

Policy Title	Shareholding Membership Policy
Summary	This policy outlines the principles and arrangements for shareholding membership at MSV
Scope	Policy includes eligibility, rights and responsibilities of members, and how shareholding membership is governed and managed.
Author & Job Role	Joanne Tucker, Company Secretary
Business Area	Chief Executive
Document Status	Approved
Document Reference	GOVERNANCE/Shareholders/Dec25
Dates: Draft Approved Ratified Effective from Review by	Complete relevant dates as appropriate. 1 December 2025 20 December 2025 - electronically Scheduled – 18 February 2026 20 December 2025 20 December 2027
Impact Assessments: Date EIA completed Date other IAs completed	Please refer to Assessment at the end of the policy. December 2025 N/A
Consultation	Part of Triennial Governance Review and Regulation of Social Housing Inspection. Board consultation
Third Party Review	External governance and legal advice as part of the above.

1 Introduction

MSV is controlled by Shareholders who agree to be bound by the obligations on them as set out in the Association's Rule **C1** and when acting as Shareholders will act at all times in the interests of the Association and, for the benefit of the community, as guardians of the objects of the Association.

This policy explains the role of our Shareholders and sets out the basis of their admittance and their involvement in the Association thereafter.

2 Membership of the Association

Who cannot become a Member?

Any individual or organisation can apply to become a Member; with the exception of the following:

- A minor
- A person who has been expelled as a shareholder, unless authorised by special resolution at a general meeting
- An employee of the Association or an employee of any other body whose accounts must be consolidated with those of the association
- A person who has been removed from the Board under Rule D8 or has previously been a board member of MSV or of any of its predecessor organisations, unless the Board resolves to allow them to remain a shareholder at the point at which they ceased to be a Board Member in accordance with Rule C14.8.
- A person whose registered medical practitioner gives a written opinion to the association stating that the person has become physically or mentally incapable of acting as a shareholder and may remain so for more than 3 months.

Prior to July 2017, former employees of MSV are not eligible to apply for shareholding membership. This is in line with good practice in the sector; this does not affect current shareholders.

The Board has agreed that it will also exclude from admission to shareholding membership the following:

- Employees of a current contractor or consultant of the Association
- Close family members of board members
- Close family members of employees

There are some individuals and groups who we would discourage from applying:

- Any individual or organisation which does not share MSV's ethos and values
- Any individual or organisation which gains any financial benefit from MSV, including contractors, consultants etc.

Who can become a Member?

MSV has shareholding membership from the following individuals and groups:

- Tenants / Residents
- Individuals from the communities where we work
- Shared ownership tenants
- Individuals who have particular skills to bring
- Local community organisations
- Local voluntary organisations
- Stakeholder agencies

3 How to become a Shareholding Member

Membership application forms are available from the Association's Secretary. The completed form should be returned, with the sum of £1 (non-refundable) to the Secretary at the Association's registered office; details of which are included on the application form.

Every application will be considered by the Board, which has the power to accept or reject the application and will be included in the agenda for the next scheduled Board meeting.

The Secretary will notify the applicant of the board's decision within 14 days of the meeting.

If the application is approved the applicant will be issued with a share certificate, a copy of the Rules and a copy of this membership policy. This share does not change in value over time. It earns no dividend and, if anyone ever wishes to cease membership, their share is not returned to them. Their liability is similarly limited to £1.

Data Protection

MSV is registered with the Information Commissioner's Office (ICO) as required by the Data Protection Act 2018. By applying for their shareholding membership, successful applicants are deemed to give informed consent to their details appearing on the Register of Shareholders which is available for inspection by current shareholders in accordance with the Rules, and to being contacted by MSV in connection with their shareholding membership.

Basic information about shareholding

The details of shareholding are set out in the Rules and can be summarised as:

- Shareholders cannot hold more than one share;
- Shares cannot be held jointly, (unless specifically permitted in the Rules);
- Each share carries one vote, (unless specific details are set out in the Rules);
- By becoming a shareholder, members agree to adhere to the Rules of the organisation;
- Shareholders must always act in the interests of the Association;
- To act in the best interests of MSV as required by the Rules and to promote MSV's interests, aims and values in the community.

