



Association and Committee Membership Policy

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INVESTOR IN PEOPLE

Providing homes, supporting communities

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1.0 Hjaltland Values

Our Vision

Providing homes, supporting communities

Our Values

Teamwork

Working together as one team, to the benefit of our customers. To demonstrate and extend trust in each other.

Open, Honest & Inclusive

We offer a people focused service that is centred in fairness and integrity. We believe in being open, honest and respectful in everything we do.

Ownership

We expect our staff to take responsibility for their actions and give them the freedom to do their job in a positive working environment.

Quality

We value quality in everything we do from the standard of our product to the level of service we provide. We take pride in making a difference in communities and providing continuous improvement.

Innovation

We seek to ensure we have sustainable housing, fit for future generations, maintained and developed to the highest possible standard.

2.0 Introduction

Hjaltland Housing Association (the Association) aims to have as wide a membership as possible whilst ensuring that such membership reflects the purpose and objectives of the Association and the interests of our tenants and other service users are protected.

This Policy sets out how this will be achieved with regards to general membership and to membership of the Management Committee (the Committee).

This Policy complies with the Scottish Housing Regulator (SHR) requirements set out in the Regulation of Social Housing in Scotland, Our Framework.

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3.0 General Membership

General Members of the Association are those people who have purchased a Share in the Association and whose names are entered into the Register of Members.

Who can join?

Membership is open to anyone over 16. We also accept applications from organisations as well as individuals.

Admission to membership is at the discretion of the Committee. The Committee will normally refuse membership (a) if the applicant is not living in Shetland, (b) if the applicant is involved in court action or other formal dispute with the Association, or (c) if there are good grounds for believing that their membership would bring the Association into disrepute.

Management Committee decisions on applications for membership will take full account of this Policy and the Rules of the Association and will be made in the interests of the Association, our tenants and other service users.

Decisions on membership will have no regard to the protected characteristics covered by the Equalities Act.

Where an application is unsuccessful, we will provide a statement of the reasons for refusal. An applicant will then have one further opportunity to request membership and to give reasons why the decision should be changed; this should normally be made in writing. The Committee will consider the reasons at its next meeting wherever practicable and its decision on that occasion will be final.

How to join

We will provide an application form to anyone expressing an interest in joining. The information requested will be only what is required to enable the applicant's eligibility to be assessed in accordance with this Policy.

Applications for membership will, where possible, be considered at the next Committee meeting after a completed application form with a £1 share payment has been received at our registered office.

Promotion of Membership We will promote membership widely throughout the Shetland communities and will specifically target promotion at our tenants and other service users in newsletters, on our website and in other appropriate communications.

Termination of Membership

Membership will cease when a member:

- resigns by giving written notice to the Secretary. The notice comes into effect one month later.
- becomes an employee of the Association.

- is expelled in accordance with the Rules.
- changes address but does not notify the Association of their new address within three months, unless the new address is also a property of the Association.
- dies.

General Members' responsibilities

General Members are entitled to vote at General Meetings, to nominate and vote on membership of the Management Committee and are eligible to be nominated to membership of the Management Committee.

Responsibilities are limited to ensuring they do nothing to bring the Association into disrepute and to exercise their constitutional rights in support of the Association's purpose and objectives.

General Members agree to their names being included on a public register.

4.0 Management Committee Membership

Who can join the Management Committee?

General Members aged 18 or over are eligible to join the Committee by election or invitation. Non-members may only join if co-opted by the Committee.

In accordance with our Rules, an individual will not be eligible to join the Committee if they:

- are 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.
- is unable to attend Committee meetings for a period of 12 months.
- have 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 & Trustee Investment (Scotland) Act 2005.
- are party to any legal proceedings in any Court of Law by or against the Association (this could mean being pursued through the courts for rent arrears).
- have been removed from the Committee of another Registered Social Landlord within the previous 5 years.
- have resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of their receipt of notice of a special committee meeting convened to consider a resolution for their removal from the Committee in terms of Rule 44.5.
- have 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 Charity and Trustee Investment (Scotland) Act 2005.
- have a disqualification order of disqualification undertaking has been made against that person under the Company Directors' Disqualification Act 1986.

