a stimulating and mutually supportive environment.
- .The opportunity to stand for one of the office bearer positions.
- .The knowledge that members are contributing to an organisation committed to improving the quality of life of its tenants and communities.

4 RECRUITMENT

4.1 In addition to developing the skills and knowledge of existing Management Committee members, we will seek to recruit to fill gaps identified through the skills audit and annual Management Committee review processes. The recruitment will be done in accordance with our constitution, and will take the form of co-option (the number of co-optees is limited to one-third of the membership of the Management Committee), the filling of casual vacancies left by the retirement of existing Management Committee members, or by appointment (for up to a period of three years) and by encouraging people with the appropriate skills to stand for election at the AGM

4.2 We will also seek to identify any current groups which are under-represented on our Management Committee, with references in particular to age, gender, ethnic origin and disability..

4.3 We may promote the opportunity to become a member of the Management Committee through the use of:

Advertisements on the Association's website and Facebook page

.Advertisements in the local and specialist housing press.

.Circulation of information to partner organisations and other stakeholders.

.Circulation of information to tenant organisations and community groups.

.Circulation of information to members of the association.

.Circulation of information to other voluntary organisations and social enterprises.

In each case inviting enquiries from interested individuals.

4.4 The advertisement will highlight the particular skills and areas of experience where gaps have been identified, and we will, if applicable, encourage applications from under-represented groups.

4.5 Those enquiring will be issued with a **recruitment pack**, consisting of the following:

- Information on Background and History of Calvay Housing Association
- Explanatory information on the process of becoming a Management Committee member
- Management Committee Member role description.
- Application form, which asks for information on the areas of skills, knowledge and experience which the applicant can offer, and for personal information to allow equal opportunities monitoring.

Where it has been identified that particular skills are required, this will be mentioned in the job advert/

4.6 The process of advertisement may be supplemented by personal approaches from members of the Management Committee or senior and other staff of the association. In the event of such an approach being positive, the details of the individual will be submitted to the Director, who will issue the recruitment pack as described.

4.7 Completed application forms will be sent to the Association's Offices, and the Director will screen the applications in order to confirm and applicant's eligibility.

4.8 Eligible applicants will then be invited to attend the informal meeting with the Director and Chair). The purpose of the meeting will be to:

- Confirm the applicant's eligibility to act as a member of the Committee
- Establish that the applicant understands the role of Management Committee members, including the likely time commitment involved.
- Establish the potential contribution likely to be made by the applicant, in light of the skills, knowledge and experience sought by Calvay.
- Answer any questions from the applicant
- Explain the potential benefits of having an experienced Management Committee Member supporting and mentoring the applicant, if successful.

- 4.9 Successful applicants will be invited to attend a meeting of Management Committee as observers before their membership of the Committee is considered.
- 4.10 Co-opted members of the Management Committee are encouraged to become shareholding members of the Association but this is not a requirement. Co-opted members cannot vote on matters relating to the membership of the Association or the election of office bearers; nor can they themselves stand for the election as office bearers. They can only serve as co-optees on the Management Committee until the AGM following their co-option, at which point they must, if they wish to continue to serve as members of the Management Committee, stand for election.
- 4.11 Occasionally, vacancies on the Committee can arise as a result of the retirement or resignation of existing Management Committee members during the course of the year (this is known as a casual vacancy). Committee can choose to fill a casual vacancy via co-option or by filling the vacancy. Under the Association's rules, an individual filling a casual vacancy must first become a member of the Association.

5 SKILLS AUDIT

- 5.1 As part of the induction programme, an initial training needs assessment will be carried out in order to identify immediate training needs.
- 5.2 Thereafter there will be an opportunity for each of the members to update this assessment through the annual skills audit interview. This will be linked to an assessment of individual performance. On the basis of that interview, we will draw up a structured training and development programme. Training and development opportunities will be pursued under the terms of our Committee Individual Learning Plans.

6 Restrictions on Committee Membership

Eligibility for the Committee

In order to ensure probity and maintain public confidence in the Management Committee you cannot become or remain or be re-elected as a Committee Member if one of the following happens to you:

- he/she is an undischarged bankrupt, has granted a trust deed which has not been discharged or is in a current Debt Payment Plan under the Debt Arrangement Scheme; or
- he/she has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974 or an offence under the Charities and Trustee Investment (Scotland) Act 2005; or
- he/she is a party to any legal proceedings in any Court of Law by or against the Association; or
- he/she is or will be unable to attend the Committee Meetings for a period of 12 months; or
- he/she has been removed from the Committee of another registered social landlord within the previous five years; or
- he/she has resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of his/her receipt of notice of a special committee meeting convened to consider a resolution for his/her removal from the Committee in terms of Rule 44.5; or
- he/she has been removed from the Committee in terms of Rules 44.4 or 44.5 within the previous five years; or
- he/she has been removed, disqualified or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005; or
- he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales or by Her Majesty's High Court of Justice in England on the grounds of any misconduct in the administration of the charity for which he/she were responsible or to which he/she were privy, or which his/her conduct contributed to or facilitated; or
- a disqualification order or disqualification undertaking has been made against that person under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company); or
- his/her nomination for election to the Committee has been rejected in accordance with Rule 40.3 during the period between the return of the completed nomination form and the commencement of the relevant Annual General Meeting; or

- at an annual general meeting, they have served as a Committee Member for a continuous period in excess of nine years and the Committee of Management has not resolved to permit them to stand again or otherwise be nominated for re-election; or

he/she is the spouse, partner, child, (including adopted child or step child), parent, parent-in-law, grandparent, grandchild or sibling of a Committee Member or of a governing body member of any other organisation in the Group.

Committee Members are also required to meet the criteria of the Charities and Trustee Investment (Scotland) Act 2005, which are set out in the Declaration of Interest form.

7 REVIEW

- 7.1 This policy shall be reviewed every five years, or earlier if required as a result of legislative change or best practice.