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MEMBERSHIP POLICY

1.0 INTRODUCTION

- 1.1 Prospect Community Housing Ltd. is registered with the Scottish Housing Regulator and seeks to provide quality homes in West Edinburgh.
- 1.2 We wish to encourage wide membership from all parts of the community. This policy describes how to become a member of Prospect, gives brief details about the Management Committee, and describes the training arrangements for those interested in becoming Committee Members.

2.0 THE SCOTTISH SOCIAL HOUSING CHARTER

- 2.1 The Scottish Government's Social Housing Charter came into force in April 2012. The Charter sets out the standards and outcomes that tenants can expect from social landlords, in terms of the quality and value for money of the services they receive, the standard of their homes, and opportunities for communication and participation in the decisions that affect them.

The relevant standards and outcomes for the Membership Policy are:

Outcome 2: Communication

Social landlords manage their businesses so that:

- Tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides.

Outcome 3: Participation

Social landlords manage their businesses so that:

- Tenants and other customers find it easy to participate in and influence their landlord's decisions at a level they feel comfortable with.

3.0 WHY SHOULD I JOIN?

- 3.1 As a member, you will get:
- Regular information on the work of Prospect;
 - An invitation to attend our Annual General Meeting;
 - The opportunity to vote at our Annual General Meeting;
 - The opportunity to stand for election to the Management Committee at the Annual General Meeting.
- 3.2 Members can help us to achieve our vision of providing homes and building communities together and will be part of an organisation which is actively working to improve living standards and conditions in West Edinburgh.

4.0 WHO MAY APPLY?

4.1 You may apply to join Prospect Community Housing if you are over 16 years old and:

- are a tenant of Prospect, **or**
- live elsewhere in the West Edinburgh area, **or**
- live outside West Edinburgh, but have a genuine interest in the work of, and/or have skills which could benefit Prospect;

and

- you do not have any recent or current interests which could conflict with your membership of Prospect.

5.0 HOW DO I APPLY?

5.1 To apply for membership, you should visit or contact our office to obtain an Application Form and background information about Prospect.

5.2 The cost of lifetime membership is £1.00. The completed Application Form should be returned, along with the £1.00 fee, to Prospect Community Housing.

5.3 Your application will be considered at the next available meeting of our Management Committee, and you will be advised of their decision as soon as possible after that meeting.

6.0 ANNUAL GENERAL MEETING

6.1 Our Annual General Meeting is held in September each year. At the A.G.M. a report on the previous year's activities is given, the Annual Accounts are presented, and elections are held for vacancies on the Management Committee.

6.2 Every member of Prospect may attend the A.G.M. to take part in the discussions and be involved in the elections for the Management Committee.

7.0 MANAGEMENT COMMITTEE

Membership

7.1 Our affairs are run by a Management Committee of up to 15 Members. Any Prospect member may be nominated for election to the Committee, in accordance with the nomination procedures circulated before each Annual General Meeting. We wish to encourage a wide representation on the Committee from all areas of the Community.

Meetings

7.2 The Management Committee normally meets monthly (except for July and December).

The Management Committee is supported by Working Groups who meet as required to make recommendations on specific areas of work.

Elections

7.3 At each Annual General Meeting, one third of the Management Committee stand down but are eligible for re-election without nomination. Any other Member may be nominated for a vacancy on the Committee. The nomination and appointment procedure is explained in the information sent to every member before the A.G.M.

Office Bearers

- 7.4 At their first meeting after the A.G.M., the Management Committee elect a Chairperson, Vice-Chair, Secretary and Treasurer.

