

# MEMBERSHIP POLICY

SEPTEMBER 2024



**LANARKSHIRE**  
HOUSING ASSOCIATION LTD



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Tel: (01698) 269119  
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## MEMBERSHIP POLICY

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(\*Note Lanarkshire Housing Association hereinafter referred to as LHA)

### 1.0 INTRODUCTION

1.1 LHA recognises the national importance of promoting equal opportunities and is opposed to discrimination in any form, be it direct or indirect. This policy should, therefore, be read in conjunction with the Association's Equality Policy.

### 2.0 GENERAL

2.1 LHA positively promotes membership in areas of operational activity as an important factor in policy development which will lead to a more effective and efficient service, create a sense of involvement in the decision making process and benefit the Association.

2.2 A broad range of skills will be encouraged but we will place no unjustified conditions upon individuals which may prevent them from playing a full part.

2.3 This Policy should also be read in conjunction with the Association's Rules, based upon SFHA Charitable Model Rules (Scotland) 2020 in co-operation with the Scottish Housing Regulator. The Association is registered under the Co-operative and Community Benefit Societies Act 2014: Registration No. 1941R(S).

### 3.0 APPLICATIONS

3.1 An applicant will forward to the Registered Office a duly completed application form (**Appendix 1**) which will include the applicant's name and address and general background information along with the sum of One Pound (£1.00), which will be returned if the application is rejected.

3.2 Membership is specifically covered by The Rules, numbered 6 to 17.3 within the aforementioned Rule Book. Copy extracts on rules 1 to 17.3 are attached for information (**Appendix 2**) and each new member will be given a copy of the Rules to retain for reference purposes.

### 4.0 CONDITIONS

Additionally, the following conditions will be imposed: -

- 4.1 No member of staff or close relative will be admitted to membership. Existing members who are subsequently employed by the Association shall have membership suspended.
- 4.2 At the date of application for membership, any person involved in litigation or financial dispute with the Association will not be considered for membership.
- 4.3 An application for membership will be rejected where the Committee agree by a majority vote of the members present that pursuance of the objects as declared in Rule number 2 of the Association's Rules as in (**Appendix 2**) of the Application form would not be properly served.
- 4.4 The reason and result of any vote where an applicant is refused membership to the Association will be minuted for the record.
- 4.5 The share capital of the Association will be reported annually as part of the Audited Accounts and the membership will be reviewed annually to promote the interests and objectives of the Association (**Appendix 3**).
- 4.6 The Association is committed to promoting tenant/resident participation in influencing the decision making process. Local tenants' groups will be afforded an opportunity to be represented at Committee level, wherever possible.

## **5.0 MEMBERSHIP OF THE MANAGEMENT COMMITTEE**

- 5.1 The Association will seek to attract from within its membership persons with requisite abilities to oversee the efficient running of a Housing Association. There will be no fewer than 7 and no more than fifteen places available on the Management Committee. The Committee can co-opt additional persons in accordance with Rule number 42.2 but co-opted members will be part of the maximum number of members (15) and form no more than one third of the Committee at any one time.
- 5.2 The Management Committee will annually, or at earlier intervals if necessary, review its own membership with a view to promoting the objectives of the Association through an Internal Management Plan.
- 5.3 Individual committee members will be offered a regular opportunity to discuss their experience of serving on the committee and to put forward any suggestions on how procedures may be improved. This will be afforded by means of a formal, monthly Agenda item concentrating on membership related issues as well as a questionnaire for committee members (**Appendix 4**).
- 5.4 The Management Committee will endeavour to achieve a wide representation of skills, abilities and interests to ensure the numbers serving on the Committee are maximised and a reasonable cross section of the community is established.