- their 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.
- are the spouse, partner, child (including adopted child or stepchild), 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.

Employees of the Association are not eligible to serve on the Committee.

How to join the Management Committee?

Eligible General Members interested in joining can do so at an AGM by submitting to the Secretary by the due date, a nomination form signed by another General Member. Membership will be automatic at the AGM unless there are more nominations than vacancies in which case members will be elected by the General Membership by secret ballot. The nomination and the Fit and Proper Persons declaration form in Appendix 4.

General Members may join the Committee between AGMs by invitation of the Committee, provided there is a casual vacancy to fill (where a committee member has left the Committee other than at the AGM).

General Members and non-members may join the Committee as co-optees at any time by invitation of the Committee.

Promotion & Recruitment?

The Association values the contribution that members of the local community can make to the work of the Committee and wishes to ensure the Committee has a range of skills, backgrounds, and interests within its membership. We will actively promote membership of the Committee to:

- tenants
- sharing owners
- other service users
- general members
- active members of local communities
- those who can fill identified skills gaps on the committee

Our recruitment of new Committee members will be open, accessible and inclusive. Where a specific skills gap or community under-representation has been identified, targeted recruitment may be undertaken. Vacancies will be openly advertised but, if necessary, individuals may be approached directly and invited to consider participation.

Our recruitment literature will provide detailed information about eligibility, conflicts of interest, and the roles and responsibilities of Committee members. Information will be available in formats to meet the requirements of those with particular needs.

Individuals interested in joining the Committee between AGMs or wishing their application to be endorsed by Committee at an AGM will be asked to provide personal details sufficient to enable their suitability to be assessed.

We will undertake a Committee Skills Audit on an annual basis and the outcome will inform recruitment plans and Committee Training & Development Plans in accordance with our Committee Appraisals Policy. New Committee members will be supported through an induction process and ongoing members will be required to complete periodic refresher courses as detailed in the Committee Appraisals Policy.

Removal from Committee

An individual's membership of the Committee may be terminated:

- By a majority vote of General Members at a Special General Meeting.
- By a member becoming ineligible for reasons set out in Rule 43
- By the resignation of the member in writing.
- If the member is absent from 4 consecutive Committee meetings without leave of absence.

If required by a majority of the Committee Members at a special meeting of the Committee, convened for the purpose decide to remove them. The resolution to remove them must relate to one of the following issues:

- Failure to perform to the published standards laid down by the SFHA and/or the SHR adopted and operated by the Association;
- Failure to sign or failure to comply with the Association's Code of Conduct for Committee Members; or
- A breach of the Association's Rules, Standing Orders for Committee Business or other policy requirements.
- They are a co-optee or were appointed to fill a casual vacancy and whose period of office is ended in accordance with Rules 39.1 or 42.1; or
- They are a Committee Member retiring in accordance with Rule 39.1.

Roles & Responsibilities

All Committee members must complete a signed acceptance of the standards and behaviour set out in the Association's Code of Conduct for Committee Members and must comply with the Code at all times. Failure to do so may result in expulsion from the Committee.

The detailed responsibilities of a Committee member are set out in the Committee Member Job Description in Appendix 1. Committee will annually elect a Chair and Vice Chair in accordance with Standing Orders. The responsibilities of these offices are set out in the Chair and Vice Chair Job Description in Appendix 2 and 3.

Committee members agree to their names being available on a public register.

Succession Planning

To ensure Chair and Vice Chair have the necessary skills and knowledge to effectively perform their function and to facilitate a smooth transition at the end of a Chair's term of office, the post-holders will undertake to participate in specific training and development for their roles. In the normal course of events, it is expected that the Vice Chair will succeed the Chair, subject always to compliance with Standing Orders.

Committee roles and responsibilities will be discussed at individual member annual appraisals. This will help determine which members aspire to become office bearers, enable succession planning and to address training requirements.

