Committee and Board Recruitment and Succession Planning

V.2 April 2025

Policy Number	**C.44**			
Document Owner	**Corporate Manager**			
Review Frequency	**3 Yearly**			
Reviewed by	**Corporate Manager**			
Date Approved	**April 2025**			
Next Review Due	**April 2028**			
Version Number	**V.2**			
Consultation Required	**Yes**		**No**	**X**
Equalities Impact Assessment Completed	**Yes**	**X**	**No**	
Add to Website	**Yes**	**X**	**No**	
Add to YEAR	**Yes**		**No**	**X**
Copy to Fire Safes	**Yes**		**No**	**X**

SSHC Reference	
SHR Reference	Regulatory Standard 6 – The governing body and senior officer have the skills and knowledge they need to be effective.

Related Documents

- **C.46 Committee/Board Induction and Training & Development**
- **C.01 Membership Policy**

Translation Statement

If you have any difficulties reading this information or need further help understanding our processes, please contact us. We can make this document available in a variety of formats. All you need to do is let us know what you need, and we will try to assist.

Compliance

This policy has been drafted to ensure that it complies with current legislation and industry good practice.

Equality & Diversity

The Fyne Group is committed to providing services which embrace diversity, and which promote equality of opportunity. As an employer we are also committed to equality and diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day-to-day working practices.

Openness & Confidentiality

The Fyne Group believes that its members, tenants and other interested parties should have access to information on how it conducts itself. This means that unless information requested is considered commercially sensitive or personally confidential it will be made available on request.

General Data Protection Regulations

The Fyne Group recognises that the General Data Protection Regulations are an important piece of legislation to protect the rights of individuals in respect to any personal information that we may keep about them, whether on computer or in manual systems. We will treat your personal data in line with our obligations under the current data protection regulations and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Transparency Statements

1. Introduction

1.1 Fyne Homes is registered society under the terms of the Co-operative and Community Benefits Act 2014 (registered with the Financial Conduct Authority) and a registered Scottish Charity.

1.2 Fyne Homes is a registered Social Landlord, registered with the Scottish Housing Regulator and committed to operating in accordance with “Performance Standards for Social Landlords” and the “Regulatory Code of Governance”

1.3 References throughout this policy to ‘we’, us’ and ‘our’ mean the Fyne Group, which compromises Fyne Homes Ltd (the Parent), Fyne Energy Ltd, Fyne Initiatives Ltd and Fyne Futures Ltd. The governance arrangements of the Fyne Group must enable the parent company to comply with all regulatory requirements as a Registered Social Landlord (RSL).

1.4 This policy applies to the Fyne Homes Management Committee and the subsidiary companies Board’s, Fyne Futures, Fyne Initiatives and Fyne Energy.

1.5 Our Management Committee and Subsidiary Boards has the responsibility of directing and controlling the Association and subsidiaries, therefore it is vital that the Committee/Board have the rights skills, experience and knowledge to carry out this role.

2. Aim

2.1 This policy has been developed to set out the programme and mechanism which will ensure appropriate recruitment and succession planning arrangements are established and adhered to by the Management Committee and Subsidiary Boards of the Fyne Group.

3. Links to vision and strategic priorities

3.1 This policy aims to fulfil the needs of the Association’s strategic priorities, in particular: Meeting the needs and aspirations of our customers – Ensure staff and committee have the skills, experience and abilities to meet the changing needs, issues and aspirations of customers.

4. Legal framework

- Scottish Housing Regulator Regulatory Framework (2024)
- Co-Operative and Communities Benefits Act 2014

5. Recruitment

5.1 Fyne Homes will manage the recruitment of Committee and Board members to ensure the Group maintains an appropriate mix of skills and experience commensurate with its

ambitions and responsibilities. Detailed information regarding the recruitment process can be found in CP.19 Recruitment Procedure.

Fyne Homes Management Committee

5.2 Recruitment for the Management Committee will be done in accordance with our constitution and should be a planned exercise and may occur by various means:

- Nomination and election from the membership at the Annual General Meeting
- Filling a casual vacancy left through the retirement of existing members; and
- By the co-option of non-members of the Association.

