



Board Training and Performance Development Policy

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Contents

1. Introduction	2
2. Policy Objectives.....	2
3. Corporate Fit.....	2
4. Identifying Training Needs.....	3
5. Annual Appraisals	3
6. Training Sources and Programmes	4
7. Participation and Feedback.....	5
8. Training Budget.....	5
Appendix 1 - Board Member Appraisal Form.....	6
Policy Change History.....	12

1. Introduction

- 1.1 The Association is keen, in keeping with good standards of governance, to ensure that our Board members have the appropriate mix of skills, abilities and experience to manage the scope and scale of the Association's affairs.
- 1.2 In order to ensure this, high priority will be given to regular review and training for members. This Policy is complementary to the Associations Board Recruitment and Succession Planning Policy.

2. Policy Objectives

- 2.1. The key objectives of the Association's training and development policy for Board members are:
- i) To develop the skills and experience of the Board to meet the requirements of the Association;
 - ii) To enhance the awareness and performance of the Board in order to achieve high standards of management and service provision;
 - iii) To develop the potential of individual Board members to enhance their overall contribution to the Association;
 - iv) To encourage understanding of the wider functions of the Association and enable individuals to broaden their experience;
 - v) To ensure equality of opportunity.

3. Corporate Fit

- 3.1 The degree of compatibility of this Policy with other corporate policies, plans and strategies is as follows:-
- **Equalities, Diversity & Inclusion Policy** – in line with the ethos of equality of opportunity for all, the Policy ensures that the Association fully complies with all areas of Equal Opportunities.
 - **Business Plan** – the Business Plan is reviewed every year and includes an element of funding for Board Training.
 - **Corporate Strategy and Supporting Strategies** – this policy has a clear link to the strategies in its support to train and develop our members to steer the delivery of these strategies.
 - **Board Recruitment and Succession Planning Policy** – this Policy sets out minimum skills and competencies for Board members, succession planning opportunities and has a clear link to the Training Plan.

4. Identifying Training Needs

4.1 The Association identifies members training needs in a number of ways, which includes:

What	When	Who
Appraisals	Annually	<p>The Chairperson will carry out non office bearing Board member appraisals, with external support if required.</p> <p>The Chairperson's appraisal will be undertaken by the Chairperson of Audit Committee and one other Board Member, with external support as above.</p> <p>The Chairperson of Audit Committee's appraisal will be undertaken by the Chairperson and one other Board member who sits on the Audit Committee, with external support as above.</p>
Chair 1 to 1	Monthly	Chief Executive
Office Bearer Briefings	Monthly	Chief Executive (via one to one with Chairperson and CEO)
Governance Review	Annually	Finance and Corporate Services Director
Board Skills Audit	Annually	Finance and Corporate Services Director
Board Training Plan	Annually	Finance and Corporate Services Director
Board Development Sessions	Annually	Chief Executive
Succession Plan	As per Policy	Chief Executive/Finance and Corporate Services Director

4.2 The formal annual appraisal allows for a detailed review of the year and skills gaps for the coming year. Appraisal form attached at Appendix 1.

5. Annual Appraisals

5.1 Similar to the staff appraisal process, it is vital that appraisal meetings are seen as an ongoing support/supervision and development activity discussion and not just an annual formal meeting between the Chair and Board member. Every year the Chairpersons (accompanied by external support) will carry out on annual appraisal for all board members. All members will also be asked to assess the performance of the Chair of CVHA and the Chair of Audit Committee through their appraisal to allow

comprehensive feedback at the appraisal meetings of the Chair and Chair of Audit Committee. The Chair of Audit Committee and one other Board member will carry out the Chair's appraisal and the Chair and one other member of the Audit Committee will carry out the appraisal of the Chair of Audit Committee, both with external support if required.