Terms of office and turnover

The Association values the experience and knowledge provided by long serving Committee members but also acknowledges the benefits that can come from new members. We will therefore ensure new members are recruited to the Committee on a regular basis.

The rules state that any member seeking re-election having completed nine years' continuous service will be eligible to stand for a fourth (and subsequent) 3 year term providing their nomination is specifically endorsed by the Management Committee (Rule 37.6).

Members intending to seek a fourth (or subsequent) 3-year term at the next AGM will participate in additional assessment at Committee Appraisal, the outcome of which will inform the Management Committee decision about the re-election.

The Chair will not hold office for more than 5 consecutive years.

5.0 Equality Impact Assessment

The Association is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation. Our aim as landlord, service provider and employer is to recognise the needs of all individuals, and ensure these commitments are evident throughout every aspect of our business and our activities.

The Association assesses and reviews all new and revised policies and procedures, and an Equality Impact Assessment is available in Appendix 5.

6.0 GDPR

The Association will treat your personal data in line with our obligations under the current data protection regulations and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in Hjaltland Housing Associations Privacy notices.

7.0 Monitoring and Review

This Policy will be reviewed at least every 3 years, or sooner if required by changes in regulation, legislation or other circumstance.

Planned Review Date: August 2027

Appendix 1

1. Introduction

“The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.” Regulatory Standards of Governance and Financial Management, Standard 1¹

- 1.1 This role description has been prepared to set out the responsibilities that are associated with being a governing body member (GBM) of Hjaltland Housing Association. It should be read in conjunction with the accompanying person specification and Hjaltland Housing Association’s Rules and Standing Orders.
- 1.2 Hjaltland Housing Association is a Registered Social Landlord and a Scottish Charity. The role description reflects the principles of good governance and takes account of (and is compliant with) the expectations of the Regulatory Standards of Governance and Financial Management for Scottish RSLs and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).
- 1.3 Hjaltland Housing Association encourages people who are interested in the Association’s work to consider seeking election as a GBM and is committed to ensuring broad representation from the communities that it serves. GBMs do not require ‘qualifications’ but, from time to time, we will seek to recruit people with specific skills and experience to add to or expand the existing range of skills and experience available to ensure that the governing body is able to fulfil its purpose. We have developed a profile for the GB which describes the skills, qualities and experience that we consider we need to lead and direct Hjaltland Housing Association and carry out an annual review of the skills that we have and those that we need to inform our recruitment activities.
- 1.4 This role description applies to all members of the governing body, whether elected or co-opted or appointed, new or experienced. It is subject to periodic review.

2. Primary Responsibilities

- 2.1 As a GBM your primary responsibilities are, with the other members of the governing body, to
 - Lead and direct Hjaltland Housing Association’s work
 - Promote and uphold Hjaltland Housing Association’s values
 - Set and monitor standards for service delivery and performance
 - Control Hjaltland Housing Association’s affairs and ensure compliance

¹ Scottish Housing Regulator (February 2020) *Regulation of Social Housing in Scotland: Our Framework* available [here](#)

- Uphold Hjaltland Housing Association’s Code of Conduct and promote good governance

2.2 Responsibility for the operational implementation of Hjaltland Housing Association’s strategies and policies is delegated to the Chief Executive.

3. Key Expectations

- 3.1 Hjaltland Housing Association has adopted a Code of Conduct for GMB’s which every member is required to sign on an annual basis and uphold throughout their membership of the governing body.
- 3.2 Each GBM must accept and share collective responsibility for the decisions properly taken by the governing body. Each GBM is expected to contribute actively and constructively to the work of Hjaltland Housing Association. All members are equally responsible in law for the decisions made.
- 3.3 Each member must always act only in the best interests of Hjaltland Housing Association and its customers, and not on behalf of any interest group, constituency or other organisation. GBMs cannot act in a personal capacity to benefit themselves or someone they know.
- 3.4 Our rules contain specific requirements that all GBMs should be aware of, including:
- The GB must have at least seven members
 - The quorum for a meeting of the GB is four members, who must be elected or have filled a casual vacancy
 - The quorum for a sub-committee meeting is three members, who must be elected or have filled a casual vacancy
 - Co-opted members cannot make up more than one third of the GB; they do not contribute to a quorum being achieved and cannot be elected to an OB role
 - The Secretary must present a report to the last GB meeting before the AGM confirming that all the requirements of Rules 62-67 have been met
 - An experienced GBM (who has nine or more years’ experience with the RSL) must have the agreement of the GB if they intend to seek re-election for a further term: the GB’s agreement should be recorded in the relevant minute
 - A GBM ceases to be a member of the GB if they miss four consecutive meetings without, first, having been granted leave of absence
 - A GBM who has declared an interest in a matter to be discussed at a meeting must leave the meeting, before the matter is discussed, and cannot vote on the issue