Given their important responsibilities, the following positions are normally only open to those who have been Management Committee Members for the minimum periods shown:

Chairperson	2 years
Vice Chair, Secretary, Treasurer and Chair of Sub-Committee	1 year

Co-opted Members

- 7.5 The Management Committee may co-opt individuals onto the Committee for up to one year. They may include individuals from outwith the West Edinburgh area and need not be members of Prospect. The maximum number of co-opted members will be one-third of the maximum size of the Committee.
- 7.6 Co-optees may be invited in order to balance the membership of the Committee in terms of gender, experience, skills, etc., or to give the Committee access to group(s) with whom Prospect is working, or with whom we wish to work in future.
- 7.7 The procedure for Co-option will be:-
- after each A.G.M., or at other times as appropriate, Committee Members, assisted by the Director, will seek to identify gaps in the balance or knowledge of the Committee;
 - once the Committee has agreed on the gaps to be filled, they will seek to recruit suitable persons to fill them, by personal contact, advertising, etc.
 - the Chairperson and Director, or another office-bearer in place of the Chairperson, will meet informally with prospective Co-optees, and then put a recommendation to the Management Committee, who will decide if a formal invitation is to be issued to the individual.

Training

- 7.8 Training may be provided to Members who may be interested in standing for election to the Management Committee in the future.
- 7.9 In order to develop and maintain their skills and knowledge, Management Committee Members are expected to attend the following minimum number of training sessions each year:

New Members	- Induction training, and at least 3 sessions
Experienced Members	- At least 3 sessions

Full details are contained in the policy entitled "Committee Members Training and Development", copies of which are available from our office.

8.0 IMPLEMENTATION AND REVIEW

- 8.1 Attendance at Committee meetings is recorded and reported on annually to the Management Committee at their September meeting.
- 8.2 Attendance at Committee training sessions is recorded and reported annually to the Management Committee at their September meeting.

- 8.3 The list of current Members is updated following the approval of each application. The list is formally reviewed by Management Committee each March and October.
- 8.4 The Director is responsible for ensuring that this policy is implemented and will ensure that the Management Committee reviews this policy at least every three years.

Reviewed by the Management Committee on 31 October 2018

Next review due by: October 2021

APPLICATION FOR MEMBERSHIP OF PROSPECT COMMUNITY HOUSING



NAME:			
ADDRESS:			
TEL NO:		MOBILE NO:	
EMAIL ADDRESS:			
DATE OF BIRTH:		OCCUPATION:	
PREFERRED METHOD OF CONTACT :	TEXT / EMAIL / POST delete as applicable (Where possible we will communicate with you using your preferred method of contact.)		

Why do you wish to become a member?
Outline any relevant skills or knowledge you may have:
Outline any involvement you have with other organisations, community or housing groups:

DECLARATION:			
I attach the sum of £1; I agree to abide by the Rules and Policies of Prospect Community Housing (a copy of which are available for inspection at Prospect's registered office); I understand that I may withdraw from Prospect Community Housing by giving the Secretary one month's notice in writing of my intention to do so; I understand that my membership fee is non-returnable in these circumstances; I understand that membership of Prospect Community Housing will not place me on any waiting list for housing by Prospect.			
SIGNED:		DATE:	

Please hand in or send the completed application form together with the sum of £1 to The Secretary, Prospect Community Housing, 6 Westburn Avenue, Edinburgh, EH14 2TH. The application will be considered by the Committee at its next meeting or as soon thereafter as practicable. If the application is approved the name of the applicant will be entered in the register of members and one share in Prospect Community Housing will be issued to the applicant. Shares carry no right to interest, dividend or bonus and shall not be held jointly.

PROSPECT EQUALITY IMPACT ASSESSMENT RECORD

Title of policy/ practice/ strategy	Membership of the Association	
Department	Corporate	
Who is involved in the EQIA?	Julie Thynne/Brendan Fowler	
Type of policy/ practice/ strategy	New <input type="checkbox"/>	Existing <input checked="" type="checkbox"/>
Date completed	03/10/18	

Stage 1: Screening Record

What is the main purpose of the policy?

The policy sets out the criteria required for membership and provides information for individuals who may wish to join or be co-opted onto the Management Committee.

The Scottish Social Housing Charter Outcome 3: Participation has a direct influence on this policy.

Who will the policy benefit and how?

The policy has a direct impact on all tenants and interested individuals eligible to become members. The inability to recruit new members and retain existing members could impact on the effective running of the Association.

For each equality group, does or could the policy have a negative impact?

Protected characteristic	Negative	Positive/no impact	Don't know
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy & maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief (including no belief)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered negative or don't know to the above question you should consider doing a full EQIA.

