

## For Information

**Agenda Item:** 12.4  
**Date of Meeting:** 25/03/26

**To:** The Management Committee  
**From:** The Director  
**Subject:** Update to Governing Body Members' Guide

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1. Introduction and Purpose
  - 1.1 When Committee approved the new Guide last June, it was subject to any changes that may be required once the revised Model Entitlements, Payments and Benefits Policy (EPB Policy) was available. As Committee is aware the revised Model EPB Policy was issued by SFHA in January and was approved by Committee at its January meeting.
  - 1.2 The purpose of this report is to advise Committee that following further review of the Governing Body Guide, in light of the revised EPB Policy, I have made some further changes. The changes reflect the wording for declaring and managing interests in the Model Policy and only affect Section 5 of the Guide. Therefore, the changes to the Guide are being reported for Committee's information only.
2. Revisions to Governing Body Members' Guide
  - 2.1 A track change version and a clean version of the Guide are available on the Board Portal for Committee's information:  
  
Resources > Policies > Policy Reviews 2025/26 > Policies for Review March 2026 > Governing Body Members' Guide March 2026
  - 2.2 The changes relate to Section 5 of the Guide "The responsibilities of being a Committee Member". The updates are to ensure the wording in the Guide mirrors the wording in the Model EBP Policy. This relates to the updating of Table A and the subsequent paragraphs of Section 5 of the Guide.
3. Risk
  - 3.1 It is important to support new and existing Committee Members in their roles and this is achieved, in part, by providing Committee with a range of key information and ensuring such information is kept updated.

Risk Category	Mitigating Measure
<p><b>Governance:</b></p> <p>Lack of information to support Committee Members in their role;  Ineffective Committee Members;  Ineffective governance;  Poor decision making;  Fail to retain new Committee Members.</p>	<p>Having a suite of governance documents to support new and existing Committee Members, including the Governing Body Members' Guide.</p>
<p><b>Legislative and Regulatory:</b></p> <p>Poor decision making;  Ineffective governance;  Breach of Regulatory Requirements (Standards 1 &amp; 6)</p>	<p>As above</p>
<p><b>People:</b></p> <p>Low morale/demotivated Committee Members;  High turnover in Committee</p>	<p>As above</p>

#### 4. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Updating of Guide to reflect relevant sections of revised Model EPB Policy	7) Achieve the highest standards in all that we do

#### 5. Application of our Core Values

Area	Related Core Value(s)
Updating of Guide to reflect relevant sections of revised Model EPB Policy	<ul style="list-style-type: none"> <li>• Invest and Support</li> <li>• Accountable and Compliant</li> <li>• Excellent and Committed</li> </ul>

#### 6. Compliance and Assurance

- 6.1 Having a Guide for Committee Members (new and existing) to help them in their role and ensuring it is updated to reflect other key policies e.g. Model EPB Policy, 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><b>Standard 1</b> - The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p> <p><b>Guidance 1.2</b> - The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.</p> <p><b>Standard 6</b> – The governing body and senior officers have the skills and knowledge they need to be effective.</p> <p><b>Guidance 6.5</b> - 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"> <li>Report for Committee Meeting on 25/03/26</li> <li>Updated Governing Body Members' Guide March 2026</li> </ul>	<p>Regulatory Standard 1 – Guidance 1.2</p> <p>Regulatory Standard 6 – Guidance 6.5</p>

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 The new Governing Body Members' Guide was approved by Committee at its June 2025 meeting. However, this was subject to any subsequent changes needed once the revised Model Entitlements, Payments and Benefits Policy was made available by SFHA. The Model EPB Policy was issued by SFHA in January 2026 and adopted by Committee at its January meeting.
- 7.2 The Guide has been reviewed in light of the revised EPB Policy, which has resulted in updates relating to declaring and managing interests which is set out in Section 5 of the Guide "The responsibilities of being a Committee Member". The updates are being reported for Committee's information.
- 7.3 Risk has been considered at Section 3.
- 7.4 Section 4 shows how updating the Guide to take account of the revised Model EPB Policy, which was approved by Committee in January, contributes to the delivery of our strategic objectives.
- 7.5 Section 5 shows how updating the Guide to take account of the revised Model EPB Policy, which was approved by Committee in January, contributes to the application of our Core Values.
- 7.6 Section 6 sets out how we comply with Regulatory requirements.
- 7.7 Committee is asked to note this report and that updates have been made to the Governing Body Members' Guide, which was first approved by Committee in June 2025, to reflect the revised Model EPB Policy which was issued by SFHA in January and approved by Committee later that month. A track change and clean version of the updated Guide are available on the Board Portal as follows:

[Resources](#) > [Policies](#) > [Policy Reviews 2025/26](#) > [Policies for Review March 2026](#) > [Governing Body Members' Guide March 2026](#)