4. Main Tasks

- To contribute to formulating and regularly reviewing Hjaltland Housing Association’s values, strategic aims, business objectives and performance standards

- To monitor Hjaltland Housing Association's performance
- To be informed about and ensure Hjaltland Housing Association's plans take account of the views of tenants and other customers
- To ensure that Hjaltland Housing Association operates in accordance with relevant legal and regulatory requirements
- To be assured that Hjaltland Housing Association is compliant with relevant legal and regulatory requirements.
- To ensure that risks are realistically assessed and appropriately monitored and managed
- To ensure that Hjaltland Housing Association is adequately resourced to achieve its objectives and meet its obligations
- To oversee and ensure Hjaltland Housing Association's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants
- To act, along with the other members of the governing body, as the employer of Hjaltland Housing Association's staff
- To ensure that Hjaltland Housing Association is open and accountable to tenants, regulators, funders and partners

5. Duties

- Act at all times in the best interests of Hjaltland Housing Association
- Accept collective responsibility for decisions, policies and strategies
- Attend and be well prepared for meetings of the governing body and sub-committees
- Contribute effectively to discussions and decision making
- Exercise objectivity, care and attention in fulfilling your role
- Take part in ongoing training and other learning opportunities
- Take part in an annual review of the effectiveness of Hjaltland Housing Association's governance and of your individual contribution to Hjaltland Housing Association's governance

- Maintain and develop your personal knowledge of relevant issues and the wider housing sector
- Represent Hjaltland Housing Association positively and effectively at all times, including in local communities and when attending meetings and other events
- Respect and maintain confidentiality of information
- Treat colleagues with respect and foster effective working relationships within the governing body and between the governing body and staff
- Be aware of and comply with our policy on the restrictions on payments and benefits
- Register any relevant interests as soon as they arise and comply with Hjaltland Housing Association’s policy on managing conflicts of interest

6. Commitment

6.1 An estimate of the annual time commitment that is expected from GBM’s is:

Activity	Time
Attendance at up to 11 regular meetings of the governing body	16
Reading and preparation for meetings of the governing body	8
Attendance at up to 10 sub-committee meetings	9
Reading and preparation for sub-committee meetings	5
Attendance at annual planning and review events (including individual review meeting)	1
Attendance at events such as estate tours, tenant / customer conferences, openings and site visits	1
Attendance at internal briefing and training events	
External Training and conference attendance (may include overnight stay or weekend)	
Total	40

7. What Hjaltland Housing Association Offers GBMs

7.1 All GBMs are volunteers and receive no payment for their contribution. Hjaltland Housing Association has adopted an Entitlements, Payments and Benefits (EPB) Policy which prevents you or someone close to you from inappropriately benefiting personally from your involvement with Hjaltland Housing Association. This and related policies also seek to ensure that you are not unfairly disadvantaged by your involvement with Hjaltland Housing Association. All out of pocket expenses associated with your role as a GBM will be fully met and promptly reimbursed.