Are there any potential barriers to implementing the policy?

Membership can only be achieved by staff and existing members actively promoting within the local community, tenants and with partner agencies.

	Yes	No
Is a full EQIA required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered no to the above question explain why a full EQIA is not required:

No impact on equalities identified:	<input type="checkbox"/>
Other:	

Stage 2: Data and evidence gathering, involvement and consultation

Include here the results of your evidence gathering, including qualitative and quantitative data and the source of that information, whether national statistics, surveys or consultations with relevant equality groups.

Source	Qualitative evidence provided	Quantitative evidence provided	Which protected characteristics are covered?	Gaps identified/ action taken
Management information data		Annual staff and committee equalities data	Age, disability, gender, ethnicity. In some cases other protected characteristics	Membership data not collected. Implementation of Cx may assist with data collection.
Tenant satisfaction survey		Survey carried out in 2016	Age, disability, gender, ethnicity. In some cases other protected characteristics	Data becoming out of date. Implementation of Cx may assist with data collection.
Committee, Equalities Working Group and Tenants Forum minutes	Equality related issues identified and discussed		Various	
Review of complaints received	Tenant/service user experience	Statistical data on types of complaint	All protected characteristics	Implementation of Cx may assist with data collection and analysis of protected characteristics
Observations/conversations (anecdotal)	Staff/committee/tenant/service user levels of understanding, inclusive practice		All protected characteristics	
Edinburgh Census 2011		Statistical data	Age disability, gender, ethnicity, marital status, religion or belief.	Data becoming out of date.
EdIndex data		Statistical data provided for individuals on the housing waiting list	Age, disability, gender, ethnicity. In some cases other protected characteristics.	Data becoming out of date.
SHR Annual Return on Charter data		Statistical data on staff, committee and tenant profile for RSLs	Disability, ethnicity.	

Stage 3: Assessing the impacts

How might the policy impact on people who share protected characteristics?

Include both positive and negative impacts.

Protected Characteristic	Description of Impact
Age	Membership is open to eligible people over the age of 16 as detailed in our Rules.
Disability	No impact identified.
Gender reassignment	No impact identified.
Marriage & civil partnership	No impact identified.
Pregnancy & maternity	No impact identified.
Race	No impact identified.
Religion or belief (including no belief)	No impact identified.
Sex	No impact identified.
Sexual orientation	No impact identified.

How does the policy promote equality of opportunity?

Having membership from a variety of groups will provide a mix of views.

How does the policy promote good relations?

We aim to bring together groups with a common goal.

Stage 4: Decision making and monitoring

Identifying and establishing any required mitigating action

If, following the impact analysis, you think you have identified any unlawful discrimination – direct or indirect - you must consider and set out what action will be undertaken to mitigate the negative impact.

Does the assessment show a potential for differential impact on any group(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is there potential for unlawful direct or indirect discrimination?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

What arrangements could be implemented to reduce or mitigate any potential adverse or negative impacts identified?

No adverse or negative impact identified.

Describing how Equality Impact analysis has shaped the policy making process

No changes have been identified because of the impact analysis. We are currently working on our method of communication with members to ensure positive engagement.

Monitoring and Review

Membership is monitored twice per year and the policy is reviewed every three years.

Stage 5 - Authorisation of EQIA

Please confirm that:

- ◆ This Equality Impact Assessment has informed the development of this policy:

Yes ☒ No ☐

- ◆ Opportunities to promote equality in respect of age, disability, sex, pregnancy and maternity, gender reassignment, sexual orientation, race and religion or belief have been considered, i.e.:

- Eliminating unlawful discrimination, harassment, victimisation;
- Removing or minimising any barriers and/or disadvantages;
- Taking steps which assist with promoting equality and meeting people's different needs;
- Encouraging participation (e.g. in public life)
- Fostering good relations, tackling prejudice and promoting understanding.

Yes ☒ No ☐

Declaration

I am satisfied with the equality impact assessment that has been undertaken for the Membership policy.

Name :Brendan Fowler

Position: Director

Authorisation date:10/10/18