Functions of shareholding membership

The functions of the membership can be summarised as:

- Providing an accountable body for the Board at a general meeting;
- Receiving and approving the annual report and accounts.

Shareholders' responsibilities

Shareholding responsibilities can be summarised as:

- To adhere to the principles of the MSV Code of Conduct;
- To attend and vote at the appropriate Annual General Meeting (AGM)
- To have the interests and aim of MSV in mind, and to promote these in the community.

MSV, as a charity and a registered provider of social housing, exists to deliver its charitable objects for the benefit of its charitable beneficiaries. These objects and beneficiaries are “the business of providing and managing housing, including Social Housing, and providing assistance to help house people and associated facilities, amenities and services for poor people or for the relief of aged, disabled (whether physically or mentally) or chronically sick people, and any other charitable object which can be carried out from time to time by a registered society registered as a provider of Social Housing with the Regulator”.

MSV’s shareholders act as the guardians of these objects (under Rule C1) by electing (and, if necessary, removing) the board, which determines MSV’s strategy and direction in conjunction with MSV’s tenants, reflecting their views and expectations as required by the Regulator of Social Housing.”

How can shareholding end?

When a shareholder ceases to be a shareholder or is expelled from the shareholding membership, his or her share shall be cancelled. Shareholding will end if:

- The shareholding member resigns by giving one month’s notice to the Company Secretary;
- A shareholder dies;
- They are expelled as a shareholder under the Rule C15 and following a special resolution at an SGM called by the MSV Board;
- They do not participate in or fail to deliver written apologies in advance for two consecutive annual general meetings;
- In the case of a body corporate, they cease to be a body corporate;
- In the case of a nominee of an unincorporated body, they transfer their share to another nominee of that body;
- They cease to be eligible to be a shareholder under Rule C6 or at any point cease (or have ceased) to be a shareholder under Rule C14.

Suspension of admission to the shareholding register

The MSV Board could suspend shareholding membership from time to time where this is deemed necessary or expedient for the proper conduct or management of the Company. This will always be undertaken through a formal board approval and will have a defined timescale for review.

Declarations of Interest

- Shareholders are required to complete and return an annual declaration of interest form, which is normally sent out with the AGM papers. The return date is noted on the form.
- Within-year should shareholders’ circumstances change, it is the responsibility of the shareholder to contact MSV and provide an update on the change of circumstances and if requested complete a new form returning within an agreed timeframe.
- In exceptional circumstances persistent failure to complete and return a declaration of interest form may result in the Association considering the provision of the Rules (section C15) as a reason to remove a shareholder for persistent failure to make the required declaration.

4 Subsidiary Board shareholding

The shareholding of MSV Invest is MSV Housing Group first.

5 Monitoring, Review and Evaluation

The shareholding list will be reviewed and updated annually at least 6 weeks prior to the AGM and ad hoc upon receipt of a notification to relinquish a share. The policy will be reviewed every 2 years.

6 Related documents

- MSV Group Governance Manual
- MSV Rules
- Current Board Effectiveness Skills Matrix

7 Appendices

- **Appendix 1** – What Does a Shareholder Do?
- **Appendix 2** – MSV Shareholder Application Form
- **Appendix 3** – Conflict of Interests Form

EQUALITY IMPACT ASSESSMENT – Pro-forma

Name of Policy: Shareholding Membership Policy

Date of Assessment / Review: December 2025

Author: Joanne Tucker

Who are the main stakeholders in relation to the function?	Shareholders, Board and Executives	
Who will be consulted and what types of consultation will be carried out?	N/A – update of existing policy	
Could the function have a differential impact on:	What evidence exists to support your analysis?	
	Yes / No	
Racial Groups	N	
Gender or gender reassignment	N	
Disabled people	N	
Age	N	
Sexuality	N	
Religion or belief	N	
Any other protected or vulnerable characteristic including marriage or civil partnerships, pregnancy or maternity?	N	
<p>If the answer is NO to <u>all</u> questions and no differential treatment has been found there is no requirement for a full Equality Impact Assessment. Please go back regularly and review the cycle.</p> <p>If the answer is YES to any of the questions, please complete the rest of the form.</p>		
In what areas could the differential identified be considered to have an adverse impact in this function and what solutions will be introduced to overcome these adverse impacts?	N/A	