- 7.2 In return for your commitment, Hjaltland Housing Association offers:
- A welcome and introduction when you first join the governing body;
 - A mentor from the officer bearers and a named staff contact for the first six months, with ongoing support
 - Clear guidance, information and advice on your responsibilities and on Hjaltland Housing Association's work
 - Formal induction training to assist settling in
 - Papers which are clearly written and presented, and circulated in advance of meetings
 - The opportunity to put your experience, skills and knowledge to constructive use
 - The opportunity to develop your own knowledge, experience and personal skills
 - The chance to network with others with shared commitment and ideals

Appendix 2

Role Description for Chair of Hjaltland Housing Association

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Chair of Hjaltland Housing Association and to the Chairs of Hjaltland Housing Association sub-committees. The responsibilities described here are additional to those set out in the governing body members' (GBM) role description. It should be considered alongside Hjaltland Housing Association's Rules, Standing Orders, Code of Conduct and Entitlements, Payments and Benefits Policy.
- 1.2 This role description will be used to support the annual review of the governing body's effectiveness. It will be used to appoint the Chair and sub-committee Chairs after each AGM. GBMs who wish to be considered for this office will be invited to say how, if elected, they will carry out the duties that are set out here before the election takes place.
- 1.3 In the event that the Chair is unable to fulfil their responsibilities, the Vice Chair will carry out the duties of the Chair.
- 1.4 As set out in the Standing Orders, the Chair of XXHA may not also serve as the Chair of a sub-committee and each sub-committee must elect a different Chair.
- 1.5 An overview of the Role of the Chair is outlined in Rule 59.6 of Hjaltland Housing Association's Rules.
- 1.6 The Chair will be elected by the governing body each year at the first governing body meeting following the AGM. Whilst the Chair of Hjaltland Housing Association can be re-elected, in accordance with Rule 59.11 of Hjaltland Housing Association's Rules, they cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five year maximum term.
- 1.7 In the spirit of Hjaltland Housing Association's rules, if an individual has served five years as Chair, they shall not be eligible as Chair during the ensuing 12 months.

2. Key Responsibilities

- 2.1 The Chair must always act, and be seen to act, on behalf of the governing body. The Chair's key responsibilities are:
 - To lead the governing body or sub-committee constructively, provide direction and manage meetings effectively
 - To develop an open and inclusive relationship among GBM's and support strong and effective governance
 - To develop and maintain a constructive and positive working relationship between the Chair and Chief Executive and senior staff

- To uphold Hjaltland Housing Association's Code of Conduct and promote good governance
- Ensure decision making complies with Standing Orders and Scheme of Delegation
- To be a positive and effective ambassador for Hjaltland Housing Association
- To ensure that Hjaltland Housing Association's business is conducted effectively between meetings and that emergency decisions are taken appropriately when required and reported to the governing body
- To be accountable for the actions of the Chair

3. Leadership and Direction

3.1 The Chair is expected to:

- Lead by positive action and example
- Represent Hjaltland Housing Association's positively and effectively
- Set the style and tone of governing body or sub-committee meetings to ensure effective and participative decision making
- Promote and uphold the Code of Conduct for Hjaltland Housing Association's governing body
- Ensure that the necessary arrangements are in place to enable Hjaltland Housing Association's to honour its obligations, achieve its objectives and meet agreed targets
- Demonstrate and support the principles of good governance at all times
- Ensure that the governing body has access to the range of skills, knowledge and experience necessary for the achievement of Hjaltland Housing Association's aims and objectives and for the fulfilment of the governing body's responsibilities
- Ensure that the governing body has access to the necessary advice, information and support to fulfil its responsibilities and that, where appropriate, external and/or specialist advice is sought
- Provide support to new and experienced governing body members by promoting access to relevant induction, training and development opportunities

- In the event that it is necessary, be responsible for the implementation of the Protocol that provides for investigations into an allegation that a GBM may have breached the Code of Conduct

