

1. Background and objectives

- 1.1. The aim of this Policy is to set out the criteria by which the Board of the NSAH (Alliance Homes) Limited ("the 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 C10 and C12 give the Board discretion as to who to admit to membership of the Company.
- 1.3. All persons admitted as Company Members must agree to be bound by the Rules, any other Rules, or Byelaws in accordance with the Rules, policies and procedures of Alliance Homes as amended from time to time.

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
 - Leaseholders of the Company provided they are not in breach of their lease
 - Independent Board Members of the Company
 - 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, however the Board may limit the number of Company 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.
- 2.2. Applications for membership are reviewed by the Company Secretary using the eligibility criteria set out in this Policy and the Rules.
- 2.3. Applicants will be notified of the outcome of their application, including the responsibilities or reasons for refusal, as appropriate.
- 2.4. A summary of Company Membership applications will be brought to the Board as part of the annual Governance Review.
- 2.5. The names and other relevant details of members will be entered in the Company Membership Register.

- 2.6. Details of how membership will come to an end are set out in Rules C13 and C14.
- 2.7. Company membership will come to an end should a member cease to be a Board or Committee Member, unless the Board in its absolute discretion resolves that they shall remain as a Company Member.

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 the 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 (EIA).
- 4.2. The purpose of such an assessment is to consider the effect of the policy regarding the recognised protected characteristics 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 and Diversity Strategy and Single Equality Scheme. 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. Complaints

- 5.1. If you would like to raise a complaint in relation to this policy, you can do this by calling us on **03000 120 120** or emailing us at act@alliancehomes.org.uk.
- 5.2. All complaints will be handled in line with the latest Alliance Homes Complaint Handling Policy.

6. Associated documents

- 6.1. This policy must be read in conjunction with:

- Rules of NSAH (Alliance Homes) Limited
- Equality, Diversity, and Inclusion Policy
- Company Membership Factsheet.

7. Version control and approval dates

Approval stage	Date completed
Equality Impact Assessment completed	26/09/2024
EIA reviewed by Equality & Diversity Manager	30/09/2024
SLT review / approval	03/10/2024
People and Culture Committee approval	16/10/2024
Group Board approval	20/11/2024
Minor amend made to insert standard complaints section and format for external publication	June 2025
Next review date	November 2026

8. Appendices

Appendix 1 – Equality Impact Assessment

Appendix 1

Equality Impact Assessment

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

Company Membership Policy

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?*

Designed to support arrangements for 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. **Does the SPPF promote equality of opportunity?**

The role of a Company Member requires minimal engagement (1-2 meetings per annum), restricted to attendance and voting at Annual and Special General Meetings.

Proxy voting is available to members 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).

This policy aims to ensure that all applicants for company membership are treated in a fair and consistent manner.

5. 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	Positive	Information source/s **	Comments/evidence
Race	X				
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				

Was there a negative impact identified in question 5? 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?

	NO
	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 Head of HR)

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?*

9. Does this proposal have any potential Human Rights implications?

Company Membership Policy



If yes, please describe (if necessary, please refer to the Alliance Homes Group Human Rights Policy)

No