5.2 The purpose of the appraisal process is to inform the Association's objective setting, taking account of achievements, potential and support needs in the context of Board Member's job descriptions and input. The appraisal process will therefore seek to:-

- i) Clarify member's role function;
- ii) Assess the extent to which past objectives have been met;
- iii) Identify future organisational, departmental and personal objectives;
- iv) Identify and plan for training and other developmental needs to meet these objectives;
- v) Provide a clear picture of what is expected of members;
- vi) Provide feedback on the strengths Members should build upon and any development needs they should address; and
- vii) Provide a record of agreed action and targets.

5.3 Appraisal meetings will take place around August each year. In order to allow for a focused discussion and have a formal record of actions and targets, an Appraisal Form will be used to steer the discussion. It should be noted however, that should Members wish to discuss other matters then the session will allow for this. The annual training plan for Board members will then be derived from these discussions.

5.4 Having a mix of established and new members on the governing body is key to achieving good governance because the Association benefits from both experience and new ideas. The in-depth knowledge and understanding of experienced members is vital. However, new members can bring an essential objectivity and independent challenge to familiar practices and thinking. So, in terms of good governance practice, the Scottish Housing Regulator consider that the RSL should review whether a governing body member who has been in place for nine years – which would in most cases be three, three-year terms - is still able to demonstrate this objectivity and independent challenge. The governing body must be assured that any member seeking re-election after nine years' continuous service is able to demonstrate their continued effectiveness in this regard. The Association sets this out in the Board Recruitment and Succession Planning Policy, however the appraisal process includes an additional question set for those members which these requirements apply.

6. Training Sources and Programmes

6.1 The Association will draw on a number of training sources to ensure that provision is flexible, efficient and cost effective. Sources may include the following: -

- Internal training, provided locally by Association Staff/Committee, this includes a formal induction process for all new Board Members
- Internal training, (ad hoc sessions and/or training programmes).
- External courses, (ad hoc sessions and/or training programmes) provided by other agencies.
- Seminars or conferences arranged by relevant agencies.

7. Participation and Feedback

- 7.1 As outlined in the Scottish Housing Regulators Regulatory Standards Guidance the Board may require members to undertake training in order to assist the Association to meet its objectives and to maximise the level of participation in the Board's decision making. All new Board Members will be required to undertake induction training. In addition to courses specified by the Board there will be scope for members to identify preferred training topics.
- 7.2 In light of the costs associated with training, the Association wishes to ensure it obtains value for money and will require participants to assist in the evaluation of the courses etc. attended. This will normally be done by completing an evaluation form.

8. Training Budget

- 8.1 The Association will set a Board Training Budget in light of the training audit and monitor the training plan and expenditure through the Audit Committee as part of the management accounts review and approval. Courses will be evaluated.. Fees will be paid in full for courses, seminars and conferences. Expenses will be paid in line with the current Policy on Board Expenses.

Appendix 1 - Board Member Appraisal Form



Board Member Appraisal Form

About You	
Name:	
Date Joined Board	
Which sub committees do you serve on?	
Are you an office bearer on either the main Board or any Sub Committees?	
Name of Appraiser	
Date of Appraisal	

Personal Effectiveness and Competency

How are you performing as a member of the Board in the following areas?

	Confidently & effectively	Quite well	Not as good as I would like
Attendance at meetings			
Preparing for Board meetings			
My contribution to discussions			
Upholding the Code of Conduct			
Acting with honesty and integrity			
Understanding my duties and responsibilities as a Board Member			
Understanding regulatory and governance frameworks			
Participating in development of Group Strategy			
Promoting fairness and equality for all service users and stakeholders			

	Confidently & effectively	Quite well	Not as good as I would like
Understanding the business environment in which CVG operates			
Demonstrating commitment to the aims of the Association and values of social housing			
Working effectively with colleagues			
Working effectively with staff			
Providing scrutiny and effective challenge			
Contributing new ideas or perspectives to the debate			
Sharing responsibility for decisions made even when I may not agree			
Attendance at training			
Being an ambassador for the Association			

Core Skills and Knowledge

How would you describe your knowledge in each of these areas?

