

For Noting (One Decision required)

Agenda Item: 11.1.2
Date of Meeting: 25/06/25

To: The Management Committee
From: The Director
Subject: Review of Committee Members' Induction Policy

1. Introduction and Purpose

- 1.1 The above Policy is due for review as per the Policy Review Timetable. It has been classed as a routine review and therefore does not require Committee approval. However, Committee is asked to decide whether an Equality Impact Assessment is required, which will reflect the wording in the Equality and Human Rights section of the Policy.
- 1.2 The purpose of this report is to advise Committee of the outcome of the review, provide a summary of any changes made and to seek its decision on whether an Equality Impact Assessment is needed. I am recommending that as the Policy applies equally to everyone, that this is not necessary.

2 Review of Committee Members' Induction Policy

- 2.1 A copy of the current version of the Policy and a clean version of the Policy (with the changes highlighted in yellow) can be found in the Resources Section of the Board Portal as follows:

Policies > Policy Reviews 2025 26 > Policies for Review June 2025

- 2.2 Following the review no substantial changes were identified as needed. In general the logo has been updated and any references to Co-operative have been deleted or changed to Association. The other changes made to the Policy are as follows:
- Section 2: Background – deletion of original 1st paragraph (2.1) as this referred to us being a fully mutual housing co-operative and that members had to be tenants and vice versa. New 1st para has been added to reflect who our membership is open to.
 - Para 2.2, 3rd bullet point – addition of wording “Co-optees do not need to be Members of Rosehill”. This is just to add clarity.
 - Section 4: Legal and Regulatory Framework, para 4.2 amendment to reference to Model Rules to now be “SFHA Charitable Model Rules (Scotland) 2020”.

- Section 5: Equality and Diversity – the title has been changed to Equality and Inclusion. The original 1st paragraph (5.1) has been deleted as this is referred to under the Equality & Human Rights Section (Section 8, which is our corporate statement).
- Section 6: The Induction Programme for New Committee Members, Sub-section 6.3: Main Induction Sessions with the Chair and Director, para 6.3.2 – inclusion of 2 new bullet points (the first 2) to expand what will be covered in the first main induction session – overview of social rented sector and role of RSLs and the role of our Regulators.
 - Para 6.3.3 – has been updated to reflect the expansion of the topics covered in the first main induction session.
 - Para 6.3.4 – change in timeline for carrying out first main induction session from within 3 months to within 2 months.
 - Para 6.3.7 - change in timeline for carrying out the next main induction session from within 4 months to within 3 months.
 - Para 6.3.8 – new paragraph to include reference to Vice Chair attending sessions in Chair’s absence.
- Sub-section 6.6: Catch-up Sessions, para 6.6.1 – additional wording to reflect preference for sessions to be in-person but can be held virtually if needed.
- Section 8: Equality & Human Rights – inclusion of our corporate statement (However, Committee must decide from the 2 options provided for the final paragraph relating to Equality Impact Assessments, which one should be included) The Options are:

In accordance with our Equality and Human Rights Policy, we have carried out an EIA on this policy which is appended to the end of this policy.

or

As this policy applies equally to all groups, Rosehill (with committee approval) made the decision not to carry-out an Equality Impact Assessment on this policy.

- Section 10: Risk Management – updated to reflect that we have a Strategic Risk Register. Name change of Audit Sub-Committee to Audit & Risk Sub-Committee and inclusion of reference to Management Committee.

3. Risk

- 3.1 We have considered the matter of Induction Training for new Committee Members and have identified the key risks under the following risk categories and the measures we have taken to mitigate such risks.

