

Appendix 1

Board Member Induction Programme				
Session	What	How	Who	Timeframe
Meet EMT*	CEO, DHSS, DAD, DR	Individual meetings	EMT	Initial visits
Meeting with Chair of the Board*	Chair's expectations, the role of the Board Member. Review of Member's skills and identification of gaps to be addressed during induction training.	Individual meeting	Chair of the Board	Initial visits
Introduction to Governance*	Transfer Agreement, The Rules, Governance & Delegations Framework, NHF Code of Governance.	Individual meeting	GO/CS	Initial visits
Admin introduction	Expenses, BoardPacks, appraisal process, building fob etc.	Individual meeting	GO	Initial visits
IT induction	Email access, quarantined emails, security, access to the Hive.	Individual meeting	IT Technician	Initial visits
Meet Chairs of RSC/ARC	Introduction to the work of RSC/ARC	Individual meetings	Chairs of ARC and RSC	1 month
Inside Housing	Arrange Subscription & Online access	GO to arrange	GO to organise	1 month
National Housing Federation/Homes and Communities websites	Access to websites	On iPad	GO to arrange	1 month
Meet SMT*	HRM, HHR, HHSS, HD, HF, HIT&BI	Individual meetings	SMT	3 months
Attend tenant event*	Engagement & Involvement events/ Openings	Where whole Board is invited to an event	GO to ensure details are shared	6 months
Visit stock*	Stock tour/Neighbourhood walkabout	Stock tour/ Neighbourhood walkabout	GO to organise with relevant Managers in Neighbourhood Services, Supported Living and Asset & Development	6 months
Customer Involvement*	Meet with Chairs of CA and CSP	Joint meeting	Chair of CA and CSP	6 months

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Sign Off & Future Plans*	Chair to sign off completion of the induction programme and consider the future training requirements of the individual	Individual meeting (Face to face or by phone)	Chair of the Board	At 6 months
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The initial visits would take place over two half days, depending on the availability of all parties.

Subsequent meetings will be scheduled around Board and committee meetings where possible.

The induction programme will be completed alongside the induction checklist.

*On re-election board members will receive a refresher induction. This induction will include the sessions marked *.