- 5.5 The Committee will make appropriate use of co-options as a means of ensuring specialist expertise can be brought to the Committee's deliberations.
- 5.6 Members of the Association's Management Committee, any persons co-opted to the Management Committee or any Sub Committees will be bound by the Association's Code of Conduct for Committee Members.
- 5.7 Procedures of all Committees are subject to the approved, Standing Orders which will be reviewed annually as an appendix to the Internal Management Plan.
- 5.8 The Association shall keep a Register of Interests for Committee Members with Corporate Services and upkeep delegated to the Chief Executive. The information will be kept in confidence and divulged only to approved authorities and senior officials for audit purposes. Additionally, members will be reminded that they have a duty to declare any existing or new outside interests which could in any way be construed as having a potentially inappropriate influence on decisions at committee level (e.g. holding a position or employment with a consultant or a contractor which may be regarded as an inappropriate influence in the appointment of such a consultant or contractor by LHA).
- 5.9 The Association undertakes to survey its Members by use of appropriate questionnaires on a regular basis in order to ensure that people are treated equally in relation to the delivery of services and access to opportunities (typical form of questionnaire is attached for information purposes – **Appendix 5**).

**This policy will be reviewed annually or as required by legislation or other circumstances, subject to the approval of the Management Committee.**

# MEMBERSHIP APPLICATION FORM

Appendix 1

COMPLETED FORM TO BE RETURNED TO :

THE SECRETARY  
LANARKSHIRE HOUSING ASSOCIATION LTD.  
191 BRANDON STREET  
MOTHERWELL  
ML1 1 RS

## SECTION 1 - PERSONAL DETAILS

SURNAME .....

FIRST NAME(S) .....

ADDRESS .....

.....

..... POSTCODE .....

HOME TEL. NO. ....

MOBILE. NO. ....

EMAIL ADDRESS. ....

DATE OF BIRTH .....

OCCUPATION /  
PROFESSION .....

(stating retired  
or unemployed  
if appropriate) .....

**SECTION 2 - BACKGROUND DETAILS**

Please answer the following questions (delete YES / NO as required);

Have you ever been employed by the Association? YES / NO

If YES, please supply full details below:

.....  
.....

Are you related to any person presently employed by the Association? YES / NO

If YES, please state name and relationship below:

.....  
.....

Have you any criminal convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? YES / NO

If YES, please supply full details below:

.....  
.....

**SECTION 3 - MANAGEMENT COMMITTEE**

Do you have any interest in serving on the Association’s Committee YES / NO

If YES, please indicate if you have any specialist skills, knowledge or expertise in any of the following areas by ticking appropriate boxes.

• accountancy or finance	
• law	
• personnel/human resources	
• property maintenance	
• architecture/surveying/engineering	
• housing management	
• project development/management	
• Other (please specify) :	

**SECTION 4 - DECLARATION**

*I declare that the information given is true and accurate. I understand that any information found to be false will automatically disqualify me from membership with immediate effect. I have read and understood the Objectives of the Association/Mission Statement and the extract of the Rules (Appendices 1 and 2) and I declare that I have no financial, commercial or personal interest which would inappropriately influence my actions or unduly conflict with these aims. I also undertake to declare any future influential interests which may arise to avoid potential conflicts in particular circumstances.*

*I hereby apply to become a member of Lanarkshire Housing Association Limited and enclose herewith the sum of one pound (£1.00) in payment of the membership fee. I understand that if my application is approved I shall receive a sealed share certificate (valued at £1.00) and my name and address will be entered in the Association's Share Register.*

*Lanarkshire Housing Association Limited processes personal data to assist in its legitimate aims and those of certain third parties. The Association's principal aims are to provide, manage and maintain social housing and low cost home ownership. Secondary aims will include property management services for owner occupiers and commercial leaseholders, and associated functions will include administering enquiries and complaints, the prevention and detection of fraud or other criminal acts and the recovery of debts.*

*This information may be disclosed to other bodies in certain circumstances. For example, there may be disclosures to contractors (to attend a property), to the police (to assist in their investigations), to the Local Authority (to assist them in the administration of housing benefit/council tax) or to the Scottish Housing Regulator (for the purposes of inspection and regulation). Further details can be found by consulting the Scottish Information Commissioner's website ([www.itspublicknowledge.info](http://www.itspublicknowledge.info)).*

*By providing us with this information you automatically give your consent for the purposes specified.*

**Signature** .....

**Date** .....

<b>FOR OFFICIAL USE :</b>	
DATE RECEIVED	.....
DATE CONSIDERED BY COMMITTEE	.....
APPROVED OR REJECTED	.....
DATE APPROVAL ADVISED AND RULE BOOK/SHARE CERTIFICATE ISSUED	.....
DATE REASON FOR REJECTION ADVISED	.....

