



**To: Green Vale Homes Shadow Board**

**6<sup>th</sup> February 2006**

**BOARD MEMBERSHIP – RECRUITMENT AND SELECTION POLICY**

1. A draft policy to govern the recruitment and selection of members to the Board of Green Vale Homes is attached for consideration. The proposed policy has been drafted under the provisions of the Rules of Green Vale Homes.
2. Members are advised that the Board Tenant Members have worked up the recommended process for the recruitment and selection of Tenant Board Members in the future.
3. The policy includes provision for dealing with the matter of the disqualification of tenant members in serious breach of their tenancy.
4. It is proposed that the policy be subject to review after two annual rounds of recruitment i.e. by the end of 2008.
5. The Shadow Board is recommended to endorse the Board Membership – Recruitment and Selection Policy

Lynn Hurrell  
Director of Housing Management Services

February 2006

## **GREEN VALE HOMES**

### **BOARD MEMBERSHIP - RECRUITMENT AND SELECTION POLICY**

#### **1. Introduction and Key Principles**

This document sets out the method of recruiting and selecting Tenant, Local Authority and Independent Board Members of Green Vale Homes. It also highlights the criteria which will be used in this process. The policy also includes provision for disqualifying tenants who are in serious tenancy breach from Board Membership.

The policy is governed by the Rules of Green Vale Homes.

The recruitment, induction and training of Board Members are crucial elements in ensuring the sound governance of Green Vale Homes. The key importance of ensuring that the Board Members collectively possess the qualities required to take decisions and monitor the Society's performance is fully recognised.

Green Vale Homes will undertake, and periodically refresh, an analysis of the skills required for the Board and will assess the experience and skills of those serving on the Board. There will be a clear statement as to the key roles and responsibilities of Board Members.

Induction programmes and opportunities for individual and collective knowledge and skills development will be available to Board Members. Where appropriate development opportunities will be offered across the Trans-Pennine Housing Group to maximise the benefits and enhance shared learning and the transference of skills and knowledge.

In the recruitment and selection of Board Members due account will be taken of the need to meet the required skills matrix for the Board of Green Vale Homes.

The policy is underpinned by Green Vale Homes' policy on Equality and Diversity. Through the implementation of this policy Green Vale Homes will strive to ensure that appointments to the Board achieve a balanced governing body which reflects the community in which Green Vale Homes operates.

#### **2. Recruitment and Selection of Tenant Board Members**

Tenants are able to appoint up to 6 people to serve as Tenant Board Members. Appointed tenants will serve and retire in rotation, in accordance with the Rules.

(a) Appointment and Selection of Tenant Board Members

Prior to each Annual General Meeting, post transfer, elections will be held for the vacancies arising at that meeting.

The process for the recruitment and selection of Tenant Board Members will be:

- (i) All eligible tenants (as defined in the Rules) will be able to stand for election to the Board and will receive information to that effect.
- (ii) Each properly constituted group representing tenants will be specifically invited to nominate a tenant from their area to stand for election;
- (iii) All tenants will be offered information and training about the role and responsibilities of Board Members if they express an interest in standing for election. This will include an explanation of the Board skills matrix requirements.
- (iv) Attention will be paid to promoting opportunities to stand amongst groups not widely represented in the composition of the Tenant Board members;
- (v) The election process will be commissioned and managed by the Tenants' Forum. The Forum will determine the nomination process, timescales (to comply with the Rules) and will appoint an appropriate organisation to run the election itself;
- (vi) Candidates will be asked to produce an 'election statement' giving voters some information about themselves, including relevant experience, skills, views on services, etc.
- (vii) Those elected shall be the tenants receiving the highest number of votes cast;
- (viii) The successful candidates will be reported to the Annual General Meeting by the Secretary and admitted as Tenant Members with immediate effect;
- (ix) In the event of a mid-term vacancy arising the Board will determine, subject to the timing and circumstances prevailing, whether to seek to fill the vacancy or to leave the vacancy to be filled at the next Annual General Meeting.

(b) Disqualification of Tenants in Serious Tenancy Breach

The Rules of Green Vale Homes, (Paragraph D8), define the circumstances under which people may not become, or remain, a Board Member.

In addition to these provisions the Housing Corporation requires specific measures relating to tenants in serious breach of their tenancy.

Tenants who are in serious breach of their tenancy may not stand for Board Membership. If a 'serious breach' is alleged relating to a current board member the matter will be dealt with under the provisions of Paragraph D9.2. of the Rules of Green Vale Homes.

A 'serious breach' of tenancy is triggered by the serving of a Court Order; the demotion of a tenancy; serving of an Anti-Social Behaviour Order or equivalent.

### **3. Local Authority Board Members**

The Council will have the power, from time to time, and at any time, to appoint (or remove) up to 2 persons as Local Authority Board Members. Appointments or removals will be made in writing in accordance with paragraph D18 of the Rules of Green Vale Homes.

In making appointments to the Board the Council will be expected to take due account of the required skills matrix for the Board.

If the Council fails to make an appointment within 3 months of a written request the Board may, with the written consent of the parent appoint a person who is willing to act as a Council Board Member for each vacancy and will hold office until the next Annual General Meeting. During such time the Council's ability to make an appointment to the position will be suspended.

### **4. Independent Board Members**

Up to four Independent Board Members will be appointed and will retire in rotation, as per paragraph D14 of the Rules.

The process for the recruitment and selection of Independent Members will include the following stages:

- (i) preparation of an information pack to describe the role, required skills and background information about Green Vale Homes;
- (ii) circulating details to:
  - local partners and professional bodies;
  - within the other Trans-Pennine Group Boards
  - NATFED 'Get on Board' network open advertisement in

- (iii) open advertisement in publications and at venues, as determined by the Board;
- (iv) promoting opportunities to stand amongst groups not widely represented in the composition of Board;
- (v) seeking suggestions from existing Board Members, employees etc.
- (vi) responding to people who approach Green Vale Homes in this regard and making vacancies known directly to them as they arise;
- (vii) offering all potential Independent Board Members further information about the role of the Board and Board Members if they express interest in standing for election;
- (viii) applications being submitted on an agreed form in order to solicit information about their background, skills and experience;
- (ix) short-listing of applications by a panel of Board Members and subsequent interviews by the Board.
- (x) submission of recommendations from the Board to the Annual General Meeting . (The provisions of Paragraph D17 relating to notification of a shareholder's intent to propose a person at the Annual General Meeting are noted in this regard).

## **5. Other General Measures**

Each newly elected Member will be required to undergo appropriate induction training as soon as that can reasonably be arranged.

This policy will be reviewed by the Board no later than the end of 2008 (i.e. after the completion of two annual rounds of elections).

February 2006