In what areas could the differential identified be considered a positive impact in this function and what strategies will be introduced to safeguard and spread these positive impacts?	N/A
Which Action Plans have these solutions/strategies been transferred into?	N/A

Approved by: MSV Board

Date: 20 December 2025

Appendix 1

What does a Shareholder do?

Shareholding of Mosscafe St Vincent's Housing Group Ltd (MSV) is open to individuals including tenants, corporate bodies and non-incorporated bodies.

The Role of Shareholders of MSV Group.

MSV is a charitable, non-profit registered society under The Co-operative and Communities Benefits Societies Act 2014 and with the Regulator of Social Housing, Homes England.

Shareholders support the work of MSV, through supporting and promoting the values and ethos of the MSV Way. They have the right and responsibility:

- to elect shareholders to the Board (ordinary shareholders only; tenant shareholders are elected from the Tenants Panel who are elected from all tenants);
- to consider the annual financial statements at the Annual General Meeting (AGM); and
- to appoint the External Auditor at the AGM.

Shareholders agree:

- to be bound by the Rules of MSV (including attending or apologising to the AGM); and
- to act at all times in the interests of MSV Group.

Shareholders may be:

- Individuals, corporate bodies or non-incorporated bodies.
- Each shareholder pays a non-returnable £1.00 subscription fee.
- MSV has two classes of shareholders, tenant and ordinary shareholders.
- Tenant shareholders are a maximum of one third the total number of shareholders. The Board decides on admission of shareholders. If more tenants wish to be shareholders than would constitute one third of the total number of shareholders, the Board will introduce criteria for selecting tenant shareholders in order to establish a balance.

Shareholders receive from MSV:

- A copy of the annual financial statements.
- An invitation to the AGM with relevant papers.
- An invitation to any Special General Meetings.
- A copy of the Annual Report.
- Variety of information sent out from time to time.

Appendix 2

Shareholder Application Form

Mosscafe St Vincent's Housing Group Limited (MSV)

I wish to apply for a shareholding of MSV:

Name (in full):	
Address:	
Tel No:	Home:
	Mobile:
Email	

I agree to subscribe to the Rules of MSV Housing Group Limited and enclose the **£1.00** non-returnable subscription fee.

I have been given a copy of the MSV Way and I agree to respect and support the values contained within, I have completed the form below and given an indication of my skills and experience and reasons for wishing to become an MSV shareholder

I have read the Shareholder application pack which includes:

- What does a shareholder do?
- My MSV Corporate Plan
- Rules of MSV
- Latest Annual Reports - online
- Customer Annual Report - online

I have completed and return with my application:

- Ethnic Monitoring form
- Declaration of Interest form

Signed:	Date:
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Please complete **Appendix 2 and 3** and forward to the Company Secretary – electronically to Joanne.Tucker@msvhousing.co.uk or by post/in person to Mosscafe St Vincents Housing, 7th Floor, Trafford House, Chester Road, Old Trafford, Stretford, Manchester, M32 0RS

Applicants are requested to provide the following information:

Date of Birth	
In paid employment/ unpaid employment / retired/ other	
What is/was nature of paid or unpaid employment, or what work have you retired from	
Have you undertaken any voluntary work? If so, what?	
Why would you like to become a shareholder of MSV?	
Are you a tenant of MSV?	
Have you been convicted of an indictable offence within the last five years nor any other offence which could bring the association into disrepute?	

Have you any skills or experience which might help MSV in its work?

