

Membership Policy

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1. INTRODUCTION AND AIMS

Prospect Community Housing Ltd. is registered with the Scottish Housing Regulator and seeks to provide quality homes in West Edinburgh.

We wish to encourage wide membership from all parts of the community. This policy describes how to become a member of Prospect, gives brief details about the Management Committee, and describes the training arrangements for those interested in becoming Committee Members.

THE SCOTTISH SOCIAL HOUSING CHARTER

The Scottish Government's Social Housing Charter came into force in April 2012 and was revised in 2017. The Charter sets out the standards and outcomes that tenants can expect from social landlords, in terms of the quality and value for money of the services they receive, the standard of their homes, and opportunities for communication and participation in the decisions that affect them.

The relevant standards and outcomes for the Membership Policy are:

Outcome 2: Communication

Social landlords manage their businesses so that:

- Tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides.

Outcome 3: Participation

Social landlords manage their businesses so that:

- Tenants and other customers find it easy to participate in and influence their landlord's decisions at a level they feel comfortable with.

2. WHY SHOULD I JOIN?

As a member, you will get:

- Regular information on the work of Prospect;
- An invitation to attend our Annual General Meeting;
- The opportunity to vote at our Annual General Meeting;
- The opportunity to stand for election to the Management Committee at the Annual General Meeting.
- Personal invitations to attend Prospect Events

Members can help us to achieve our vision of providing homes and building communities together and will be part of an organisation which is actively working to improve living standards and conditions in West Edinburgh.

3. WHO MAY APPLY

You may apply to join Prospect Community Housing if you are over 16 years old and:

- are a tenant of Prospect, **or**
 - live elsewhere in the West Edinburgh area, **or**
 - live outside West Edinburgh, but have a genuine interest in the work of, and/or have skills which could benefit Prospect;
- and**
- you do not have any recent or current interests which could conflict with your membership of Prospect.

4. HOW DO I APPLY

To apply for membership, you should visit or contact our office to obtain an Application Form and background information about Prospect. Assistance can be provided if help is needed completing the application form, or returning it to us. The form can be made available in alternative formats or languages.

The cost of lifetime membership is £1.00. The completed Application Form should be returned, along with the £1.00 fee, to Prospect Community Housing.

Your application will be considered at the next available meeting of our Management Committee, and you will be advised of their decision as soon as possible after that meeting.

5. ANNUAL GENERAL MEETING

Our Annual General Meeting is held in September each year. At the A.G.M. a report on the previous year's activities is given, the Annual Accounts are presented, and elections are held for vacancies on the Management Committee.

Every member of Prospect may attend the A.G.M. to take part in the discussions and be involved in the elections for the Management Committee.

6. MANAGEMENT COMMITTEE

Membership

Our affairs are run by a Management Committee of up to 15 Members. Any Prospect member may be nominated for election to the Committee, in accordance with the nomination procedures circulated before each Annual General Meeting. We wish to encourage a wide representation on the Committee from all areas of the Community.

APPLICATION FOR MEMBERSHIP OF PROSPECT COMMUNITY HOUSING



Thank you for applying for Prospect membership! Prospect's members have an important role to play in influencing decisions and helping shape how we manage our homes. Your application will be considered by Prospect's Committee at its next meeting. Approved members are added to the Members' Register.

NAME:			
ADDRESS:			
TEL NO:		MOBILE NO:	
EMAIL ADDRESS:			
DATE OF BIRTH:		OCCUPATION:	
PREFERRED METHOD OF CONTACT :	TEXT / EMAIL / POST delete as applicable (Where possible we will communicate with you using your preferred method of contact.)		
Please tell us if you are:	Prospect Tenant / Prospect Service User / Other		

Why do you wish to become a member?
Can you tell us about any relevant skills or knowledge you might have? We want to encourage everyone to join, this just helps us know a bit more about our members.
Can you tell us about any other local organisations, community or housing groups you are involved with?