The undernoted is a copy of extracts from the Association's Rules relating to Membership of the Association. On acceptance of your application you will be issued with the Association's Rule Book for your information and if you are interested in the possibility of serving on the Management Committee further details may be sent to you on request.

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## NAME

- 1 The name of the Society shall be Lanarkshire Housing Association Limited (hereinafter referred to as "the Association").

## OBJECTS

- 2 The objects of the Association are:
  - 2.1 to provide for the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage through the provision, construction, improvement and management of land and accommodation and the provision of care; and
  - 2.2 any other purpose or object permitted under Section 24 of the Housing (Scotland) Act 2010 which is charitable both for the purposes of Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and also in relation to the application of the Taxes Acts.
- 3 The permitted activities and powers of the Association will include anything which is necessary or expedient to help the Association achieve these objects.
  - 4.1 The Association shall not trade for profit and any profits shall only be applied for the purpose of furthering the Association's objects and/or in accordance with these Rules.
  - 4.2 Nothing shall be paid or transferred by way of profit to Members.
- 5 The registered office of the Association is at: 191 Brandon Street, Motherwell, ML1 1RS.

## MEMBERSHIP

- 6 The Members of the Association shall be those persons or organisations who hold a share in the Association and whose names are entered in the Register of Members.

### Applying for Membership

- 7.1 The Committee shall set, review and publish its membership policy for admitting new Members. Subject to the provisions of Rule 7.2 the following shall be eligible to become Members:-
  - 7.1.1 Tenants of the Association;



- 7.1.2 Service users of the Association;
- 7.1.3 Other persons who support the objects of the Association.
- 7.1.4 Organisations sympathetic to the objects of the Association.

7.2 If you are applying for membership you must send a completed and signed application form and the sum of one pound (which will be returned to you if the application is not approved) to the Association's registered office. Whilst it is the Association's intention to encourage membership, the Committee has absolute discretion in deciding on applications for membership and the following shall constitute grounds for refusal of an application for membership:-

- 7.2.1 Where membership would be contrary to the Association's Rules or policies; or
- 7.2.2 Where a conflict of interest may exist which, even allowing for the disclosure of such an interest, may adversely affect the work of the Association; or
- 7.2.3 Where the Committee considers that accepting the application would not be in the best interests of the Association.

7.3 Your application shall be considered by the Committee as soon as reasonably practicable after its receipt by the Association. An application for membership will not be considered by the Committee within the period of fourteen days before the date of a general meeting. The Committee has the power in its absolute discretion to accept or reject the application.

7.4 If the Committee approve your application, you will immediately become a Member and your name and other necessary particulars will be included in the Register of Members within seven working days. You will then be issued one share in the Association.

8 You can apply for membership of the Association from the age of 16.

9 No Member can hold more than one share in the Association.

10 If you change your address, you must let the Association know by writing to the Secretary at the registered office within three months. This requirement does not apply if you are a tenant of the Association and have moved home by transferring your tenancy to another property owned and managed by the Association.

## **ENDING YOUR MEMBERSHIP**

11.1 Your membership of the Association will end and the Committee will cancel your share and record the ending of your membership in the Register of Members if:-

- 11.1.1 You resign your membership giving seven days' notice in writing to the Secretary at the registered office; or
  - 11.1.2 The Committee reasonably believes that you have failed to tell the Association of a change of address as required by Rule 10; or
  - 11.1.3 For five annual general meetings in a row you have not attended, submitted apologies, exercised a postal vote or appointed a representative to attend and vote on your behalf by proxy; or
  - 11.1.4 The Association receives a complaint about your behaviour and two-thirds of the Members voting at a special general meeting agree to end your membership. The following conditions apply to this procedure:
    - 11.1.4.1 the complaint must be in writing and must relate to behaviour which could harm the interests of the Association.
    - 11.1.4.2 the Secretary must notify the Member of the complaint in writing not less than one calendar month before the meeting takes place;
    - 11.1.4.3 the notice for the special general meeting will give details of the business for which the meeting is being called;
    - 11.1.4.4 you will be called to answer the complaint at the meeting. The Members present will consider the evidence supporting the complaint and any evidence you decide to introduce;
    - 11.1.4.5 the Members can vote in person or through a representative by proxy;
    - 11.1.4.6 if you receive proper notice but do not go to the meeting without providing a good reason, the meeting will go ahead without you and the Members will be entitled to vote to end your membership.
- 11.2 If your membership is ended in accordance with Rule 11.1.4, you will immediately cease to be a Member from the date that the resolution to end your membership was passed and any further application for membership by you will need to be approved by two-thirds of the Members voting at a general meeting.

