

Paragon Housing Association Limited

POLICY: MANAGEMENT COMMITTEE RECRUITMENT

POLICY AREA: GOVERNANCE

DATE APPROVED: 12 November 2025

DATE NEXT REVIEW: November 2028

We can produce this document in different formats such as in larger print or audio-format; we can also translate the document into various languages as appropriate.

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Introduction

The role of the Management Committee member is key to the success of the Association and we recognise that there are many people from different backgrounds who can offer skills and experience to govern the organisation and we welcome interest from all sections of the community.

The Management Committee will annually review its membership to consider the skills and experience necessary to effectively govern the Association. Steps will be taken to ensure that the relevant skills and experience are available, and this may include targeted recruitment.

The standards of performance and behaviours required by Management Committee members are very high. The Association has set high standards through our own policies and practices and we also require to perform to the Scottish Housing Regulators (SHR) standards and those of other regulators such as OSCR.

We also recognise that people may come to us with the aim of developing their skills and knowledge and we are committed to help members develop and grow.

Equality

The Association is committed to promoting equality, diversity, and inclusion in all aspects of its work, including the recruitment and composition of its voluntary management committee.

The Association welcomes applications from all individuals, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex, race and sexual orientation. The Association is particularly interested in providing opportunities for involvement to individuals who are under-represented in public life or who are currently under-represented on our Management Committee. However this will not take precedence over the need to have people with the right skills and experience.

Membership and Rules

Rules of the Association is the main constitutional document governing the organization. The provisions of these rules set out who is eligible to become a member of the Management Committee and the various routes to election/appointment. Nothing in this Management Committee Recruitment Policy takes precedence over the Rules

The Association's Management Committee is made up of a maximum of 15 members.

Members may be elected at the Annual General Meeting (AGM) or by filling a casual vacancy or by being co-opted. Appendix 1 sets out the rules around the election/appointment of Committee members.

AGMs are usually held in September each year and we require an outline from candidates about the skills and experiences they offer in order to share this with members.

There are other ways to get involved other than by nomination and election at the AGM. Anyone seeking co-option or to fill a casual vacancy¹ is invited to submit an outline of their skills and experience and will be invited along to meet the Management Committee for their application to be considered.

The Job Description seeks to set out the main requirements for Management Committee members and the support that can be offered.

Recruitment Process

Recruitment may take place at anytime during the year and routes to joining the committee may depend on the nature of the vacancy and the applicable rules eg if out with the AGM cycle.

Prior to the AGM (and in accordance with Rule 40.2) members will be advised of nomination procedures. Nominations for election can be made under the provisions of this rule.

¹ Definitions of casual vacancy and co-optee are set out in Appendix 1

From time to time the Association may run recruitment campaigns to encourage new membership out with the AGM cycle. Recruitment will be promoted in a variety of ways including

- Promotion through the Association's publications and social media outlets
- Adverts in general and specialist publications or social media outlets
- There is dedicated standing web page which sets out the recruitment process and requirements
- Promotion through tenants' groups /partners / community groups
- Direct approaches to qualified and experienced individuals

The aim of the application process is to open and fair.

Rule 40.3 sets out circumstances in which circumstances nominations can be refused by the Management Committee

To apply for membership of the Management Committee of Paragon Housing Association, interested individuals should follow these steps:

- Anyone interested in joining the Management Committee will be invited to an informal discussion with members of the Management Committee / Senior Staff
- There will be an opportunity to observe a Management Committee or Sub Committee meeting
- Submit an application form with an outline of skills and experience – Appendix 3
- Attend a meeting with the Management Committee or its nominated members to discuss the application.
- Based on the above and any enquires it deems fit, if satisfied about the skills, experience and commitment the Management Committee can agree
 - a. Nomination for election at the Annual General Meeting (AGM), typically held in September.
 - b. Co-option by the Committee
 - c. Appointment to fill a casual vacancy by the Committee

All applicants must meet the eligibility criteria outlined in the policy and agree to uphold the responsibilities and expectations of Committee Members.

Review

This policy will be reviewed in 3 years

Appendix 1 Management Committee Role/ Job Description²

SHR Regulatory Standard

“The Governing Body leads and directs the RSL to achieve good outcomes for its tenants and other service users.” Regulatory Standards of Governance and Financial Management, Standard 1³

Main Responsibilities

- Promote and uphold values of the Association
- Upholding the Code of Conduct and promote good governance
- Controlling the Association affairs and ensuring compliance
- Set and monitor standards for service delivery and performance
- Reviewing key performance areas such as finance, service provision & strategies
- Making major resource decisions
- Overseeing the way the Association manages risk by ensuring this is realistically assessed and appropriately monitored and managed

Responsibility for the operational implementation of the Association’s strategies and policies is delegated to the Director. There is a Schedule of Authorities in place which sets out a scheme of delegated responsibility.