4. Working with the Chief Executive

4.1 The Chair should:

- Establish a constructive relationship with the Chief Executive and ensure that their respective roles of leading and managing are recognised and promoted effectively. Subcommittee Chairs should establish similar relationships with the relevant senior staff member.
- Work in partnership with the Chief Executive to ensure the effective conduct of the governing body's business
- Ensure that the conduct of Hjaltland Housing Association's business continues effectively between meetings of the governing body and act under delegated or emergency authority when necessary
- In the event of a vacancy, ensure that effective arrangements are implemented for the recruitment and appointment of a Chief Executive, in accordance with Hjaltland Housing Association's agreed recruitment practice
- Carry out, with at least one other governing body member, the Chief Executive's annual appraisal (including setting objectives, overseeing performance and requiring professional development) and report to the governing body.
- Ensure that appropriate arrangements are in place and implemented effectively for the support and remuneration of the Chief Executive
- In the event that it is necessary, be responsible for dealing with a grievance or disciplinary action in respect of the Chief Executive, in accordance with Hjaltland Housing Association's agreed procedures

5. Promoting Good Governance

5.1 The Chair is required to:

- Promote and demonstrate the highest standards of ethical conduct and integrity
- Build and sustain constructive relationships with other office bearers, members of the governing body and senior staff

- Initiate any investigation under the terms of Hjaltland Housing Association's Code of Conduct
- Chair all general meetings of Hjaltland Housing Association in accordance with the Rules
- Chair all governing body meetings of Hjaltland Housing Association, in accordance with the Rules and Standing Orders
- Ensure that all GBM's have access to appropriate information and advice (including specialist, independent and/or professional advice) and have an opportunity to contribute to discussion and consideration of all matters requiring their attention
- Ensure that effective induction and ongoing training and support are provided to all governing body members and that annual performance reviews are conducted in accordance with Hjaltland Housing Association's policy
- Manage meetings inclusively and effectively to ensure that there is sufficient time for the consideration of all relevant issues; for performance to be monitored effectively and for risk to be assessed realistically
- Ensure that all delegated authorities are monitored and reporting arrangements are implemented effectively

6. Conduct of HA's Business

6.1 The Chair is expected to:

- Ensure that Hjaltland Housing Association's business is efficiently and accountably conducted between governing body meetings
- Sign (or otherwise authorise) payment instructions and documents requiring the governing body or the Chair's authorisation, in accordance with Hjaltland Housing Association's standing orders
- Take decisions on behalf of the organisation in the event of emergencies that occur outside the regular meeting cycle and report these back to the governing body for ratification
- Ensure that the range of skills, knowledge and experience required to lead Hjaltland Housing Association effectively is available to the governing body and that the governing body is able to access specialist support when necessary
- Lead the governing body's succession planning and recruitment to ensure good governance and regulatory compliance.

Appendix 3

Role Description for Vice Chair of Hjaltland Housing Association

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Vice Chair of Hjaltland Housing Association. The responsibilities described here are additional to those set out in the governing body members' (GBM) role description. It should also be considered alongside:
- the Role Description for the Chair of Hjaltland Housing Association;
 - Hjaltland Housing Association's Rules; and
 - Hjaltland Housing Association's Standing Orders.
- 1.2 In the event that the Chair of Hjaltland Housing Association is unable to fulfil their responsibilities, the Vice Chair will carry out these duties.
- 1.3 The position of Vice Chair will be elected by the governing body, every year at the first meeting following the AGM.
- 1.4 There is no fixed term of office for the Vice Chair, although they cannot serve for more than five years continuously. Hjaltland Housing Association encourages the rotation of the vice-chair's office as part of its approach to effective succession planning, in order to provide opportunities for GBM's to develop their skills and experience.
- 1.5 The role of Vice Chair must be carried out by a governing body member and may also be carried out by a former office bearer.

2. Role of Vice Chair

- 2.1 The role of the Vice Chair is to deputise, support and (where required) stand in for the Chair of Hjaltland Housing Association. Therefore, this role description must be read in conjunction with the Role Description for the Chair of Hjaltland Housing Association.
- 2.2 When known in advance, the Vice Chair should ensure that they are available for any governing body meeting that the Chair is unable to attend – e.g. where the Chair has booked a holiday. Close liaison with the Chair is a key requirement of the role.
- 2.3 The individual holding the post of Vice Chair will gain training and insight as to whether they would like to consider performing the role of Chair in the future.