## **REPRESENTING AN ORGANISATION**

- 12.1 An organisation which is a Member is free to nominate any person it considers suitable as its representative to the Association. That person will represent all of the organisation's rights and powers at general meetings.
- 12.2 To confirm the identity of a representative, the organisation must send the Association a copy of the authorisation or appointment of an individual as a representative. This should be signed by a Director, Secretary or Authorised

Signatory of the organisation which signature must be witnessed, or in the case of a local authority, by the Chief Executive, or properly authorised Officer of the local authority.

- 12.3 An organisation can change the identity of the person entitled to represent that organisation at any time by confirming the identity of the new representative in terms of Rule 12.2 and withdrawing the authority of the original representative.
- 12.4 If you are a representative in terms of Rule 12.2, of an organisation which is a Member, you cannot be a Member as an individual yourself. If you are already a Member as an individual when you start to represent an organisation which is a Member, the Association will suspend your membership as an individual, until such time as you are no longer a representative of an organisation which is a Member.

## **SHARE CAPITAL**

### **Shares**

- 13 The share capital of the Association will be raised by issuing one-pound shares to Members. Shares cannot be held jointly. Joint tenants of the Association may each become individual Members.
- 14 There is no interest, dividend or bonus payable on shares.

### **Transferring Shares**

- 15 You shall not be entitled to any property of the Association in your capacity as Member and your share is not withdrawable or transferable save in the circumstances set out in Rules 16 and 17.
- 16 You cannot sell your share but you can transfer it if the Committee agrees.
- 17.1 If you die or end your membership or have your membership ended, or you are a representative of an organisation which no longer exists, the Committee will cancel your share (except in those circumstances outlined in Rules 17.2 and 17.3) and the value of the share will then belong to the Association.
- 17.2 You can nominate the person to whom the Association must transfer your share in the Association when you die, as long as the person that you nominate is eligible for membership under these Rules and in terms of the Association's membership policies. On being notified of your death, the Committee shall transfer or pay the full value of your share to the person you have identified. Your nomination must be in the terms required by the Co-operative and Community Benefit Societies Act 2014.
- 17.3 If you die or become bankrupt and your personal representative or trustee in bankruptcy seeks to claim your share, the Committee (to the extent that your personal representative or trustee in bankruptcy has right) will transfer or pay the value of your share in terms of your representative's or trustee's instructions.

## MISSION STATEMENT

***‘To provide good quality, affordable housing services in strong local communities within a voluntary framework of governance, along with associated commercial services of social value through a wholly owned subsidiary company.’***

## STRATEGIC OBJECTIVES

- To provide a comprehensive housing service, embracing both development and management, which is complementary to the services of other providers, responds effectively to local needs and discharges its statutory obligations
- To operate an equal opportunities policy at all times and in every aspect of our activities
- To promote quality and choice in housing provisions by achieving high standards and tenure diversity; principally creating housing for rent, but also meeting aspirations towards home ownership in lower income groups
- To encourage good tenant/landlord relations by providing a sensitive, efficient management service which responds professionally to the client group and actively promotes tenant participation
- To secure the most effective, efficient and economic maintenance and repair of the housing stock, including long term investment for renewals, ensuring resources are directed at areas of priority
- To provide a professional development role which addresses priority areas in terms of strategic and local plans, delivers high performance standards, promotes leverage of resources and achieves value for money
- To expand its field of operations in Lanarkshire and be included in public and private sector partnerships to provide new housing
- To monitor and review the organisational structure and functions on a regular basis, revise objectives where necessary and maximise efficiency and the quality of service delivery to clients
- To promote and attract the appropriate levels of combined public and private funding for developments to meet increasing needs and aspirations
- To regularly monitor Budgets and take appropriate steps to maintain financial viability at all times

LHA recognises the national importance of providing equal opportunities and is opposed to discrimination in any form, be it direct or indirect. The attached confidential survey will be used to monitor ethnic origin, gender and disability in an effort to promote good practice.

