

Clydebank Housing Association Limited

From: Chief Executive/Head of Finance & Corporate Services **Date:** 24.09.20

To: Management Committee **Ref:** /SK/LL

Subject: 2019/20 MC Training Evaluation & Appraisals Summary

Management Committee Training Evaluation

In 2019/20, during the periods between August 2019 and March 2020 (when lockdown was imposed) saw a great deal of training undertaken by the Management Committee. A training plan was drawn up based on completed training needs assessments and training sessions were mostly scheduled on “free” Tuesday’s throughout the year with some individuals attending external training events. Feedback and training evaluation paperwork confirms that members gained considerable benefit from the training and increased their knowledge as a result.

Detailed below is a summary of the extensive training undertaken: -

	Subject	Facilitator	Numbers Attended
1	Chairing Skills	SHARE	1
2	SFHA Annual Conference	SFHA	1
3	The Assurance Statement for Committee/Board	SHARE	1
4	Governance/Code Conduct/EPB/Model Rules/Dec of Interest	In-house	5
5	Governing Body exchange	SHARE	2
6	Governance of Scottish Housing Association (GOSHA) SQA Customised Award	SHARE/SQA	1
7	Governance SHR Regulatory Standards	In-house	7
8	Governance SHR Regulatory Standards Assurance/Statement	In-house	8
9	Employment Tips workshop	EVH	1
10	Health and Safety Management Committee Responsibilities	In-house	3
11	Freedom of Information	In-house	5
12	EVH Annual Conference	EVH	1
13	SHARE – Equalities and Diversity	SHARE	5
14	Questions you should ask - Finance (joint training with Faifley HA)	Alexander Sloan Auditors	3
15	What’s on the Horizons for Housing Association's	SHARE	7
16	Risk Management (joint training with Faifley HA and Dalmuir Park HA)	SHARE	5

16 separate training sessions attended by one or more MC member.

When we have received all Management Committee members' completed Training Needs Assessments for 2019/20, group and individual training sessions will be arranged accordingly. Group sessions (per the current V2 Schedule) will again be held in-house and facilitated either by CHA staff members or external trainers to ensure reliability and value for money. Meetings will be held either on an online platform (i.e. Zoom), with restricted numbers at the office or a mix of both methods.

To comply with the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management requirements, Management Committee annual appraisals are currently being carried out by the Chairperson. This is another opportunity to identify training needs and also to highlight and record new skills and knowledge gained during the previous year. A report on the 2019/20 appraisal findings will also be available at the October meeting.

Continuous training is as important as ever as the Regulator continues to place greater emphasis on Governance. The Association must demonstrate that it complies with the 7 SHR Regulatory Standards and in doing so, show effective governance and sound financial management and deliver good outcomes for tenants. Regulatory Standard number 6 states that: -

“The governing body and senior officers have the skills and knowledge they need to be effective” and should ensure the following: -

- Formal, rigorous and transparent process for the election, appointment and recruitment of MC members
- MC will annually assess skills, knowledge and diversity and objectivity it needs to provide capable leadership, control and constructive challenge and plans effectively to achieve appropriate and effective composition of MC members through performance evaluation and effective succession planning
- Ensures that all governing body members are subject to annual performance reviews to assess their contribution and effectiveness
- Support new MC members with effective induction programme to enable them to fully understand and exercise their governance responsibilities
- Existing MC members given ongoing support and training to sustain continued effectiveness
- The MC is satisfied that the senior officer has skills and knowledge to do his/her job
- The governing body sets the senior officer's objectives, oversees performance, ensures annual performance appraisal, and requires continuous professional development

The Management Committee, via the Self-assurance working group, will be conducting its annual self-assessment on the Regulatory Framework in the coming weeks to enable it to sign off its annual assurance statement by the end of November 2020.