DECLARATION:			
I attach the sum of £1; or confirm I have transferred £1 by bacs to Prospect Community Housing Declaration I agree to abide by the Rules and Policies of Prospect Community Housing (you can see our rules at https://bit.ly/3SHLI8F) or a copy is available at Prospect's registered office I understand that I may withdraw from Prospect Community Housing by giving the Secretary one month's notice in writing of my intention to do so; I understand that my membership fee is non-returnable in these circumstances; I understand that membership of Prospect Community Housing will not place me on any waiting list for housing by Prospect.			
SIGNED:		DATE:	

Please hand in or send the completed application form together with the sum of £1 to The Secretary, Prospect Community Housing, 6 Westburn Avenue, Edinburgh, EH14 2TH. The application will be considered by the Committee at its next meeting or as soon thereafter as practicable. If the application is approved the name of the applicant will be entered in the register of members and one share in Prospect Community Housing will be issued to the applicant. Shares carry no right to interest, dividend or bonus and shall not be held jointly

7. PROSPECT EQUALITY IMPACT ASSESSMENT RECORD

Title of policy/ practice/ strategy	Membership
Department	Corporate
Who is involved in the EQIA?	Brendan Fowler, Marianne Wilson
Date completed	21 October 2024

Stage 1: Screening Record

What is the main purpose of the policy?

The policy outlines our arrangements for membership of Prospect Community Housing.

Who will the policy benefit and how?

The policy benefits anyone who wishes to become a member of Prospect Community Housing.

For each equality group, does or could the policy have a negative impact?

Protected characteristic	Negative	Positive/no impact	Don't know
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy & maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief (including no belief)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are there any potential barriers to implementing the policy? No

	Yes	No
Is a full EQIA required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Stage 2: Assessing the impacts

Considering Prospect's Equalities Data and Community Profile summaries, how might the policy impact on people who share protected characteristics? Include both positive and negative impacts.

Protected Characteristic	Description of Impact
Age	Membership is open to anyone over the age of 16. This is a requirement in our model rules.
Disability	It is possible that someone with a disability may find it harder to complete or return the form, or may need the form in another format. We have the form available as a paper copy or you can complete online, The policy includes a statement about assistance being provided on request.
Gender reassignment	None identified.
Marriage & civil partnership	None identified.
Pregnancy & maternity	None identified.
Race	It is possible that someone who does not have English as their first language may need the application form translated. This can be facilitated on request.
Religion or belief (including no belief)	None identified.
Sex	None identified.
Sexual orientation	None identified.

How does the policy promote equality of opportunity?

This policy allows for everyone, regardless of protected characteristic, to participate in Prospect through membership, and via our membership join our Management Committee.

How does the policy promote good relations?

Stage 3: Decision making and monitoring

Identifying and establishing any required mitigating action

Does the assessment show a potential for differential impact on any group(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is there potential for unlawful direct or indirect discrimination?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

What arrangements could be implemented to reduce or mitigate any potential adverse or negative impacts identified?

We have introduced a statement in the policy offering assistance in completing the form and making it available in other formats or languages.

Describing how Equality Impact analysis has shaped the policy making process

The assistance statement referred to above has been added to the policy as a result of the EQIA being completed.

Monitoring and Review

No monitoring required. The policy and EQIA will be reviewed in three years.

Stage 4 - Authorisation of EQIA

Please confirm that:

- ◆ This Equality Impact Assessment has informed the development of this policy:

Yes No

- ◆ Opportunities to promote equality in respect of age, disability, sex, pregnancy and maternity, gender reassignment, sexual orientation, race and religion or belief have been considered, i.e.:

- Eliminating unlawful discrimination, harassment, victimisation
- Removing or minimising any barriers and/or disadvantages
- Taking steps which assist with promoting equality and meeting people's different needs
- Encouraging participation (e.g., in public life)
- Fostering good relations, tackling prejudice and promoting understanding

Yes No

Declaration

I am satisfied with the equality impact assessment that has been undertaken for the Membership Policy.

Name: Brendan Fowler

Position: Director

Authorisation date: 21 October 2024