Risk Category	Mitigating Measure
<p>Governance:</p> <p>Lack of support and training for new Committee Members; Ineffective Committee Members; Ineffective governance; Poor decision making; Fail to retain new Committee Members.</p>	<p>Having a comprehensive Policy in place to ensure the effective implementation of the Induction Programme for new Committee Members; Programme includes Induction diary for new Committee Members, and on completion of induction training, feedback obtained from new Committee Members on what worked well and where improvements can be made.</p> <p>Catch-up sessions with Chair every 3-4 months during induction process to ensure everything is going well and the needs of new Committee Members are being met.</p>
<p>Legislative and Regulatory:</p> <p>Poor decision making; Ineffective governance; Breach of Regulatory Requirements (Standard 6)</p>	As above
<p>People:</p> <p>Low morale/demotivated Committee Members; High turnover in Committee</p>	As above

4. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Review of Committee Members Induction Policy	7) Achieve the highest standards in all that we do 6) Use resources efficiently and effectively

5. Application of our Core Values

Area	Related Core Value(s)
Review of Committee Members Induction Policy	<ul style="list-style-type: none"> • Invest and Support • Accountable and Compliant • Excellent and Committed

6. Compliance and Assurance

- 6.1 Having a Policy in place to govern the effective implementation of our Induction Training for new Committee Members and periodically reviewing it, contributes to good governance. This approach means we are compliant with Regulatory requirements as follows:

Compliance Source	Details
The Standards of Governance and Financial Management for RSLs	<p>Standard 6 – The governing body and senior officers have the skills and knowledge they need to be effective.</p> <p>Guidance 6.1 – The RSL has a formal, rigorous and transparent process for the election, appointment and recruitment of governing body members. The RSL formally and actively plans to ensure orderly succession to governing body places to maintain an appropriate and effective composition of governing body members and to ensure sustainability of the governing body.</p> <p>Guidance 6.5 - The RSL ensures all new governing body members receive an effective induction programme to enable them to fully understand and exercise their governance responsibilities. Existing governing body members are given ongoing support and training to gain, or refresh, skills and expertise and sustain their continued effectiveness.</p>

6.2 Evidence Bank

Evidence	Assurance Exercise Location
<ul style="list-style-type: none">Cover ReportRevised Committee Members' Induction Policy	Regulatory Standard 6 – Guidance 6.1 and 6.5

6.2.1 Committee is reminded that our Assurance Exercises are available in the Committee Log-in Area of our website, which Committee can access at any time.

7. Summary

7.1 As per the Policy Review Timetable, the Committee Members Induction Policy is now due for review. This was classed as a routine review and, therefore, does not require to be presented to Committee for approval.

7.2 However, with the inclusion of our corporate statement on Equality and Human Rights, Committee must decide on whether an Equality Impact Assessment is required, which will then determine the wording for the final paragraph of the Corporate Statement, as set out in Section 2 of this report.

7.3 The outcome of the review did not result in substantial changes. The changes made are set out in Section 2.

7.4 Risk has been considered at Section 3.

7.5 Section 4 shows how having a Committee Members' Induction Policy and periodically reviewing it, contributes to the delivery of our strategic objectives.

7.6 Section 5 shows how having a Committee Members' Induction Policy and periodically reviewing it, contributes to the application of our Core Values.

7.7 Section 6 sets out how we comply with Regulatory requirements.

7.8 Committee is asked to note that the Committee Members' Induction Policy was reviewed in line with our Policy Review Timetable and that no substantial changes were made. Committee is further asked to note that copies of the Policy (current version and reviewed clean version) are available in the Resources Section of the Board Portal as follows:

Policies > Policy Reviews 2025 26 > Policies for Review June 2025

7.9 Whilst Committee do not need to approve the reviewed Policy, it does need to decide on whether an Equality Impact Assessment is required, which will then determine the wording to be used for the final paragraph of the corporate statement on Equality and Human Rights. The 2 options for the final paragraph are:

In accordance with our Equality and Human Rights Policy, we have carried out an EIA on this policy which is appended to the end of this policy.

or

As this policy applies equally to all groups, Rosehill (with committee approval) made the decision not to carry-out an Equality Impact Assessment on this policy.