



# Hawthorn Housing Co-operative

## MANAGEMENT COMMITTEE RECRUITMENT POLICY

<b>POLICY IMPLEMENTATION CHECKLIST</b>	
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Author:	Director
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Approved by Responsible Committee on:	18/10/2021
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Diversity compliant:	Yes
Equality Impact Assessment required:	Yes
Data Protection compliant:	Yes
Health & Safety compliant:	Yes
Procedure implemented:	N/A
KPIs/reporting arrangements implemented:	N/A
Training complete:	N/A
Posted on Website:	Yes
Publicity material issued:	N/A

Hawthorn Housing Co-operative will provide this policy on request at no cost, in large print, in Braille, on tape or in other non-written format, and in a variety of languages.

# Management Committee Recruitment Process

## Applications and Nominations

- Where there is a vacancy the Co-op will advise members through social media, newsletter or by circulating a leaflet etc. This will indicate the skills and experiences that the Committee would be keen to recruit,
- Where there is a vacancy for any length of time the Co-op will regularly inform members and all staff and committee members will be alert to any members who express an interest or appear to have qualities that make them suitable to be a member,
- All applicants should complete an application form (appendix 1) and eligibility statement and return to the Co-op office (if there is a closing date as part of a recruitment drive or for nominations to the AGM, this must be specified clearly on the form)
- If a shareholding member is seeking election at the AGM, a nomination form must also be completed and signed by another shareholding member and be submitted with the application form

## Meetings / Interviews

Members who are nominated for election should be invited to attend an informal meeting to discuss the role. This should involve at least one office bearer (normally the Chair) and the Director. The purpose of the meeting will be to:

- Confirm the candidate's eligibility to act as a member of the Management Committee [eg to establish that the member has not been made bankrupt]
- Establish the candidate understands the role of a committee member, including the likely time commitment involved.
- Establish the potential contribution likely to be made by the candidate, in the light of the skills, knowledge and experience described in the GB profile
- Answer any questions from the candidate
- Explain the induction process and support available

Applicants who respond to an advert (or equivalent) or who volunteer should be invited to an interview. This should be conducted in a similar way to the informal meeting described above. The interview should:

- Confirm the candidate's eligibility to act as a member of the Management Committee [eg to establish that the member has not been made bankrupt]
- Establish the applicant understands the role of GB members, including the likely time commitment involved
- Establish the potential contribution likely to be made by the applicant, in the light of the skills, knowledge and experience described in the GB profile
- Explain the process by which the applicant could join the Management Committee (e.g. co-option; filling a casual vacancy; standing for election at the AGM)
- Answer any questions from the applicant
- Explain the induction process and support arrangements
- Confirm the timescales for appointment

If, following the interview, a few applicants still wish to be considered. The Interview panel may make a recommendation to the management committee on the preferred applicant and they are invited to attend

three meeting of the Management as observers before their appointment is confirmed/they stand for election. Alternatively, more than one applicant may be invited to attend the three meetings and a decision made about the appointment after the applicants have observed the meetings and a further round of interviews.

Once the preferred applicant has been selected they will normally be recruited as a casual member [if the vacancy arose due to someone resigning since the last AGM]. Where the vacancy arose before the AGM they will be co-opted until the next AGM.

### **Is a potential Committee member suitable?**

Only members can stand for election and only tenants and prospective tenants can be members of Hawthorn Housing Co-operative as a fully-mutual co-op

The change in the model rules in 2020 mean that Committee can decline a nomination to become a committee member.

Where a nomination is received, the Director and Chair would aim to meet with the member to discuss the role of a Management Committee member with the potential candidates. This can help to avoid misunderstandings about what the responsibilities are and to explain the focus of the business discussed at meetings of the Management Committee. It is also an opportunity to describe the requirements of the Code of Conduct, which must be signed before anyone can become a member of the Management Committee.

