

## **A. Introduction**

- A.1 This Guide has been drawn up to ensure that Solon Wandsworth:
- a) operates within its constitution and the law, and achieves the Housing Corporation's Performance Expectations;
  - b) treats equally all individuals and bodies with which it comes into contact, which is the essential basis of an effective Equal Opportunities policy;
  - c) acts in a co-ordinated and consistent manner, which may then be more easily understood by members of both the Management Committee and the Collective.
- A.2 The Guide is meant to be an aid, not a bureaucratic hindrance. Each worker has a responsibility to the workers' collective and to the Management Committee. It is important that each worker understands their responsibilities to the whole organisation, how the organisation works, and is familiar with the agreed policies of the organisation.
- A.3 Many papers in the Guide are organised under the work section that they refer to most, and none is repeated. Workers should be aware that sometimes their work may require them to follow policy & procedures detailed in another section's Part. The Index will help them to do this.
- A.4 In their job descriptions, workers are required to follow this Guide; therefore they should deviate from it only with the agreement of the Management Committee.
- A.5 Each Section has been issued with its own copy of this Guide. It has been designed for keeping in a lever arch file, so that amendment sheets can be easily incorporated.
- A.6 Suggestions for improving the presentation or layout would be welcome.

## **B. Additions and Alterations to Policy & Procedures**

- B.1 Individual workers, Sections, Working Parties, Management Committee and Sub-Committees may recommend alterations/additions to Policy & Procedure, using the following procedure:
- B.2 The individual or body should circulate a paper clearly listing the proposed alterations/additions to all workers, with copies of relevant, current Policy & Procedure attached<sup>1</sup>.

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<sup>1</sup> If large parts (5+ pages, for example) of the current Guide are involved then it may be beneficial to circulate only the amendments/additions to workers, advising them of the relevant pages in the current Guide.

- B.3 The paper will be considered by the next WEC meeting. This is to ensure that discussion time at the Workers' Meeting may be kept to a minimum, and the WEC should include in its consideration:
- i) whether the paper is properly presented, and
  - ii) whether the proposals conflict with, or imply the amendment of, other existing Policy & Procedures.
- B.4 Any WEC recommendations will be considered by the following Workers Meeting along with the main paper.
- B.5 Following agreement by the Workers Meeting to the alterations/additions, the Workers Meeting will recommend whether they are to be considered by a Sub-Committee prior to the Management Committee, or by the Management Committee only.
- B.6 Following approval by the Management Committee of any additions/alterations to Policy & Procedure, the Secretary is to circulate WEC representatives with the relevant replacement sheet(s) for insertion in their Section's copy of the Guide. Each WEC representative is responsible for keeping their Section's copy of the Guide up to date.