Please give your assessment of your own current skills in each area described on the form below, giving examples where you can and awarding yourself an overall “score” for each question.		
1	Good	You understand the topic well having had personal experience of it and you are up to date on current issues and are able to take the lead in discussions.
2	Reasonable	You understand the topic and are able to contribute to discussions and make knowledgeable observations and questions
3	Some	You have a general understanding of the area and are able to contribute to discussions by asking questions
4	Little or none	You are unfamiliar with the topic and need to ask to have things clarified quite a lot when discussing it

Business Area		Business Skill/Competency	Self-Scoring
A.	Corporate/Strategic		
A1.	Political, economic and operating environment	Understanding of the current political and economic operating environment	
		Working in/with social housing sector	
		Setting Policy and Strategy Development (any sector)	
		Legal & Regulation and compliance (any sector)	
A2.	Business experience and whole-business issues	Senior executive: business development in similar sector	
		Senior executive: private sector	
		Efficiencies/value for money	
		People and talent, training, equality and diversity	
		IT strategic management	
		Legal services	
		Organisational change management and mergers	
		Strategic performance management	
		Project and programme management - including tendering and procurement	
		Strategic planning and implementation	
A3.	Values - MSV Way	Experience as a tenant - MSV or other	
		Relevant Experience as customer or service user	
		Relevant community-based experience	
B. Area based			
B1.	Customers and Communities	Communities and Neighbourhoods	
		Customer experience	
		Health and Social care	
		Managing other housing tenures	
		Property maintenance and investment	
		H&S including Safeguarding	
		Partnership working (including with voluntary sector)	

Business Area	Business Skill/Competency	Self-scoring
B2. Finance	Budgeting and financial management	
	External and Internal audit	
	Experience of DLS and joint ventures	
	Partnership working (including with voluntary sector)	
	Financial markets (including financing capital projects)	
	Financial reporting standards & accounting policies	
	Social housing finance	
	Continuous business improvement	
	Pension fund trusteeship	
	Treasury management	
	Risk management	
B4. Growth	Housebuilding	
	Housing association development	
	Building cost management and value engineering	
	Standard form contracts and building contracts	
	Planning applications	
	H&S Compliance	
B5. Chief Executives	Board/committee membership	
	Governance & probity good practice standards	
	Internal controls and assurance	
	Data Protection and GDPR	
	Tutoring/mentoring students	



Equality Diversity & Inclusion Monitoring Form

MSV aims to have an inclusive environment for all staff by identifying and removing barriers in our practices. Completing this monitoring form will help us achieve this and also help MSV meet our obligations under the Equality Act 2010.

While it's voluntary to disclose this information, doing so will enable us to better understand the composition of our organisation and examine our practices fully.

How do you describe your gender?	<input type="checkbox"/> Woman <input type="checkbox"/> Man <input type="checkbox"/> Non-binary <input type="checkbox"/> In another way (please describe): _____ <input type="checkbox"/> Prefer not to say	
Do you identify as trans/transgender?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In another way (please describe): _____ <input type="checkbox"/> Prefer not to say	
What pronoun do you use? (the word you'd like us to use for you when not using your name)	<input type="checkbox"/> She <input type="checkbox"/> He <input type="checkbox"/> They <input type="checkbox"/> Other (please describe): _____ <input type="checkbox"/> Prefer not to say	
How do you describe your sexual orientation?	<input type="checkbox"/> Straight (Heterosexual) <input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual <input type="checkbox"/> In another way (please describe): _____ <input type="checkbox"/> Prefer not to say	
How do you describe your religion or belief?	<input type="checkbox"/> No religion or belief <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Other (please describe): _____ <input type="checkbox"/> Prefer not to say	
How do you describe your ethnicity? Tick all that apply.	<input type="checkbox"/> Asian or Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Other Asian background (please state)
	<input type="checkbox"/> Black or Black British	<input type="checkbox"/> African <input type="checkbox"/> Black (British)

