

*Creating affordable  
homes and empowering  
communities*

# Board Member Recruitment Policy



<b>CONTROLLING AUTHORITY: Director of Corporate &amp; Customer Services</b>		<b>POLICY NO:</b>
<b>ISSUE NO: 5</b>	<b>STATUS: Live</b>	<b>DATE: July 2017</b>
<b>AMENDED: Revised recognising changes in governance structure</b>		<b>REVIEW DATE: July 2018</b>



**making a splash**  
in the areas we serve

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## **1.0 INTRODUCTION**

- 1.1 The recruitment to the board of Boston Mayflower will be open and transparent, based on merit and objective selection and assessment techniques.
- 1.2 Boston Mayflower is an Equal Opportunities employer and is committed to taking positive action to ensure that its vacancies are known widely within the community. Boston Mayflower encourages people from all backgrounds to apply for vacancies regardless of race, gender, age, ethnicity, religion, sexual orientation or disability.

## **2.0 Process**

- 1.1 When a vacancy occurs the Board Recruitment Panel with the Chair of the Board will update and review the skills matrix and identify the key skills currently required to ensure an effective Board. The skills matrix will draw upon the most recent individual appraisal data and the board self-assessment feedback when coming to conclusions.
- 2.2 The Chair of the Board Recruitment Panel and Chair of the Board will formally review the Board member Roles and Responsibility Statement to ensure that it remains fit for purpose making any revisions required ahead of the recruitment process.
- 2.3 Once the completed the review of the skills matrix and the R&R statement will be used to determine the knowledge, experience and skills required of the ideal candidate. This information will be used to determine the style and tone of the advertising campaign including the media, geographic coverage and scale.
- 2.4 Interested individuals will be invited to submit an application in writing setting out their experience and reasons for applying. All applicants will submit an equality monitoring form which will be confidential and retained by the Company Secretary.
- 2.6 The Company Secretary will prepare a shortlisting template based upon the identified skills, knowledge and experience required. The Chair of Board Recruitment Panel, Chair of the Board and the Chief Executive will score the applicants against the criteria and agree the candidates to be interviewed. Each person will record their scoring against the shortlisting template along with the reason for including or excluding an individual from interview.
- 2.5 Completed applications along with the completed shortlisting templates will be retained by the Company Secretary.

## **3.0 INTERVIEW**

- 3.1 The Chair of the Board Recruitment Panel will Chair the interview panel supported by the Chair of the Board and up to two members of the Board.
- 3.2 Each candidate may be requested to make a presentation or undergo any other type of assessment as is reasonable to test the assessment criteria. Following this the panel will conduct a formal interview to explore the suitability of the candidate for the position.

- 3.3 Each member of the panel will maintain their own record of the candidate's suitability in respect of the Role & Responsibilities Statement. A scoring system will be used to assist the panel in remaining consistent in this respect.
- 3.4 Each Panel Member should make up their own mind as to who is the preferred candidate. The panel Chair will then establish whether there is a clear preference for one candidate. If there is no clear preference then the panel Chair should seek to obtain a consensus view of the panel.
- 3.5 The ultimate decision to appoint will rest with the Board Recruitment Panel with the casting vote of the Chair of the panel, but if in rare circumstances there is a substantial disagreement between the view of the members of the Chair of the panel may wish to arrange a second interview or a re-advertisement.
- 3.6 It is the Company's Policy to appoint the best candidate. It is unlawful not to appoint a candidate due to disability alone, and the panel should be able to demonstrate that they have considered making reasonable adjustments.
- 3.7 All candidates will be informed of the outcome of their interview by telephone or letter. For each unsuccessful candidate a feedback form will be completed to be retained on file for 6 months by the Company Secretary. Here candidates will be informed that feedback is available and from whom in the rejection letter. The onus will be for the candidate to seek feedback.

#### **4. RECORD KEEPING**

- 4.1 All application forms received and records of the recruitment, selection and interview process for every post will be retained for 6 months, after which they will be destroyed. Where applicants have declared that they have a disability, this information will be kept for 12 months.

#### **5. EQUALITY MONITORING**

The Company secretary will prepare and maintain a record of the applicants, interviewees and successful appointments analysed by protected characteristics to determine whether the recruitment process is providing a fair and balance outcome.

**Name of policy**

**Board Member Appointment Policy**

**Provide a brief summary of the aims and main activities of the initiative:** (bullet points)

The recruitment to the board of Boston Mayflower will be open and transparent, based on merit and objective selection and assessment techniques.

Boston Mayflower is an Equal Opportunities employer and is committed to taking positive action to ensure that its vacancies are known widely within the community. Boston Mayflower encourages people from all backgrounds to apply for vacancies regardless of race, gender, age, ethnicity, religion, sexual orientation or disability

**Completed by:** **Bridget Lloyd, Director of Corporate and Customer Service**

**Date: 31 July 2017**

**STAGE 1: SCREENING**

This stage establishes whether a proposed initiative will have an impact from an equality perspective on any particular group of people or community – i.e. on the grounds of race, religion/faith/belief, gender (including transgender), sexual orientation, age, disability, or whether it is “equality neutral” (i.e. have no effect either positive or negative).

**Q 1. Who will benefit from this initiative?** Is there likely to be a positive impact on specific groups/communities (whether or not they are the intended beneficiaries), and if so, how? Or is it clear at this stage that it will be equality ‘neutral’ i.e. will have no particular effect on any group? *Please consider all aspects of Diversity including as a minimum: Age, Disability, Gender/Transgender, Race/Ethnicity, Religion/Faith/Belief, Sexuality*

All Board Members will benefit in the same way from this policy

**Q 2. Is there likely to be an adverse impact on one or more minority/under-represented or community group as a result of this initiative?** If so, who may be affected and why: Or is it clear at this stage that it will be equality 'neutral'? *Please consider all aspects of Diversity including as a minimum: Age, Disability, Gender/Transgender, Race/Ethnicity, Religion/Faith/Belief, Sexuality*

We do not envisage any negative impact within any of our service delivery areas through the implementation of this policy.

We believe that this policy is equality neutral.

**Q 3. Is there sufficient data on the target beneficiary groups/communities?** Are any of these groups under or over represented? Do they have access to the same resources? What are your sources of data and are there any gaps? *Please consider all aspects of Diversity including as a minimum: Age, Disability, Gender/Transgender, Race/Ethnicity, Religion/Faith/Belief, Sexuality*

This policy is specifically aimed at all Board Members regardless of current constituency or current status and does not discriminate between Co-Optees, Observers or Board Members.

**Q 4. Outsourced services – if the initiative is partly or wholly provided by external organisations / agencies, please list any arrangements you plan to ensure that they promote equality and diversity.** *Please consider all aspects of Diversity including as a minimum: Age, Disability, Gender/Transgender, Race/Ethnicity, Religion/Faith/Belief, Sexuality*

This is an internal policy and the Company is responsible for its implementation

**Q 5. Is the impact of the initiative (whether positive or negative) significant enough to warrant a full impact assessment – see guidance? If not, will there be monitoring and review to assess the level of impact over a period of time? Please consider all aspects of Diversity including as a minimum: Age, Disability, Gender/Transgender, Race/Ethnicity, Religion/Faith/Belief, Sexuality**

We do not perceive any negative impact that would warrant a full Equality Impact Assessment.

Should any negative impacts be highlighted through implementation then both our Policy and EIA will be reviewed.

**Q 6. To be completed at six monthly review** Detail actions taken to assess the level of impact over a period of time, or to address any gaps in data.

*Please consider all aspects of Diversity including as a minimum: Age, Disability, Gender/Transgender, Race/Ethnicity, Religion/Faith/Belief, Sexuality*

Annually reviewed – July 2018