² Role reviewed against SFHA Model Role Descriptions for Governing Bodies 2024

³ Scottish Housing Regulator (February 2024) [Regulatory Framework](#)

Management Committee Key Expectations & Duties

- Sign the Code of Conduct annually and uphold its requirements
- Accept and share collective responsibilities for the decisions of the Committee
- Actively and constructively contribute to the work of the Association
- Act in the best interests of the Association and its customers
- Not to act on behalf of any interest group, constituency or other organisation. Management Committee Members cannot act in a personal capacity to benefit themselves or someone they know
- Declare and manage interests in a timely and open manner
- Take part in annual committee appraisals
- Take part in governance reviews
- Keep up to date with relevant issues
- Take part in training and development activities
- Prepare adequately for meetings
- Represent the Association positively and effectively at all times, including in local communities and when attending meetings and other events
- Respect and maintain confidentiality of information
- Treat colleagues with respect and foster effective working relationships within the governing body and between the governing body and staff
- Work co-operatively with staff and other committee members
- Comply with relevant policies including Payments, Benefits & Entitlements

- To contribute to formulating and regularly reviewing the Association's values, strategic aims, business objectives and performance standards
- To be informed about and ensure that the Association's plans take account of the views of tenants and other customers
- To ensure that the Association operates in accordance with relevant legal and regulatory requirements
- To be assured that the Association is compliant with relevant legal and regulatory requirements
- To ensure that the association is adequately resourced to achieve its objectives and meet its obligations
- To oversee and ensure the association's financial viability and business sustainability whilst maintaining rents at levels that are affordable to tenants
- to act, along with the other members of the governing body, as the employer of the Association's staff
- to ensure that the Association is open and accountable to tenants, regulators, funders and partners

What the Association Offers

- There is no payment other than expenses paid in line with the relevant policies
- An induction process to support members in their roles
- Information, training and advice to support members in their role
- Clear guidance, information and advice on responsibilities and on the Association's work

- Papers which are clearly written and presented, and circulated in advance of meetings

- Skills development opportunities

- Networking opportunities

The Commitment

- Attendance at regular Management Committee meetings up to 12 per year
- Where appointed attendance at Sub Committee meetings up to 12 per year

- Preparing adequately for meetings

- Attendance at AGM and other general meetings

- Attendance at training and other events internal and external - may include some weekends

Appendix 2: Rules Extract ⁴

ELECTING COMMITTEE MEMBERS

39.1

At the end of the first annual general meeting after the total membership of the Association has risen to seven or more, all Committee Members must retire. From then on at the end of every annual general meeting, at least one-third of the Committee Members or the nearest whole number thereto, must retire. Anybody appointed as a co-optee under Rule 42.1 or to fill a casual vacancy under Rule 41 and who retires for that reason, shall not count towards the one third provision. The retiring Committee Members should be selected in accordance with Rule 39.2.

39.2

The retiring Committee Members should be those who have served the longest on the Committee since the date of their last election. If two or more Committee Members have served equally long and cannot agree who should retire, they must draw lots.

39.3

Committee Members must also retire if they have been co-opted onto the Committee under Rule 42.1 or have filled casual vacancies under Rule 41.

39.4

If a Committee Member retires from the Committee in terms of Rule 39 before or on the date of the next annual general meeting, that Committee Member can stand for re-election without being nominated.

40.1

If, at the annual general meeting the number of Members standing for election is less than or equal to the number of vacant places, the Chairperson will declare them elected without a vote. If there are more Members standing for election than there are vacant places, those present at the general meeting or those exercising a postal vote in accordance with Rule 27.6 will elect Members onto the Committee, in accordance with Rule 29.2. Each Member present or who has appointed a representative will have one vote for each place

⁴ The Rules of Paragon Housing Association Limited are based upon the SFHA Charitable Model Rules (Scotland) 2020. The Association is Registered under the Co-operative and Community Benefit Societies Act 2014 and the Housing (Scotland) Act 2010

to be filled on the Committee. A Member must not give more than one vote to any one candidate.

40.2

The Association will post or send by fax or email intimation of the intended date of the annual general meeting and information on the nomination procedure to each Member at the address, fax number or email address given in the Register of Members of the Association not less than 28 days before the date of the meeting. Nominations for election to the Committee must be in writing and in the form specified by the Association and must give the full name, address and occupation of the Member being nominated. A Member cannot nominate himself/herself for election to the Committee. Nominations must be signed by and include a signed statement from the Member being nominated to show that they are eligible to join the Committee in accordance with Rules 37.4 and 43, and that they are willing to be elected. Nomination forms can be obtained from the Association and must be completed fully and returned to the registered office at least 21 days before the general meeting.

40.3

A nomination for election to the Committee can be rejected by a decision by not fewer than three quarters of the Committee Members on one or more of the following grounds:- 40.3.1 where election to the Committee would be contrary to the Association's Rules or policies; or 40.3.2 where a conflict of interest may exist which, even allowing for the disclosure of such an interest may adversely affect the work of the Association; or 40.3.3 where there is clear evidence of relevant circumstances from which it is concluded that election to the Committee would not be in the best interests of the Association.