		<input type="checkbox"/> Caribbean <input type="checkbox"/> Other Black background (please state)
	<input type="checkbox"/> White	<input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy, Roma or Irish Traveller <input type="checkbox"/> Other White background (please state)
	<input type="checkbox"/> Mixed or multiple ethnic groups	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black (British) <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other mixed background (please state)
	<input type="checkbox"/> Other Ethnic Groups	<input type="checkbox"/> Arab <input type="checkbox"/> Other ethnic group (please state)
	<input type="checkbox"/> Prefer not to say	
What is your age?	<input type="checkbox"/> 16 - 24 <input type="checkbox"/> 25 - 34 <input type="checkbox"/> 35 – 44 <input type="checkbox"/> 45 – 54 <input type="checkbox"/> 55 – 64 <input type="checkbox"/> 65+ <input type="checkbox"/> Prefer not to say	
Do you have an impairment, mental or physical health condition, or learning difference that has a substantial or long term impact on your ability to carry out day to day activities? (tick all that apply)	<input type="checkbox"/> None known <input type="checkbox"/> A long standing illness or health condition (e.g. diabetes, HIV, epilepsy, chronic heart condition) <input type="checkbox"/> A mental health difficulty (e.g. depression, schizophrenia or anxiety disorder) <input type="checkbox"/> A physical impairment or mobility issues (e.g. difficulty using your arms or using a wheelchair or crutches) <input type="checkbox"/> A social/communication impairment or autism spectrum disorder <input type="checkbox"/> A specific learning difficulty (e.g. dyslexia, dyspraxia or AD(H)D) <input type="checkbox"/> Blind or have a visual impairment uncorrected by glasses <input type="checkbox"/> D/deaf or have a hearing impairment <input type="checkbox"/> An impairment, health condition or learning difference not listed above. (please describe): _____ <input type="checkbox"/> Prefer not to say	
Do you have any caring responsibilities? (tick all that apply)	<input type="checkbox"/> None <input type="checkbox"/> Primary carer of a child or children (under 18 years) <input type="checkbox"/> Primary carer of a disabled child or children (under 18 years) <input type="checkbox"/> Primary carer or assistant for a disabled adult (18 years and over) <input type="checkbox"/> Primary carer or assistant for an older person or people (65 years and over) <input type="checkbox"/> Secondary carer (another person carries out main caring role) <input type="checkbox"/> Prefer not to say	

Privacy Statement

MSV has a legitimate interest in collecting the personal details on this form so as to ensure an inclusive environment is created for all staff through the identification and removal of barriers in our practices and also to ensure we meet our statutory obligations under the Equality Act 2010. We may also use the information on this form to assess if reasonable adjustments are required to support the performance of the employment contract. By completing this form, you accept these terms and conditions. The information is held for the duration of your employment and for six years post termination. If you believe that your personal data is being processed in any manner which is incompatible with the information provided in this privacy statement, you have a right to lodge a complaint with the UK Information Commissioner's Office or our Data Protection Officer.

NAME

SIGNED DATED

Appendix 3

Conflicts of Interest Form

Each year we ask all staff, board members, shareholders and volunteers to complete this form so any potential 'conflicts of interest' are avoided. Please let us know of any interest you, a family member, or close friend has with another employee, board member, supplier or business trading with Mosscaire St Vincent's.

NOTE:

To avoid situations of potential 'conflicts of interest' Mosscaire St Vincent's has a legitimate interest to require all Board, Committee, shareholders and Staff to make an annual, or when personal circumstances change, 'declaration of interest' using this form. This is used to ensure we can effectively manage any potential business conflicts or risks. Information is held on our electronic systems and updated annually. By signing this form, you are agreeing to the content and to the processing of this information.

If in doubt or you require the list of suppliers and businesses for MSV please seek advice from Joanne Tucker, Company Secretary – Joanne.Tucker@msvhousing.co.uk

Do you have any conflict to declare in connection with any aspect of the Group's work?			
Are you a tenant of Mosscaire St Vincent's?			
Are you related or have a close personal relationship to a Mosscaire St Vincent's:			
Tenant?		Staff member?	
Board or committee member?		Volunteer?	
If you have answered yes to any of the above questions, please provide relevant information regarding your conflict of interest or connection. For instance: name, nature of the relationship.			

Name:	
Signature:	
Dated:	