

## **NEXT STEP HOMES LIMITED**

### **COMMITTEE RECRUITMENT POLICY**

#### **1. Aims and Objectives**

In terms of the association's Rules, the appointment of the Committee of Management is a matter for the parent association, subject however to the power of co-option vested in the Committee once appointed. Notwithstanding that, this Committee is of the view that in the appointments by the parent association and in the co-options exercised by this Committee once appointed, the membership of the Committee should contain the following characteristics:-

- a) Committed to the aims of the association;
- b) Representative and accountable to the membership of the association and in particular to its tenants, sharing owners and other client groups;
- c) Possessing an appropriate range of skills adequate to manage the association in an effective and efficient manner;
- d) Possessing an appropriate gender balance and ensuring there is equal opportunity for membership of the Committee of Management amongst ethnic minorities and those with a disability;
- e) Representative of the geographical spread of the association's stock.

#### **2. Constituencies of Interest**

Having regard to the foregoing aims and objectives and in particular to the key principles, the Committee of Management shall take the following steps:-

- a) Commitment to the Aims of the Association

The Committee of Management shall be in regular contact with voluntary organisations with whom the association is in partnership, bodies representing amongst others the association's client groups or otherwise engaged in the field of social inclusion, and individuals known to have an interest in affordable housing, supported accommodation or similar related fields to ensure they are aware of the possibility of membership of the association and of election to the Committee of Management.

- b) Representation of and Accountability to Tenants, Sharing Owners and Other Stakeholders

The association shall communicate regularly with its tenants and sharing owners through newsletters, surgeries, tenants panels and other means, informing tenants not only of the benefits of membership but also of the possibility of involvement in the Committee of Management.

### Appropriate Skills

The Committee of Management shall ensure that there is adequate representation in the following key areas:-

- i. Financial Management
- ii. Housing Management
- iii. Property and Development
- iv. Health and Welfare with particular regard to the needs of vulnerable client groups
- v. Equal Opportunities

#### c) Gender Balance and Equal Opportunities

The Committee will attempt to encourage the representation of women on the Committee, coupled with the ultimate aim of achieving a balance representative of the community as a whole. It will also communicate with such bodies as it deems to be representative of ethnic minority groups and those with a disability to seek to encourage recruitment to the Committee.

#### d) General

The association will, from time to time, publicly advertise the option of Committee membership in order to reach all of the above groups and any other individuals who might be interested.

### **3. Procedures**

Whether through the above processes or otherwise, an individual indicates that he/she is interested in becoming a member of the association's Committee of Management, he/she will normally be interviewed by the Chairman or other senior member of the Committee and the Chief Executive of the managing agents and a form of application will be completed by the applicant in the manner approved by the Committee from time to time. The purpose of this form is to record the applicant's areas of interest and levels of expertise so that the Committee can monitor the range of skills and interests actually recruited. Thereafter, the proposed member of Committee will attend as a guest/observer at least one full meeting of the Committee of Management before Committee considers formal co-option.

### **4. Review**

At intervals of not more than 3 years, the Committee of Management shall review its membership and recruitment against the aims and objectives and key principles set out in paragraph 1. In particular, but without prejudice to the generality, the association shall carry out a regular Skills Audit to review the association's needs, and in the light of such audit, review its recruitment methods in order to achieve the appropriate balance of skills.

**Date Approved by Committee of Management: 27.06.07**

**Date Due for Review by Committee of Management: June 2010**