LANARKSHIRE HOUSING ASSOCIATION LTD



# EQUALITY MONITORING FORM

## Information for those completing the form

### Why are we asking for equality information?

We collect equality information to help us plan and deliver effective services. This also assists us in ensuring that we meet our legal and regulatory obligations.

### What do we do with equality information?

We use equality information for a range of purposes, including to help us:

- Protect and promote your rights and interests
- Promote equality objectives across our services
- Identify and address our customers' needs and improve our services
- Identify and eliminate any form of discrimination

### Do you need to answer every question?

By answering as many questions as possible you will help us meet your needs better, but we provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form also has space to tell us more about your needs, if you wish.

We may ask for some information in other forms where this is required by law. For example, where we need to know your age if you are applying for a home, as only persons over 16 years old can be registered on our housing list.

### Are the answers I provide anonymous?

Yes – the answers you provide are completely anonymous and will not be linked back to you in any way.

### Who do we gather equality data about?

We gather this from:

- People who apply for a home
- Tenants
- People who apply for a job with us
- Our employees
- Committee Members

We can provide this form in large print, braille, audio format or other languages and further information or assistance to complete this form is available on request by telephoning, emailing or visiting our office.

**1. AGE**

What age are you?

Prefer not to say (please tick)

**2. SEX**

What is your sex?

- Female
- Male
- Intersex
- Prefer not to say

**3. GENDER REASSIGNMENT (TRANS/TRANSGENDER)**

Do you consider yourself as transgender?

- Yes
- No
- Prefer not to say

**4. SEXUAL ORIENTATION**

What is your sexual orientation?

- Heterosexual/straight
- Gay man
- Lesbian
- Bisexual
- Other
- Prefer not to say

**5. DISABILITY**

Are you a disabled person?

- Yes
- No
- Prefer not to say

If Yes, please tick the box from the following list which you would use to best describe why you are a disabled person:

- Autoimmune (i.e. Multiple Sclerosis/HIV/Crohn's)
- Sensory impairment - hearing impairment
- Learning difficulties (i.e. Downs Syndrome)
- Sensory impairment - visual impairment
- Mental health issue (i.e. Depression/Bi-polar)
- Neuro-divergent condition (i.e. Autistic Spectrum/Dyslexia)
- Physical impairments (i.e. wheelchair user/Cerebral Palsy)
- Other (please specify)  \_\_\_\_\_

## 6. ETHNICITY

Please indicate your particular ethnic group:

### African

African, African Scottish or African British

Other African background (please specify)  \_\_\_\_\_

### White

Scottish

English

Other British

Irish

Gypsy traveller

Polish

Roma

Welsh

### Mixed Groups

Mixed or multiple ethnic background (please specify)  \_\_\_\_\_

### Asian, Scottish Asian or British Asian

Indian, Indian Scottish or Indian British

Pakistani, Pakistani Scottish or Pakistani British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British

Chinese, Chinese Scottish or Chinese British

Any other Asian background (please specify)

### Black or Caribbean

Any other Caribbean or Black background (please specify)  \_\_\_\_\_

### Other

Other group (please specify)  \_\_\_\_\_

Prefer not to say

## 7. MARRIAGE AND CIVIL PARTNERSHIP STATUS

Are you currently in a marriage?

Yes

No

Prefer not to say

Are you presently in a civil partnership?

Yes

No

Prefer not to say

## 8. BELIEF OR RELIGION

Please tick the box which best describes your belief or religion from the list below?

Buddhism

Christian - Catholic

Christian - Protestant

Christian - Other (please specify)  \_\_\_\_\_

Hinduism

Judaism

Islam

Sikhism

No specific belief or religion

Prefer not to say

Any other religion or belief (please specify)  \_\_\_\_\_

## PARTICULAR REQUIREMENTS

If you have any particular requirements relating to any of the questions you have answered and you would like to discuss these further in confidence, please contact the Association.

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM**