

**COMMITTEE**

**SUCCESSION PLANNING**

**POLICY**

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| **Date of Policy** | **November 2019** |
| **Approved by Committee** | **November 2019** |
| **Review date** | **November 2022** |
| **Reviewed** | **August 2023** |
| **Review Date** | **August 2026** |

**Purpose**

1. Ruchazie Housing Association is committed to ensuring the effectiveness and sustainability of its committee.

3. RHA’s committee is committed to ensuring its performance meets the requirements of the Scottish Housing Regulator’s Regulatory Standards of Governance and Finance. These Standards state that “*the governing body and senior officers have the skills and knowledge they need to be effective”* (Standard 6) and most relevant in the context of this policy, that “….*the RSL formally and actively plans to ensure orderly succession to governing body places to maintain an appropriate and effective composition of governing body members and to ensure sustainability of the governing body*” (Standard 6.1).

4. This Succession Planning Policy aims to:

* ensure the committee has the skills, knowledge, diversity and objectivity it needs to provide capable leadership, control and constructive challenge;
* ensure the composition of the committee remains compatible with RHA’s Rules and business needs;
* deliver orderly succession planning to effectively manage the retiral and recruitment of committee members;
* deliver orderly succession planning to effectively manage the retiral and appointment of office bearers;
* create an appropriate mix of established and new members on the committee ensuring experience as well as new ideas and objectivity;
* offer assurance that any member seeking re-election after nine years’ continuous service can demonstrate their continued effectiveness; and
* ensure continued commitment to fair and equal practices.

5. This policy is designed to address all these requirements and aligns with RHA’s Committee Recruitment Policy, Committee Training and Development Policy and Committee Annual Review Policy.

6. This policy is supported by a Committee Succession Plan.

**Detailed requirements**

7. On an annual basis, and normally following the committee review process, RHA will initiate a succession planning review. This will take into account the findings from the committee annual review process and diversity monitoring, the current composition of the committee compared to future business needs, and membership eligibility as set out in RHA’s Rules.

8. The output from the succession planning review will be used by the senior officer, in liaison with the Chair, to produce a Committee Succession Plan. This plan will inform committee recruitment and the committee’s training and development programme.

9. The longevity and retiral status of all committee members will be confirmed (including those in office bearer roles) as will any plans for individuals to stand for re-election.

10. The committee is required to satisfy itself that any committee member seeking re-election to the committee having completed nine years of continuous service can demonstrate their continuing effectiveness. Any such committee members will be identified and appropriate contingency arrangements will be made.

11. Committee members who are available, interested or likely to succeed to office bearer roles will be identified.

12. All skills gaps will be identified with clarity on which will be addressed by training and development and which by recruitment of new committee members.

13. The anonymised data from the committee diversity monitoring process will be used to identify any particular recruitment requirements to ensure an appropriately diverse committee.