It is appropriate to explore why a member is seeking to stand for election at this meeting and, if it seems that their expectations do not reflect the role, to be clear about the discrepancy. For example, if a shareholding member seeks to join the Management committee because there is a specific issue that they want to resolve (perhaps relating to their tenancy or to a service they receive), it is important that it is made clear that membership of the Management Committee specifically prevents individual, personal matters being pursued other than through the procedures that are available to all tenants and service users.

The Chair and Director would make a recommendation to the Management Committee on whether it should decline the nomination.

Where an individual has responded to a recruitment initiative (that would potentially result in them being co-opted onto the Management Committee), the interview process is a means of gaining assurance that they have relevant skills, knowledge or experience and that their motivation is appropriate. If the panel is not satisfied that the Management Committee will benefit from the contribution that the applicant is offering to make, their application can be politely declined.

Where a candidate for co-option has decided not to go ahead or an applicant withdraws or is refused, steps should be taken to suggest alternative means for them to contribute (e.g. by encouraging a candidate to get involved in scrutiny activities).

Where there is a competitive election for a Committee place and a suitable candidate is unsuccessful, it is important to take steps to ensure that they remain interested and engaged e.g. by being encouraged to be involved in scrutiny etc. This will mean that they are far more likely to stand for election again and become a member of the Management Committee in the future.

## Appendix 1



# PROSPECTIVE COMMITTEE MEMBERS INFORMATION PACK

## A BRIEF HISTORY

Hawthorn Housing Co-operative is a fully mutual housing Co-operative, managed by a voluntary Management Committee of 15 local residents who employ staff to carry out the day to day work of the Co-operative.

Local residents campaigned from 1984 to 1987 to take over the ownership and management of the 384 houses from Glasgow City Council. Hawthorn Housing Co- operative was established as a registered social landlord in 1987.

The Co-operative now collectively owns the houses and rents them to individual members; all tenants are members of the Co-operative. Tenants join the Co-operative by buying a £1 share, which is their financial stake in the Co-operative.

The Co-operative provides services to 364 tenant members. Our housing stock consists of 191 refurbished ex-local authority tenements, 125 properties built by the Co-operative between 1997 and 2004 and 48 properties built in May 2019. Our housing stock is located in the Possilpark area in the north of Glasgow. Our main reason for existing is to maintain and strengthen the community in this small pocket of Possilpark.

The Co-operative delivers service to residents from our estate-based office and employs seven full time office based staff, one community based worker and three caretaking staff to deliver services to members and prospective members. The Co-operative is self-financing through revenues collected from rents. Any surplus generated from the rents is re-invested for the benefit of the community.

## OUR VISION

We see our vision as “Leading the creation of a community with excellent homes where we are proud to live” and doing this by being “For the Community, from the Community”.

## OUR VALUES

We have six values that underlie all we do and guide our behaviour. We use these values to assess competencies in recruitment and in assessment performance and behaviour in appraisals.

- We do the right thing,
- We show respect to our members and our community,
- We recognise the importance of the team,
- We try new ideas,
- We go the extra mile,
- We ensure our community is treated fairly.

# OUR STRATEGIC OBJECTIVES

We have identified three strategic aims for achieving our vision of “leading the creation of a community with excellent homes where we are proud to live”. They are -

- Ensuring our members have the best possible quality of life,
- Keeping the Co-operative safe and secure,
- Getting the most from our resources and delivering value for money.

# MANAGEMENT COMMITTEE

The Co-operative's members elect the Management Committee. This is done at our Annual General Meeting, with one third of the committee standing for re-election each year.

The Management Committee sets the overall strategy, objectives and policy for the Co-operative.

The Management Committee does not get involved in the day-to-day running of the Co-operative - this is left to our staff team. Each year the Management Committee update their skills by attending training and may buy in specialist expert advice, for example from the Co-operative's solicitor on complex legal issues.

