



Resident Board Member Election Policy

1. Policy Statement

The policy sets out the process for electing residents to the Boards of Adactus Housing Association (AHA), Beech Housing Association (BHA) and Chorley Community Housing (CCH).

2. Aims

The aims of the policy are to provide a fair and transparent process for electing Resident Board Members, which enables residents elected to the Board to play a full and equal role in fulfilling the functions of the Board, which are:

- To act as the guardian of the Association
- To make decisions about company policy and strategy
- To monitor, supervise and control the Association
- To act as a final point of accountability
- To act as a bridge with the outside world to bring in knowledge and skills

This policy relates to the Corporate Objective to ensure the group members' boards add value.

3. Scope

The policy applies to residents of AHA, BHA & CCH (not the Adactus Housing Group Board, which has a separate process). Resident Board Members have to be either tenants or leaseholders of the association, or a partner of a tenant or leaseholder (and have lived in the property for 12 months), and be aged 18 or over.

4. Links to other policies and strategies

- Board Member appraisal
- Resident Involvement Statement
- People First Action Plan

5. Context

The Housing Corporation, in its policy for resident involvement, People First, places a requirement on each stock holding association to have at least one resident board member.

Service standards adopted by AHA and BHA include a requirement for at least two spaces on the board to be for residents, and CCH require a third of the board to be residents.

6. Definitions

AGM Annual General Meeting

7. Our Approach

The proposed 'route map' for resident Board members is as follows:

1. Advertise in newsletter/office/website for residents who would be interested in becoming Board members. This will be done to identify an initial group, and then repeated as required. Residents can also be approached directly.
2. Those interested are invited to an open session during which the roles & responsibilities of Board members are explained so that RBMs are aware of the commitment required in terms of both the training and as a Board member.
3. The tenancy history for each potential Resident Board Member (RBM) would be checked to confirm there are no issues to prevent them becoming Board Members.
4. The list of RBM's would be put to the relevant subsidiary Board for approval. If an RBM is rejected at this stage there will be a right to request a review, and subject to the review, a re-application after 12 months.
5. Each RBM would be required to complete a formal training course, followed by an informal assessment (details below), after which they will be accredited.
6. Residents will be elected to the Board by a postal ballot of all residents of the relevant Association, on a simple majority basis. The election will be administered by the Group Resident Involvement Team.
7. Elections will be held prior to the AGM, with formal ratification at the AGM.
8. Unsuccessful candidates will remain on the list for the next 12 months (or longer depending on the rules for re-election for each association). In the event of a resident board member position becoming vacant during the year, the seat will be offered to the next resident on the list, subject to them achieving at least 2% of the votes cast.
9. Training will be repeated every 12 months (or longer depending on the rules for re-election of each association). Elections will be held whenever a resident has reached the end of their term. Unsuccessful candidates will be required to undertake refresher training every 3 years.

Training Plan

The training plan will cover the following areas. Each session will last approximately two hours, and will be delivered in house.

Subject	Purpose
Governance	To provide an understanding of the role of the Board, their responsibilities, the relationship between subsidiaries and the Group, and the split between Board and Executive.
Risk management	To provide an overview of the Boards role in relation to risk management, and the Adactus approach.
Business Planning/Financial management	To provide a broad understanding of the key financial measures used by the Association.
Housing Management	To provide a guide to key housing management issues, and our delivery of the housing management & repairs service.
Background to Social Housing/Regulatory regime	To provide a brief history of the development of social housing, and to explain the role of the Housing Corporation (and its successors) and the regulatory framework.
Performance Management	To provide an overview of why performance management is important, our approach to it, and the performance information that is reported to Board.
Conduct at Board meetings/Mentoring	To provide an opportunity to meet other Board members and discuss appropriate behaviour at Board meetings. This could also include attendance at Board meetings as an observer.

Assessment

On completion of the training, RBM's will be individually assessed by a panel comprised of the Chair and OD/MD of the appropriate subsidiary, and the Company Secretary.

The purpose of the assessment will be to assess the understanding of the role of Board members, general understanding of the areas covered by the training, and to discuss future training needs, particularly in terms of their ability to contribute to Board meetings.

8. Responsible Persons

Group Director of Corporate Services/Company Secretary: overall responsibility for the selection and training of Board Members.

Operations Director - Beech HA: responsible for the operational delivery of the training and election process.

Group Resident Involvement Manager: responsible for the organisation of the process and administration of the elections.

Resident Involvement Officers: responsible for explaining the process to potential Resident Board Members, publicity and organisation.

9. Service Standards

Delivery of this policy will be in line with our general service standards for resident involvement, in providing a menu of options to get involved, and providing feedback to our customers on the outcomes of consultation.

10. Equality and Diversity

An equality impact assessment will be carried out on this policy.

11. Monitoring and Evaluation

Monitoring of this policy will be through:

- Feedback on training;
- Turnout at the ballots;
- Appraisal of Board members.

Date approved by Board _____ Date for Board review _____
