

**Extract from Governance Standing Orders (pages 51 & 52)
Recruitment of Tenant Board Members**

3 Recruitment Process

The recruitment process for Tenant Board members will encompass the following elements –

- Recruitment Panel
- Application Process
- Election Process

3.1 *Recruitment Panel*

The Board should determine the remit and composition of a recruitment panel.

The remit may be –

- To determine any diversity requirements
- To agree the application process to apply
- To agree the election process to apply

The composition of the recruitment panel shall be –

- The Chair
- 2 other Board members, 1 of whom to be a Tenant Board member

3.2 Application Process

With the support of the Chief Executive and Company Secretary, the recruitment panel will need to determine the following –

- Any required diversity profile of the new Tenant Board member. This would be undertaken by reference to the current diversity profile of the Board and the diversity targets around Board composition
- Where and how the vacancy will be advertised. The Board's policy is to advertise the vacancy as widely as possible, so the vacancy will normally be advertised through the Tenants Newsletter.
- The wording of the advertisement
- The contents of the recruitment pack. There is a marketing as well as an information aspect to this. The recruitment pack will normally consist of –
 - Invitation letter from the Chair
 - Application process explained
 - Pre-qualification requirements – ie matters from paras 2.1-2.4 above
 - Induction and support arrangements for Tenant Board members
 - Annual Report, Strategic Plan summary, and any other appropriate marketing materials
- Arrangements for confirming pre-qualification for standing for election. The Company Secretary will review all applications to ensure that all applicants are eligible to stand for election (ie comply with the requirements of 2.1 – 2.4 and 2.6 above).
- Timetable for the recruitment process

3.3 Election Process

With the support of the Chief Executive and Company Secretary, the recruitment panel will need to determine the following –

- The election process that will apply
- Any support or publicity resources that the Company will make available to candidates
- Who will administer the election process – in house or external service provider (eg Electoral Reform Services)
- Timetable for the election process
- Communications with election candidates
- How results will be announced