



Hawthorn Housing Co-operative

MANAGEMENT COMMITTEE RECRUITMENT POLICY

POLICY IMPLEMENTATION CHECKLIST	
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Author:	Director
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Committee Responsible for approval:	Management
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 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-optation; 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 meetings 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.



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) _____

Are you employed? Yes/No

Please outline your current or previous jobs _____

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

Yes/No

(If 'yes' please provide details) _____

Please describe why you are interested in joining the Management Committee -

*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)

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

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

Yes/No

I confirm that I have read the Board Member's Profile and Eligibility Form and that I am eligible and willing to stand for election.

Signature _____

Date _____