41

If an elected Committee Member leaves the Committee between the annual general meetings, this creates a casual vacancy and the Committee can appoint a Member to take their place on the Committee until the next annual general meeting.

Co-optees

42.1

The Committee can co-opt to the Committee or to a sub-committee anyone considers is suitable to become a Committee Member or member of a sub-committee. Co-optees do not need to be Members, but they can only serve as co-optees on the Committee or sub-committee until the next annual general meeting or until removed by the Committee. A person co-opted to the Committee can also serve on any sub-committees.

42.2

A person appointed as a co-optee shall undertake the role of Committee Member or member of a sub-committee and accordingly will be subject to the duties and responsibilities of a Committee Member. Co-optees can take part in discussions at the Committee or any sub-committees and vote at Committee and sub-committee meetings on all matters except those which directly affect the Rules, the membership of the Bearers. Co-optees may not stand for election, nor be elected as one of the Office Bearers of the Committee.

42.3

Committee Members co-opted in this way must not make up more than one-third of the total number of the Committee or sub-committee members at any one time. The presence of co-optees at Committee Meetings will not be counted when establishing whether the minimum number of Committee Members are present to allow the meeting to take place as required by Rule 48 and the presence of co-optees will not count towards the quorum for sub-committee meetings.

Eligibility for the Committee

43.1

A person will not be eligible to be a Committee Member and cannot be appointed or elected as such if:-

43.1.1

he/she has been adjudged bankrupt, has granted a trust deed for or entered into an arrangement with creditors or his/her estate has been sequestrated and has not been discharged; or

43.1.2

he/she has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974 or an offence under the Charities and Trustee Investment (Scotland) Act 2005; or

43.1.3

he/she is a party to any legal proceedings in any Court of Law by or against the Association; or

43.1.4

he/she is or will be unable to attend the Committee Meetings for a period of 12 months; or

43.1.5

he/she has been removed from the Committee of another registered social landlord within the previous five years; or

43.1.6

he/she has resigned from the Committee in the previous five years in circumstances where the resignation was submitted after the date of his/her receipt of notice of a special committee meeting convened to consider a resolution for his/her removal from the Committee in terms of Rule 44.5; or

43.1.7

he/she has been removed from the Committee in terms of Rules 44.4 or 44.5 within the previous five years; or

43.1.8

he/she has been removed, disqualified or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005; or

43.1.9

he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales misconduct in the administration of the charity for which he/she were responsible or to which he/she were privy, or which his/her conduct contributed to or facilitated; or

43.1.10 a disqualification order or disqualification undertaking has been made against that person under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company).

43.2

A person cannot be re-elected as a Committee Member if the Committee is not satisfied these circumstances the Committee must not allow the individual to stand for re-election

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A Committee Member will cease to be a Committee Member if:

44.1

he/she resigns his/her position as a Committee Member in writing; or

44.2

he/she ceases to be a Member unless he/she is a co-optee in terms of Rule 42.1 or an appointee of The Scottish Housing Regulator; or

44.3

he/she misses four Management Committee meetings in a row without special leave of absence previously being granted by the Committee either at his/her

44.4

the majority of Members voting at a general meeting decide this. (The Members at the meeting may then elect someone to take his/her place. If a replacement is not elected at the meeting, the Committee may appoint a Committee Member in terms of Rule 41); or.

44.5

the majority of those remaining Committee Members present and voting at a special meeting of the Committee convened for the purpose decide to remove him/her as a Committee Member. The resolution to remove him/her as a Committee Member must relate to one of the following issues:

44.5.1

failure to perform to the published standards laid down by the Scottish Federation of Housing Associations and/or The Scottish Housing Regulator adopted and operated by the Association;

44.5.2

failure to sign or failure to
Conduct for Committee Members; or

44.5.3

requirements;

44.6

he/she becomes ineligible as a Committee Member in terms of Rule 43; or

44.7

he/she is a co-optee whose period of office is ended in accordance with Rules 39.1 or 42.1; or

44.8

he/she is a Committee Member retiring in accordance with Rule 39.1.

Appendix 3: Application Form

Paragon Housing Association Limited

Please tell us about what you may be able to contribute to the work of the Management Committee. Please make sure you read the Job Description for the post before completing this. Remember that support and training are available.

Your Name		
Address		
Telephone Number		
E Mail Address		
Membership Category (delete as appropriate)	TENANT	Membership Number
	GENERAL	
	MEMBER OF ANOTHER ORGANISATION HOLDING MEMBERSHIP	
	NOT A MEMBER	
After considering the Job Description, please tell us about any relevant previous experience, knowledge or skills that may be of use to the work of the Management Committee		
Continue on another page if required		
<i>I declare that I have read the rules of the Association in relation to eligibility and confirm that I meet the requirements of Rule 44.</i>		
Signed	Date	