

Company Membership Application Policy



1. BACKGROUND AND OBJECTIVES

- 1.1. The aim of this policy is to set out the criteria by which the Board of the Alliance Homes Group (“Company”) considers applications for company membership (also known as shareholding membership).
- 1.2. The admission of company members and all other aspects of membership must operate in accordance with the Rules of the Company, in particular:
 - Rules C11 and C13 gives the Board discretion as to who to admit to membership of the Company
 - Rules C5.2 and C13 require the Board to designate each new member as either a tenant member or an independent member
- 1.3. All persons admitted as company members must also agree to support compliance with the Company’s adopted code of governance

2. POLICY DETAIL

- 2.1. The Board supports the principle that membership of the Company should be open to those who are either:
 - tenants of the Company provided they are not in breach of their tenancy conditions (who would be classed as tenant members)
 - leaseholders of the Company provided they are not in breach of their lease (who would be classed as tenant members)
 - independent Board members of the Company (who would be classed as independent members)
 - independent business, social representatives and individuals with an interest in furthering the objects of the Company and who live or work in the North Somerset area (who would be classed as independent members), however the Board may limit the number of independent members who are employees or Board members of other housing providers
 - leaseholders of North Somerset Council sheltered housing schemes that are managed by the Company provided they are not in breach of their lease (who would be classed as independent members)
- 2.2. Applications for membership are reviewed by the Company Secretary using the eligibility criterion set out in this policy and the Rules. Applicants will be notified of the outcome of their application, including the reasons for refusal/responsibilities of a company member, as applicable. A summary of company membership applications will be brought to the Board as part of the annual Governance Review.

- 2.3. The names and other relevant details of members will be entered in the Company's Register of Members and members will, upon entry to the register, be designated either tenant members or independent members.
- 2.4. Details of how shareholder membership will come to an end are set out in Rule C14. Since September 2013, shareholding membership will come to an end should a shareholder cease to be a board member or member of a Committee, unless the board in its absolute discretion resolves that they shall remain as a shareholder.

3. MONITORING, CONSULTATION AND REVIEW

- 3.1. Company membership numbers are monitored by the Company Secretary and will be reported to the Board annually.
- 3.2. The Company Secretary is responsible for implementation and revision of the policy.
- 3.3. This policy will be reviewed every two years or sooner if relevant legislation or good practice is changed.

4. EQUALITY AND DIVERSITY

- 4.1. This policy is subject to a periodic Equality Impact Assessment.
- 4.2. The purpose of such an assessment is to consider the effect of the policy with regard to the recognised strands of equality and ensure that it does not unfairly impact any individual or group. The protected characteristics are: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or other grounds set out in our Equality, Diversity and Inclusion Policy. Remedial action will be undertaken if a detrimental effect is identified.
- 4.3. This policy and any other related Alliance Homes publications can be provided in other formats for those with visual, literacy or language difficulties.

5. ASSOCIATED DOCUMENTS

- 5.1. This policy must be read in conjunction with:
- Rules of the Alliance Homes Group.
 - Equality, Diversity and Inclusion Policy

6. VERSION CONTROL AND APPROVAL DATES

Approval stage	Date completed (1 st)	Date completed (2 nd)	Date completed (3 rd)	Date completed (4 th)	Date completed (5 th)	Date Completed
Board approval	10 th Dec 08	21 st July 10	13 th June 12	11 th Feb 2015	25 June 2019	18 th May (TBC)
Review date	Nov 2010	July 2012	July 2015	Feb 2017	June 2021	May 2023

Equality Impact Assessment Form

1. Name the Strategy, Policy, Procedure or Function (SPPF) being assessed and name of author.

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2. Aims of the SPPF being assessed.
- *Whose need is it designed to meet?*
 - *Are there any measurable elements such as time limits or age limits?*

Governance policy. Designed to support arrangements for shareholding membership of the Company in more detail, further to the arrangements set out in the Rules (constitution).

3. Who has been consulted in developing the SPPF?
- *Make reference or links to consultation/evidence documents*

Board members Strategic Leadership team
HR Business Partner

4. Identify potential impact on each of the diversity “groups” by considering the following questions (the list is not exhaustive but an indication of the sort of questions assessors should think about):
- *Might some groups find it harder to access the service?*
 - *Do some groups have particular needs that are not well met by the current SPPF?*
 - *What evidence do you have for your judgement (e.g. monitoring data, information from consultation/research/feedback)?*
 - *Have staff/residents raised concerns/complaints?*
 - *Is there local or national research to suggest there could be a problem?*

Protected Characteristic	No impact	Negative impact	Positive impact	Information source/s **	Comments/evidence

Race	X				<p>The policy is designed to promote equality and diversity and remove barriers to membership as per the Equality and Diversity section of policy.</p> <p>The role of a shareholder requires minimal engagement (1-2 meetings per annum), restricted to attendance and voting at Annual and Extraordinary General Meetings. Proxy voting is available to shareholders unable to attend in person. Details of policy can be provided in different accessible formats, as can any paperwork associated with General Meetings. Access to Head Office is also designed to remove barriers (e.g. through limited mobility).</p>
Disability	X				
Gender	X				
Transgender	X				
Sexual orientation	X				
Religion or belief	X				
Age	X				
Marriage & Civil Partnership	X				
Pregnancy and Maternity	X				
Rural issue	X				
Social mobility	X				

** Possible information sources for assessing impact or understanding issues related to target group, such as:

- demographic data, studies of deprivation, statistics on health etc
- results of consultations, results of equality monitoring data, complaints, customer feedback
- information collected from partner agencies and groups, support groups, professional expertise, 'peer review', project leads/teams, inspection reports etc

5. Does the SPPF promote equality of opportunity?

Yes, as set out above and within the Equality and Diversity section of the policy.

Was there a negative impact identified in question 4? If yes go to question 6. if not go to question 7.

6. If “negative impact” identified in table (4) above is it?

Legal -

What is the level of impact? -

YES	NO
HIGH	LOW

If it is not legal and/or high impact – (i.e.: if you have highlighted NO to legal and HIGH to impact then the document should be referred to E&D Champions Group)

7. If positive impact has been identified in table 4 above, how can it be improved upon or maximised, either in this SPPF or others?

n/a

8. Full EIA (or if you decide full EIA is not necessary but some changes should be considered)

- *Are there changes you could introduce which would make this SPPF work better for this group of people?*
- *Is further research or consultation required?*

DETAIL THE ACTIONS PLANNED AND THE OUTCOMES EXPECTED FOR ALLIANCE HOMES CUSTOMERS AND/OR STAKEHOLDERS (These will be fed into CorVu for monitoring)

- *Consider target dates, resources implications, regular monitoring and reviewing of working/progress sheet*
- *If you are assigning actions to other people, please consult with them first.*

Action/s	Positive Outcome/s	Timescale	Owner

Review/new EIA (date or timeframe)	
Name of persons completing form	Pip Armstrong-Owen
Date assessment completed	April 2021
Name (and signature) of manager approving	

