



MEETING: FER Meeting

DATE: 18 May 2016

AGENDA NO: 12

FOR: Approval / Discussion

Title: Succession Planning and Annual Appraisal

No. of Pages (including front sheet): 7

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Main Issues Covered: Maximum terms of office, succession planning and annual appraisals, ensuring that FER members can contribute appropriately and meaningfully to decision making.

Recommendations:

1. Residents elected to the FER committee serve for three years
2. Develop an annual appraisal process for residents
3. In the first cycle, members serve between two and four years as set out in table 3.
4. If agreed the FER to present the proposal at their next AGM to be ratified.

Succession Planning

1. Introduction

- 1.1 It is important to get a balance between retaining FER Member skills and experience and the need to bring in fresh ideas.
- 1.2 Recruitment and succession planning is a way of ensuring that the FER remains effective by maintaining a steady supply of new members.
- 1.3 The purpose of this policy is to provide the FER with a process to manage recruitment and succession effectively.
- 1.4 This paper looks at the length of the appointments and brings consistency with length of appointment with other resident posts, namely ERSRP and Services Committee.

2. Executive Synopsis

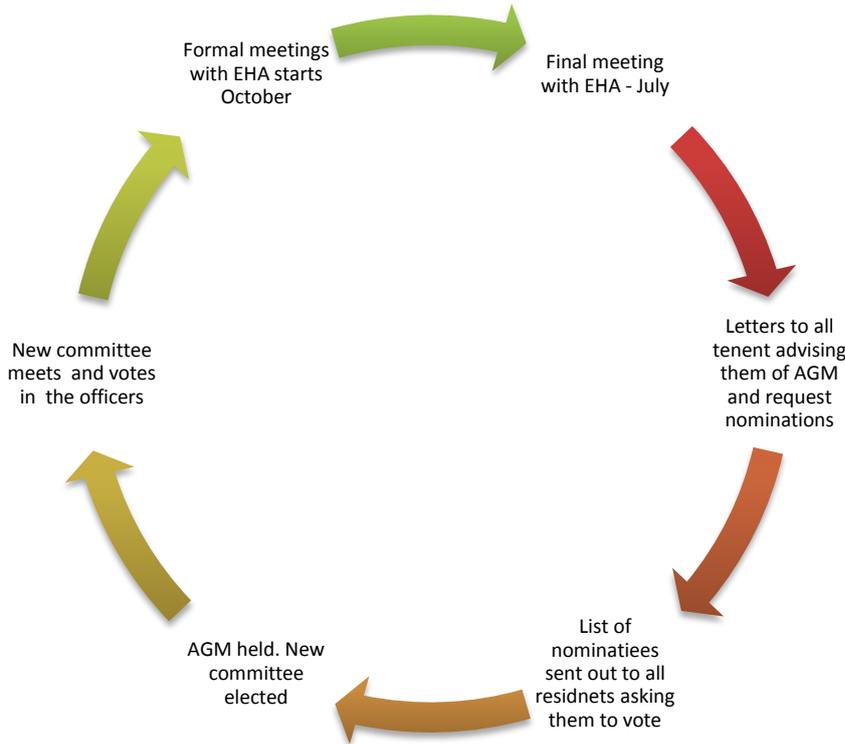
- 2.1 The FER committee disbands and re-stands again every year for re-election unlike ERSRP and resident members of the Services Committee who serve a minimum of three-year term.

By serving a longer term members and officers can contribute appropriately and meaningfully to decision making.

- 2.2 During the preparation for the AGM and election of a new committee, the FER meetings with Estuary Housing Association where policies are discussed have to be disrupted until a new committee is elected and roles are agreed.

3. Details

- 3.1 The formal meetings where policies are discussed stop around July and start back October after the AGM which takes place in August/September.



3.2 The investment made in our residents through training is valuable because it helps them to fulfil the purpose in their role of challenging us do the best we can. The range of courses aims to build on their knowledge. An example of some of the courses we arranged last year are:

- Introduction to social housing
- Housing Law
- Value for money
- Equality impact assessment

As part of Estuary’s ongoing commitment to help involved residents develop in their role, we intend to offer different types of training each year that builds on the knowledge of residents. We are developing more in-depth training for ERSRP and resident members of the Services Committee and would not like FER members to feel out of their depth because they have not received the same core training.

3.3 It is proposed that the FER committee serves a minimum of three years to bring it in line with Services Committee and ERSRP. This does not stop someone from serving again afterwards but it helps to provide continuity and personal development in the roles. It also means that there could be six meeting a year.

3.4 If the proposal is agreed, then the FER constitution will be changed and the changes presented at the next AGM in September 2016 to be ratified by the members.

3.5 To make sure roles come up over a three-year cycle, only a third or the roles would be elected each year. The table below shows the number of roles that would come up would be dependent on the make-up of the committee.

No of committee members	4	5	6	7	8	9	10	11	12	13	14	15
2017	1	1	2	2	3	3	3	4	4	4	5	5
2018	1	1	2	2	3	3	3	4	4	4	5	5
2019	2	2	2	3	2	3	4	3	4	5	4	5

Table 2

3.6 In the three years for the first cycle a third of committee members would serve between two to four years. The committee will need to agree which roles but a suggestion is set out in table 3.

Year	No of post up for election	No of years served	Possible roles
2018	2	2	Two committee members
2019	2	3	Two officers General Officer and Vice Chair
2020	2	4	Two officers Secretary and Chair

Table 3

3.7 It also follows that the FER officers would serve in their role for 3 to 4 years and then three years thereafter.

- 3.8 ERSRP currently have annual appraisals which are carried out to capture training and development needs. The Customer Engagement Team would support the chair and attend the meetings. The chair's appraisal would be carried out by the Performance & Customer Engagement Manager and Customer Engagement Officer. This is what currently happens for ERSRP. An example of the form is attached. See appendix 1.
- 3.9 The training needs would help the team plan the annual training programme and identify individuals' development.

4. Financial and VFM Implications

- 4.1 By having FER members serve longer it means that the appraisal process can be used as a means to development and evaluation of the role. Training can now be planned over a longer period rather than the current situation of ad hoc short-term training.

5. Summary

- 5.1 It is proposed that FER members are elected for a three-year term. Meetings with Estuary staff can continue while preparing for the annual general meeting. The longer length of service also means that FER members can develop their skills over the three years. The length of time is in line with resident Services Committee members and ERSRP members.
- 5.2 Following on from this, to help develop residents in their role, an annual appraisal programme will be put in place. The information gathered will be used for in the resident annual training plan.

6. Recommendations

- 6.1 Residents elected to the FER committee serve for three years.
- 6.2 Develop an annual appraisal process for residents.
- 6.3 In the first cycle members serve between two and four years as set out in table 3.
- 6.4 If agreed the FER to present the proposal at their next AGM to be ratified.