	Sound & up to date	Quite Good	Not as good as I would like
Governance			
Strategy development			
Performance Management			
Business Planning			
Risk			
Housing and estate management			
Asset Management			
Development/ Construction			
Finance			
IT			
Legal and Regulatory issues			
Employment, HR and people management			
Equalities			
Customers views of the Association			

	Sound & up to date	Quite Good	Not as good as I would like
Partners views of the Association			

Collective Appraisal of the Board

This section is intended to evaluate the collective performance of the Board.

Please state whether you agree/ disagree with each statement:

	Agree	Disagree
The Board provides strategic direction and has a clear idea of where the Association is going and how we will get there		
We know the risks which face the Association and we have processes in place to manage these		
We have a broad range of specialist knowledge (what are these skills)		
There are particular gaps in the skills of the board (what are these gaps)		
The Board makes decisions effectively		
We ask the right questions and monitor performance well		
The Board is open and accountable to all customers and others about its work and the governance of the Association		
The Board complies with its own internal governance protocols, relevant legislation and regulatory requirements		
The Board protects the Association's assets, oversees budgetary and financial decisions		
We act as leaders		
We are clear about the roles of Board and staff		
We have an effective relationship with staff		
The Board effectively holds senior officers to account		
Board Members are well prepared when they attend meetings		
The Board operates as a team and we share responsibility		
The Board encourages appropriate involvement of customers in the planning and decision making process		
We have succession planning in place		
<i>Please think about examples which illustrate your answers and be prepared to evidence your answers during the review meeting.</i>		

How well is the Governing Body Led?

This section seeks feedback on the Chairman.

What has the Chair done well in the last year?	
What should the Chairman do differently in the future?	

Please state whether you agree/ disagree with each statement:

	Agree	Disagree
Everyone is encouraged to contribute their views		
Everyone is encouraged to challenge other points of view constructively and appropriately		
Meetings are well run and we always get through the agenda with enough time for discussion		
We are kept informed of important events between meetings		
The Chairman demonstrates a good team working attitude with Board Members and Senior Staff		
The chairman has established an environment that encourages, supports and reinforces the contributions of Board Members		
<i>Please think about examples which illustrate your answers and be prepared to evidence your answers during the review meeting.</i>		

This section seeks feedback on the Chairperson of Audit Committee

What has the Chair done well in the last year?	
What should the Chair do differently in the future?	

Please state whether you agree/ disagree with each statement. The first three statements should only be answered by members of the Audit Committee:

	Agree	Disagree
Everyone is encouraged to contribute their views		
Everyone is encouraged to challenge other points of view constructively and appropriately		
Meetings are well run and we always get through the agenda with enough time for discussion		
The Chair of Audit Committee keeps the Board informed of the work of the Audit Committee		
The Chair of Audit Committee provides assurance to the Board on the work of the Audit Committee		
The Chair of Audit Committee demonstrates a good team working attitude with Board Members and Senior Staff		
The Chair of Audit Committee has developed constructive working relationships with both internal and external auditors		
Please think about examples which illustrate your answers and be prepared to evidence your answers during the review meeting.		

Discussion Points:

You are not required to answer these questions in advance, but these discussion points may also be covered during the one to one review meeting:

How do you think your role as a member of the Board has changed during your time with CVG?

Do you find being a Board Member more or less rewarding/ interesting than 3 years ago? Why?

How would you describe your contribution to CVG?

Do you remain confident in constructively challenging views you do not agree with?

What measures do you have in mind to ensure you hold senior officers to account?

Do you still look for ways to improve your own effectiveness as a Board Member?

What do you think the Association's priorities over the next three years will be? How will you contribute to achieving these?

Please provide an example from the last 12 months where you have demonstrated objectivity and independent challenge as a member of the Board.

Policy Change History

Version	Substantive Change	Author of Change	Approval	Date	Website
1.0	New front page & version history applied	A Cavinue		14/02/23	Y
2.0	Updated to reflect Appraisal report	L Hughes			