Appendix 4

HJALTLAND HOUSING ASSOCIATION LIMITED APPLICATION FOR MEMBERSHIP

I,

wish to apply for membership of Hjaltland Housing Association Ltd and have my name entered in the Register of Members of the Association.

I understand that membership is not a condition of receiving a tenancy.

I am over 16 years of age and am/am not a tenant of the Association.

I enclose £1 for one non-returnable share which carries no right to any interest, dividend or bonus.

Signed _____ Date _____

Home Address:

Email address:

We would be grateful if you would also answer the following questions which will help us build up a library of skills and experience to call upon and ensure that we are representative of the community.

Are you or have you been a Tenant, Local resident Council or Community Council or Other?

What are your work skills?

Do you have voluntary work experience?

Do you have any other skills/experience you think are relevant?

Appendix 5

***Hjaltland Housing Association
Governing Body Membership Nomination Form***

NOMINATION PROPOSAL

I, being a Member of Hjaltland Housing Association Limited,

..... hereby
nominate for election as a
Committee Member to the Management Committee of Hjaltland Housing Association
Limited.

Signed

Address.....

.....

Date

**STATEMENT BY NOMINEE AS TO THEIR WILLINGNESS TO STAND FOR
ELECTION TO THE MANAGEMENT COMMITTEE**

I, being a Member of Hjaltland Housing Association Limited,

(Candidate's Full Name)

state that I am willing to be elected as a Committee Member to the Management Committee
of Hjaltland Housing Association Limited.

Signed

Address.....

.....

Date

*Nominees may wish to attach brief biographical details about themselves that can be presented to
members attending the General Meeting*

Hjaltland Housing Association Limited

Governing Body Fit and Proper Person Declaration Form

Members of Hjaltland Housing Association seeking to become members of the Governing Body must:

- Undertake to sign and abide by the Association's Code of Conduct for Board Members.
- Be committed to the interests and objectives of Hjaltland Housing Association.

I declare that the above conditions are acceptable to me.

Signed _____ Date _____

A potential Governing Body Member is not eligible for election if, the individual:

<ul style="list-style-type: none">• Is not a member of the Association
<ul style="list-style-type: none">• Is under 18 years of age
<ul style="list-style-type: none">• Is an employee of the Association or a close relative of an employee
<ul style="list-style-type: none">• Is not disqualified from acting as a charity trustee
<ul style="list-style-type: none">• Is an undischarged bankrupt or have a protected trust deed to pay off debts with creditors; or
<ul style="list-style-type: none">• Has been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent) under the Charities and Trustee Investment (Scotland) Act 2005,
<ul style="list-style-type: none">• Has been involved in tax fraud or other fraudulent behaviour including misrepresentation and /or identity theft; or
<ul style="list-style-type: none">• Is a party to any legal proceedings in any Court of Law by or against the Association, or

<ul style="list-style-type: none">• Has been removed from serving as a charity trustee or been stopped from acting in a management position within a charity; or
<ul style="list-style-type: none">• Has resigned from the governing body in the previous five years in circumstances where your resignation was submitted after the date of your receipt of notice of a special governing body meeting convened to consider a resolution for your removal from the governing body
<ul style="list-style-type: none">• Has been removed from the governing body within the previous five years; or
<ul style="list-style-type: none">• Has been removed 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
<ul style="list-style-type: none">• Does not ensure the charity's funds and charity tax reliefs received by this organisation, are used only for charitable purposes; or
<ul style="list-style-type: none">• Has been disqualified from serving as a Company Director; or

I can declare that none of the above apply to my nomination to stand as a member of the Governing Body of Hjaltland Housing Association Ltd.

Signed _____ Date _____

Home Address:

Previous Address(es):
(if moved in past 12 months)

Date of Birth: _____ National Insurance Number: _____

National Identity Card Number *(if you have one)*: _____

If you have signed this declaration but want to make any information known or clarify any points, please add them in the space below.

(please continue on reverse if required)

MEMBERSHIP OF THE MANAGEMENT COMMITTEE APPLICATION FORM

I have read the Information Pack on membership of the Management Committee and now apply for membership.

