



**C R A I G D A L E**

**HOUSING ASSOCIATION LTD**

**Craigdale: The Home of Good Housing**

& D

**83/85 Dougrie Road, Castlemilk, Glasgow, G45-9NS, T: 0140-634-6473**

## **Board Training & Development Policy**

**AS WITH ALL OF THE ASSOCIATIONS POLICIES, THIS GUIDE IN FULL AND PART IS AVAILABLE IN SUMMARY, ON TAPE, IN BRAILLE AND IN TRANSLATION INTO MOST OTHER LANGUAGES – PLEASE ASK A MEMBER OF STAFF IF YOU WOULD LIKE A VERSION IN A DIFFERENT FORMAT**

**Date of Policy Review: 14.04.20**

**Date of Committee/Board Approval: 14.04.20**

**Date of Next Review: 2023**

## 1.0 INTRODUCTION

As a Registered Social Landlord and a Scottish Charity, Craigdale Housing Association is committed to ensuring the highest standards of governance and to meeting the regulatory requirements of both the Scottish Housing Regulator (SHR) and Office of the Scottish Charity Regulator (OSCR).

The Association is governed by a Board, which strives to be representative of the community it serves, and is committed to the aims and objectives of the Association. The Board directs and controls the affairs of the Association and it is crucial that Board Members have the right skills, knowledge, objectivity and experience to carry out that role.

Craigdale Housing Association's Role Description for Board Members outlines the Board's roles & responsibilities and is used to recruit and select new Board Members and should be read in conjunction with the Association's Board Member Recruitment policy and its Board Induction policy.

Whilst individual Board Members have a responsibility of ensuring they update their knowledge and further develop their skills, the Association also has a responsibility to support and help develop Board Members. To that end the Association carries out annual appraisals (skills audits) of all Board members to ascertain their effectiveness, their contribution, the value they bring to the work of the Association and identify any areas where training, development and/or support are required. This will be captured in an Individual Training Plan for each Board Member. This will be produced on an annual basis which identifies the training, development and/or support the whole Board would benefit from in order to improve the effectiveness of the Board.

Craigdale Housing Association allocates an annual budget to support training and development for the Board. The Association will meet all reasonable requests for learning and development, subject to budget availability.

## 2.0 WHAT IS MEANT BY LEARNING, DEVELOPMENT AND SUPPORT

The Association recognises that Board Members learn and develop in different ways and require different types of support at different times. All Board Members need core areas of knowledge to meet their responsibilities, e.g. The Rules, Business Plan, Regulatory requirements for Registered Social Landlords and Charities, Budgets and Accounts, Customer care and the role of an Employer. Board Members will be required to take up training and development opportunities and/or have access to further support which benefits individual Board Members and the Board as a whole.

Board Member learning, development and support can take place in a number of ways, including:

- Attending in-house training sessions

- Attending externally run training sessions, seminars, briefing, workshops, and conferences
- Accessing e-learning
- Attending accredited courses
- Briefings by members of staff or external organisations
- Briefings on particular topics (such as new legislation) by external trainers or experts
- Annual Planning/Review events
- Mentoring, shadowing and/or coaching from experienced Board Members or appropriate external individual / organisation
- Shadowing of Association staff
- Visits to the Association's housing stock
- Visits to other organisations, including observing Board meetings of other Housing Associations
- Networking with Board Members of other Associations
- Reading and self-guided learning e.g. sector publications, websites

### **3.0 LOGGING, EVALUATING AND REPORTING ON LEARNING AND DEVELOPMENT**

Board Members are encouraged to log all learning and development; this will be referred to in the annual appraisals. The Association will also maintain accurate records of all learning and development undertaken by individual Board Members and the Board as a whole. This information will be used to compile an annual learning and development report which will be produced to coincide with the annual appraisals.

Board Members should complete evaluation forms and return them to the Association. Board Members who attend any external training, seminars and/or conferences will provide a copy of any handouts to Corporate Services Team to be uploaded onto the Board Portal.

### **4.0 EQUALITIES & HUMAN RIGHTS.**

We are committed to meeting our equality duties and working in a way that promotes equality and human rights. We will try to ensure our Board, Staff team is representative of the communities it serves in respect of Protective Characteristics, and we will monitor the Protective Characteristics of our tenants and service users.

### **5.0 REVIEW**

This policy will be monitored and reviewed every three years or otherwise as deemed necessary by the Board.