



### Example Individual Learning Plan

Topic	Information	Related skills profile section	Completion target	Date completed
<b>Briefing Sessions – Introduction to Governance, Business Services and Business Solutions with Wendy Russell, Head of Business Services</b>	This sessions will cover: <ul style="list-style-type: none"> <li>➤ Introduction to Governance</li> <li>➤ Introduction to Business Services</li> <li>➤ Introduction to Business Solutions</li> </ul>			
<b>Briefing session with Ian Harrington, Head of Finance</b>	This session will cover: <ul style="list-style-type: none"> <li>➤ Introduction to Blackwood Finances</li> <li>➤ Challenges going forward</li> </ul>			
<b>Briefing session with Fanchea Kelly, Chief Executive</b>				
<b>Briefing session with Neil McKnight, Housing &amp; Care Director</b>	This session will cover: <ul style="list-style-type: none"> <li>➤ Operations Staffing Structure</li> <li>➤ Charter</li> </ul>			

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	<ul style="list-style-type: none"> <li>➤ Tenant Engagement &amp; Scrutiny Panels</li> <li>➤ Care:               <ul style="list-style-type: none"> <li>➤ Shaping of Care Strategy</li> <li>➤ External Environment</li> <li>➤ Route planner &amp; regional structure</li> </ul> </li> <li>➤ SMARTLife</li> </ul>			
<b>Briefing session with Wayne Kelly, Head of Property</b>	<p>This session will cover:</p> <ul style="list-style-type: none"> <li>➤ Assets: Progress of Asset Management Strategy</li> <li>➤ Concept House</li> </ul>			
<b>Briefing session with Helen Macdonald, Head of HR &amp; OD</b>				
<b>Information session with Lesley Carnegie, Business Improvement Manager</b>	<p>This session will cover:</p> <ul style="list-style-type: none"> <li>➤ Internal Audit</li> <li>➤ Business Improvement</li> <li>➤ Policy Updates</li> </ul>			



Governance Document/Process	Completed
Principles of Good Governance	
Scheme of Delegation	
Blackwood Rules	
Membership Policy - <i>to follow</i>	
Standing Orders for the Board and Committees	
Terms of Reference: <ul style="list-style-type: none"> <li>➤ Audit Committee</li> <li>➤ People &amp; Resources Committee</li> <li>➤ Housing and Care Committee</li> </ul>	
Blackwood Strategic Route Map & Key Strategic Elements	
Entitlements, Payments and Benefits Policy and <b>Declaration of Interest form</b>	
<b>Code of Conduct</b> for Board members	
Board recruitment and succession policy	
Role of Board member - <i>to follow</i>	
SFHA Governing Body Members' Guide	
Board member Learning and Development Policy - <i>to follow</i>	
Board member appraisal process - <i>to follow</i>	
Board Member Expenses Policy and Expenses Claim Forms	
Organisation Chart	
Annual schedule of meetings	
Data Protection Policy	

Documents for signature and return	Date complete
Declaration of Interest form	
Code of Conduct	
Fit and Proper Person Review form	
Board members Skills Matrix profile	



## **Calendar of key items for Blackwood Board**

### **January**

- Proposed Annual Rent and Service Charge
- Tenants Survey

### **March**

- Approval of Blackwood Budget & Business Plan
- Approval of Blackwood Foundation Business Plan

### **April**

- Key performance Indicators and Targets for coming year

### **June**

- Annual performance report
- Scottish Housing Charter (ARC) Return
- Annual Report to the Board for Housing & Care Committee, People & Resources Committee and Audit Committee.
- Board Strategy Day (June)

### **August**

- Follow-up from Board Strategy Away Day (June)
- Approval of Blackwood Statutory Accounts
- Approval of Blackwood Foundation Statutory Accounts
- MBTC Companies Return

### **September**

- Appointment of Chair and Vice Chair of Blackwood Board
- Appointment of Chair and Vice Chair and membership of People and Resources Committee
- Appointment of Chair and Vice Chair and membership of Audit Committee
- Appointment of Chair and Vice Chair and membership of Housing and Care Committee
- Appointment of Company Secretary

### **October**

- Salary Award discussion
- Rent and Service Charge proposal for the next year

### **November**

- Blackwood Board Strategy days

### **December**

- Follow-up from Board Strategy Meeting (November)

### **Quarterly**

- Management accounts – these are scrutinised at People and Resources Committee who recommend to Board for approval.