



BOARD MEMBER SKILLS DEVELOPMENT POLICY 2025

1.0 INTRODUCTION

The Association considers that training and development has a vital contribution to make in the achievement of its aims and objectives and in the maintenance of effective, well-motivated and informed Board Members.

The Association is committed to making available appropriately funded training facilities which will enable Board Members to acquire the aptitude, skills and knowledge necessary to perform their respective duties and responsibilities effectively.

2.0 POLICY OBJECTIVES

The objectives of this policy are:

- ✓ To ensure that the Association has sufficiently trained and experienced Board Members to meet the needs of the Association and to ensure continuing effectiveness in providing a good quality service to the Association's customers.
- ✓ To provide the necessary skills development to enable Board Members to perform their duties effectively.
- ✓ To provide opportunities to acquire new skills required when Board Members take on responsibilities in different areas of work;
- ✓ To assist Board members to develop their potential consistent with the requirements of both the Association and Scottish Government / Scottish Housing Regulator;
- ✓ To ensure that there is an equality of opportunity for Board Members to obtain systematic and regular skills development in accordance with this policy.
- ✓ To meet the training and development requirements of Board Members in the most effective way by using a variety of internal and external training facilities and opportunities.

3.0 DEFINITION OF SKILLS DEVELOPMENT

The term skills development is intended to reinforce the position that what is required is more than just the attendance at internal and external training courses. It therefore encompasses the following activities:

- ✓ Skills developed at Board/Committee Meetings

- ✓ Skills developed through the Association's Board Members' training programme
- ✓ Skills obtained through non-Association related activities
- ✓ Participation at Seminars
- ✓ Participation at Conferences
- ✓ Induction Training
- ✓ Professional Courses and Further Education

4.0 INDUCTION PROCESS

The Association requires new Committee members to undergo an induction process within 6 months of their election

This will involve the following:

- ✓ Initial meeting with the Association's Chief Executive and Chairperson for the purposes of explaining the work of Ochil View and highlighting in more detail what is expected and required from Board Members;
- ✓ Being furnished with an Induction Folder incorporating a portfolio of policies and procedures, annual reports, Corporate Management Plan and other important documents;
- ✓ Completing an initial skills, knowledge and development self assessment schedule aimed at informing the Association of the areas where specific training and development should be focused.
- ✓ Participating in various introductory courses for new Board Members as necessary.
- ✓ Taking part in any "in house" training and development sessions organised by the Association.
- ✓ Visiting the housing stock of the Association as a means of familiarisation with the development aspect of the Associations' business.

All Board Members require to regard the development of their skills and knowledge as a continuous process and this is assessed as part of the annual review of the skills and experience of the Board of Management.

5.0 CORPORATE TRAINING PROGRAMME

The Association undertakes to meet the skills development needs of Board Members by establishing a corporate skills development programme and make specific budgetary provision for corporate training on an annual basis.

This policy applies to all members of the Board who will take personal responsibility for identifying their own skills development requirements.

Board Members are required to keep a formal record of all training undertaken out with the Association in order that a full evaluation of the skills, knowledge etc gained can be regularly monitored.

6.0 THE APPRAISAL PROCESS

The training undertaken by Board Members throughout the year is discussed at the annual Board Appraisal process in order to ensure that the learning and development process is proving effective.

7.0 POLICY REVIEW

This policy will be reviewed **at least** every 5 years.

Anne Smith
Chief Executive

24th February 2025

Policy Review Consultation

Considered by the Management Team on	N/A
Reviewed by the HSEHR Committee on	6 th March 2025
APPROVED BY THE BOARD OF MANAGEMENT ON	27th March 2025
Date of Next Review	February 2030