5.3 Casual members and co-optees can serve until the next AGM when they would need to stand for election.

5.4 Recruitment does not supersede the rights of shareholding members to seek election of the Management Committee

Subsidiary Boards

5.5 Board Members of the subsidiary boards shall be appointed as a Director with Companies House.

5.6 Fyne Homes, as the parent of the group, has the absolute constitutional right to appoint or remove Directors to each of the subsidiary's boards.

5.7 Each of the Subsidiary Boards shall include independent members, who are not also members of the Fyne Homes Management Committee, ensuring that a quorum can be achieved of independent members alone.

6. Annual Reviews

6.1 The Fyne Group will annually assess the skills, knowledge and diversity of Committee/Board members in accordance with Regulatory Standard 6.2, which will be a combination of individual reviews and a collective review.

6.2 The Fyne Group has opted to use an external consultant to carry the reviews out for openness and transparency.

6.3 Through recruitment, we will attempt to fill any skills gaps which have been identified.

6.4 A learning and development plan will be formed from the annual reviews which will combine individual and collective priorities. Detailed information regarding learning and development can be found in Induction and learning & Development policy

6.5 The output from the annual reviews will form the annual succession plan.

7. Succession Planning

7.1 Following the annual review process, The Group will undertake a succession planning review which is based upon the finding of individual assessments with Committee/Board members.

7.2 The plan will ensure that there is a clear understanding of any potential changes in the Committee/Board membership and to identify when preparation should begin to secure the smooth transition between office bearers.

7.3 It will do this by:

- Confirming their current role
- Determine the longevity or retiral status of all Committee/Board members.
- Identify Committee/Board members who are available, interested or likely to succeed to bearer roles.
- Including specific information about those experienced members who are seeking re-election having completed continuous period of nine years or more in accordance with Regulatory Standard 6.3
- Determine Committee members who are required to retire in accordance with Rule 39 of the Association's Rules (Applies to Fyne Homes Only)

7.4 A copy of the pro-forma can be found at Appendix 1, this will be completed and reviewed annual following the annual reviews.

8. Reviewing process

9.1 This policy will be reviewed in line with the respective current Fyne Homes' policies, and/or where a change in legislation arises

9.2 If there is a procedural delay in the policy revision then the relative legislation in force at the time will prevail.

Version number	Revision Date	Part of doc revised	Reason for revision	Approved by
V2	April 2025	All	Revised to incorporate succession planning and update with guidance from SFHA	

Appendix 1

Fyne Homes Management Committee Succession Plan

Position	Chair	Vice Chair	Secretary
Current			
Position Start Date			
Tentative Retirement Date			
Up Next – Ready Now			
Ready 1 to 3 years			
Hi-Potential			

Sub-Committee Position	Staffing Chair	Audit Chair	Executive Chair
Current			
Position Start Date			
Tentative Retirement Date			
Up Next – Ready Now			
Ready in 1 to 3 years			
Hi-Potential			

Management Committee Members

Name	Birth Year	Year Co-opted/Casual	Year Elected	Year Re-Elected	Due Election	9 Year Review Due	Position Held	Position Start Date

Appendix 1

Fyne Futures Board Succession Plan 2025/26

Position	Chair	Vice Chair	Secretary
Current			
Position Start Date			
Tentative Retirement Date			
Up Next – Ready Now			
Ready 1 to 3 years			
Hi-Potential			

Fyne Futures Board Members

Name	Birth Year	Year Elected	Year Re-Elected	Position Held	Position Start Date

Appendix 1

Fyne Initiatives Succession Plan 2025-26

Position	Chair	Vice Chair	Secretary
Current			
Position Start Date			
Tentative Retirement Date			
Up Next – Ready Now			
Ready 1 to 3 years			
Hi-Potential			

Fyne Initiatives Board Members

Name	Birth Year	Year Elected	Year Re-Elected	Position Held	Position Start Date

Appendix 1

Fyne Energy Succession Plan 2025-26

Position	Chair	Vice Chair	Secretary
Current			
Position Start Date			
Tentative Retirement Date			
Up Next – Ready Now			
Ready 1 to 3 years			
Hi-Potential			

Fyne Energy Board Members

Name	Birth Year	Year Elected	Year Re-Elected	Position Held	Position Start Date