



Rural Stirling
Housing Association

Agenda

Board of Management Meeting to be held on **Thursday, 21st March 2019** at **6.30pm** in the **Callander Youth Hostel, 6 Bridgend, Callander FK17 8AH**

(Please note the Group Vision session will be held immediately before the Board meeting and will commence at 5.15pm, refreshments will be available from 5pm)

Staff/Adviser(s) Donna Birrell (CEO)
Attendance: Kirsty Brown (Deputy CEO)
 Malcolm Lee (Asset Manager AM)
 Jackie Leeds (Housing Services Manager HSM)
 Susan Mackay (Corporate Services Officer CSO) (Minute taker)

Item	Author	Attached	Approval Required	Time
1.				6.30pm
2.				6.30pm
3.				6.30pm
4.				6.30pm
	Group Minutes			
	Board			
	4.1 Minute of Board Meeting – 21 st February 2019	CEO	✓	✓
	4.2 Confidential Minute of Board Meeting – 21 st February 2019	CEO	✓	✓
	Audit & Risk			
	4.3 Minute of A&R Meeting – 28 th February 2019	CEO	✓	
	4.4 Confidential Minute of A&R Meeting – 28 th February 2019	CEO	✓	
	Subsidiary			
	4.5 Minute of the Venachar Board Meeting 25 th February 2019	CEO	✓	
	4.6 Confidential Minute of the Venachar Board Meeting 25 th February 2019	CEO	✓	
5.	Matters Arising Schedule	CEO	✓	✓
6.	Chief Executive's Report	CEO	✓	
7.	Risk Key Risks Update – Included with item 8.1			
8.	Strategy 8.1 Draft Business Plan 2019/20 Confidential	SMT	✓	✓

9.	Performance – No Report				
COMFORT BREAK (5 minutes)					
10.	Finance				
	10.1 Bad Debt Write-Offs 2018/19 Confidential	HSM	✓	✓	7.20pm
	10.2 Final Budget 2019/20 Commercially Confidential	DCEO	✓	✓	7.25pm
	10.3 3 Year investment Plan 2019/20 – 2021/22	AM	✓	✓	7.35pm
11.	Governance				
	11.1 Ethical Conduct and Notifiable Events - Alleged Breach of the Code of Conduct (CONFIDENTIAL)	Investigation Panel	✓	✓	7.40pm
	11.2 Office Bearers Decisions - none				
	11.3 RSHA & Venachar Service Level Agreement	HSM	✓	✓	7.55pm
	11.4 Electronic Board Portal - Provider	DCEO/CSO	✓	✓	8.05pm
	11.5 Policy Reviews: Recommendations from A&R				
	i) Treasury Management Policy	DCEO		✓	8.15pm
	ii) Financial Investment Strategy	DCEO		✓	
	iii) Borrowing Strategy	DCEO		✓	
	iv) Financial Regulations	DCEO		✓	
	v) Company Credit Card Policy	DCEO		✓	
vi) Information Security Policy	DCEO		✓		
vii) Lift Safety	AM		✓		
viii) Reactive Maintenance Policy	AM		✓		
ix) Domestic Abuse Policy	CEO		✓		
11.6 Review of Allocations Policy & Proposed Consultation Arrangements	HSM	✓	✓	8.25pm	
11.7 Draft Scottish Secure Tenancy Agreement	HSM	✓	✓	8.35pm	
11.8 New Member Applications	CSO	✓	✓	8.45pm	
12.	Operations				
	12.1 Shared Ownership Buy Backs	HSM/DCEO	✓	✓	8.50pm
13.	Action Tracker	CEO	✓	✓	8.55pm
14.	Any Other Competent Business				9.00pm
15.	Date of Next Meetings				9.00pm
	<ul style="list-style-type: none"> • Board Training: <ul style="list-style-type: none"> ○ 5.30pm – 6.30pm 28th March - Procurement & Community Benefits ○ 5.00pm – 6.15pm 18th April - Health & Safety • Development Services Framework Tender: Evaluation Meeting with members of the Investment Committee 2.30 – 4.30pm 28th March • Board Social: Gallery Restaurant Forth Valley College 6.30pm 18th April • Investment Committee 25th April • A&R Committee 9th May (time TBC) 				

	<ul style="list-style-type: none">• Board 23rd May (Killin Venue TBC)• Venachar Board 3rd June (Request for date to be changed TBC)• Stock Tour TBC				
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N.B. If you have questions about any of the enclosed papers, please do not hesitate to contact the identified report author for clarification in advance of the meeting.