The overall business of the Co-operative is considered at regular Management Committee meetings and sub-committee meetings. The Co-operative has three sub-committees:

- Corporate & Operations
- Audit
- Health & Safety and Human Resources

## Office Bearers

**Cathie Ritchie** – Chair, has been a Committee Member since 17/09/2002

**Helen Graham** – Vice Chair, has been a Committee Member since 19/09/2001

**Mattie McGeouch** – Secretary, has been a Committee Member since 15/09/2009

**Eileen Wallace** – Treasurer. Has been a Committee Member since 12/09/2017

## Committee Members

**Rae Bowman** - Committee Member since 30/08/2021

**Sarah Jane Wilson** - Committee Member since 13/09/2022

**William Fleeting** – Committee Member since 22/05/2023

**Roseanne Logan** - Committee Member since 24/04/2023

**Caroline Cameron** - Committee Member since 28/08/2023

**Marie McCreadie** - Committee Member since 29/01/2024

# KEY SKILLS

## Time Commitment

Ability to attend monthly Management Committee meeting, monthly or quarterly sub-committee meetings and occasional training sessions. These will involve mainly evening and very occasional weekend commitments.

## Desirable Skills, Behaviour and Experience:

- Good communication skills;
- Ability to work constructively with other committee members as part of the management body;
- Experience of handling large amounts of written information;
- Be able, with training, to understand, agree and take ownership of a business plan including financial, policy, regeneration and procedural and legal aspects;
- Interest in housing and community issues;
- Commitment to the aims and objectives of the housing movement and Hawthorn Housing Co-operative;
- Strategic/business planning knowledge or experience;
- Housing Management and/or assessment of housing needs knowledge or experience;
- Financial management, investment or risk management knowledge and skills;
- Experience of running a successful business or other leadership experience;
- Property development/regeneration or building skills or knowledge;
- Legal knowledge or experience and ideally in social housing or related areas;
- Involvement in housing or regeneration issues;
- Public Relation skills;
- An understanding of and commitment to equalities and community relation's issues;
- Willing to attend and learn from training on housing issues and governance;
- Be open and receptive to both positive and negative feedback on individual contributions of the committee decision making process;
- Ability to implement committee decisions confidentiality as detailed in the code of conduct for Committee Members.

## Ready to apply?

Please fill in the Management Committee Member Application Form and return it to the Co-operative office or email it to [ceara@hawhousing.co.uk](mailto:ceara@hawhousing.co.uk).

## What's next?

Once we have you received your application, you will be invited to a meeting with the Chair and the Director to discuss it. You will then be invited to attend and observe a Committee Meeting.

You are required to attend at least three meetings after which if you are still interested, the Committee will decide whether to co-opt you onto the Committee or appoint you as a casual member.

If you have any questions regarding the application process please contact the office on 0141 336 2138 or email [ceara@hawhousing.co.uk](mailto:ceara@hawhousing.co.uk).





## Management Committee Member Application Form

*This form should be completed by any member seeking to join the Management Committee of Hawthorn Housing Co-operative. When completing the form, please refer to information about the skills and knowledge that HHC is particularly looking for at this time.*

*Where the applicant is being nominated for election, this form should be completed **in addition** to the Nomination Form.*

*Information marked with an asterisk (\*) will be included with the ballot papers issued to members.*

\*Name \_\_\_\_\_

\*Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Are you a tenant/member of HHC? Yes/No

Have you ever been made bankrupt? Yes/No

Are you related to anyone who is already a member of the Co-op's Management Committee or to someone who is employed by the Co-op? Yes/No

If 'yes' please give your relative's name:

\_\_\_\_\_

Are you involved with any business that provides services or is contracted to the Co-op? Yes/No

If 'yes', please give details

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\_\_\_\_\_

Are you employed?

Yes/No

Please outline your current or previous jobs

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Are you (or have you been) involved in other voluntary work?

Yes/No

If 'yes', please give details

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Please describe why you are interested in joining the Management Committee

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\*Please describe how your experience would help to meet the recruitment priorities that the Co-op has identified (the priorities are enclosed with this form)

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\*Please describe which part of Co-op's work are you especially interested in and why

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Are you willing and able to participate in training on a regular basis?

Yes/No

I confirm that I have read the Committee Membership & Recruitment Policy and that I am eligible and willing to stand for election

Yes/No

Signature:

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Date:

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