Full Name (Block Capitals)	Mr Mrs Miss Ms			
Address:				
Postcode:				
Telephone:	Home	Work	Mobile	
E-mail Address:				

I confirm that to the best of my knowledge the information given in this application form is correct and complete.

Signed:.....

Date:.....

EDUCATION (brief details of qualifications held, if any)

EMPLOYMENT HISTORY (brief details of name of employer/positions held)

VOLUNTARY WORK (brief details of any unpaid work carried out)

POSITIONS OF PUBLIC RESPONSIBILITY HELD (e.g. Community Council, etc.)

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE THAT YOU WILL BRING TO THE MANAGEMENT COMMITTEE (please consider the Management Committee Member Job Description and Profile carefully)

ANY OTHER RELEVANT INFORMATION

Data Protection

Information from this application will be processed for purposes permitted under the UK General Data Protection Regulations. Individuals have, on written request, the right to access their personal data held on them.

Information about how your data is used, and the basis for processing your data is provided in Hjaltland Housing Associations committee member privacy notice. The privacy notice is located on our website www.hjaltland.org.uk/info/foi/data-protection but a hardcopy is available on request.

Thank you for completing the form. Please return to:

The Secretary
Hjaltland Housing Association Ltd
6 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

Telephone: 01595 694986

E-mail: mail@hjaltland.org
www.Hjaltland.org.uk

Appendix 6

Policy proposal to be assessed; Membership Policy

New Policy/Revision; New Policy

Person responsible for the assessment; Kim Laidlaw

<p>Briefly describe the aims/objectives and purpose of the policy/proposal</p>	<p>This policy describes the requirement of all tenants to be members of the Association and Eligibility for Membership of the Board when signing for a tenancy and remaining members throughout the length of the tenancy. The policy also outlines reasons memberships may be refused or cancelled.</p>
<p>Who is intended to benefit from the policy/proposal? (e.g. applicants, tenants, staff, contractors)</p>	<p>All Tenants, Sharing owners, equity sharers and Committee Members</p>
<p>What outcomes are wanted from this policy/proposal? (e.g. the benefits to customers)</p>	<p>Hjaltland Housing Association Limited is registered under the Co-operative and Community Benefit Societies Act 2014 with the Financial Conduct Authority and the Scottish Housing Regulator. We are required by paragraph 7.1 of our model rules to set, review and publish this membership policy for admitting new Members.</p>

<p>Describe the likely positive or negative impact(s) the policy/proposal could have on the groups</p>	<p>Positive impact(s)</p>	<p>Negative impact(s)</p>
<p>Age</p>	<p>Unlikely to be any impact</p>	<p>Unlikely to be any impact</p>
<p>Disability</p>		<p>As the membership application is a paper application form this could be restrictive for people with learning disabilities or where English is not the persons first language</p>
<p>Gender re-assignment</p>	<p>Unlikely to be any impact</p>	<p>Unlikely to be any impact</p>

Marriage and civil partnership	Unlikely to be any impact	Unlikely to be any impact
Pregnancy and maternity	Unlikely to be any impact	Unlikely to be any impact
Race	Unlikely to be any impact	Where English is not a first language, interpretation of this policy may have a negative impact on an applicant.
Religion or belief	Unlikely to be any impact	Unlikely to be any impact
Sex	Unlikely to be any impact	Unlikely to be any impact
Sexual orientation	Unlikely to be any impact	Unlikely to be any impact

Actions Required to Address Impact	
<p>What actions are required to address the impacts arising from this assessment? (<i>This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts</i>).</p>	<p><u>Disability</u> – all policies can be supplied in a preferred format (for example, in large print). Ensure that where necessary a member of staff assists with explaining the form and assisting with completion.</p> <p><u>Race</u> – where language is a barrier, translation services can be provided, and The Association has 'google translate' as a function on the webpage.</p>

This policy is a staff management policy to prevent fraud and to ensure that all staff and Committee members are aware of what is required of them. None of the protected characteristics are affected by this policy