



**Rural Stirling**  
Housing Association

# Agenda

Board of Management Meeting to be held on **Thursday, 21<sup>st</sup> May 2020 at 6.30pm**

**Please note that the meeting will be held online using Microsoft Teams. Joining instructions for Microsoft Teams will be issued separately.**

<b>Staff/Adviser(s) Attendance:</b>	Donna Birrell (CEO) Kirsty Brown (DCEO/FCSM) Fiona Maguire (A&DM) Jackie Leeds (HSM) Susan Mackay (Corporate Services Officer CSO) (Minute Taker) Josh Graham (Modern Apprentice MA) Freya Lees (North Star Consulting & Research FL) Item 4 only
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Agenda Item	Subject	Author	Attached	Approval Required
1.	<b>Apologies</b>			
2.	<b>Declarations of Interest</b>			
3.	<b>Health and Safety</b>			
4.	<b>Presentation</b>  <b>Annual Board Appraisals Report (Confidential) (including Board Learning and Development Plan, Confirmation of Continuing Effectiveness if subject to 9-year rule) and the Board Succession Plan</b>  North Star Consulting & Research will join the meeting to present the above	FL	✓	✓
5.	<b>Group Minutes Board</b> 5.1 Minute of Email Board of Management Meeting 19th March 2020 5.2 <b>Confidential</b> Minute of Email Board of Management Meeting 19th March 2020  <b>Audit &amp; Risk Committee</b> 5.3 Minute of Audit & Risk Committee 30 <sup>th</sup> April 2020	CEO  CEO  DCEO/FCSM	✓  ✓  ✓	✓  ✓  For information

	5.4 <b>Confidential</b> Minute of Audit & Risk Committee 30 <sup>th</sup> April 2020  <b>Subsidiary</b> None  <b>Working Groups</b> <b>Governance</b> 5.5 Action Note of Risk Management Workshop Session 20 <sup>th</sup> February <b>Customer Engagement, Participation and Scrutiny</b> 5.6 Action Note of Meeting 13 <sup>th</sup> March 2020 <b>Investment</b> 5.7 Action Note of Meeting 13 <sup>th</sup> May 2020	DCEO/FCSM  CEO  HSM  A&DM	✓  ✓  ✓  ✓	For information          For information  For information  For information
6.	<b>Matters Arising Schedule</b>	CEO	✓	✓
7.	<b>Record of Electronic Approvals</b> <ul style="list-style-type: none"> <li>• (i) Hot Works Policy</li> <li>• (ii) Review of Standing Orders and Schedule of Delegation</li> </ul>	A&DM  CEO	Previously circulated  Previously circulated	Approved sought by email by 19 <sup>th</sup> March 2020 Approved sought by email by 11 <sup>th</sup> May 2020
8.	<b>Deferred Matters – from Board meeting 19<sup>th</sup> March 2020</b> 8.1 <b>Confidential</b> HR Report: Update on Structure Review 8.2 Three Year Investment Plan 8.3 Governance of the Development Process: Investment Appraisal Assumptions 2020/21 8.4 <b>Confidential</b> Bad Debt Write Off 8.5 Review of Model Rules	CEO A&DM A&DM  HSM CEO	✓ ✓ ✓  ✓ ✓	✓ ✓ ✓  ✓ ✓
9.	<b>Group Key Risks</b> 9.1 Group Key Risk Review and Risk Register 9.2 Business Continuity Update 9.3 SHR Information Return	CEO  CEO  CEO	✓  ✓  ✓	✓  For information  For information
10.	<b>Strategy</b> Rural Stirling Group Strategic Plan (final draft) and Draft Strategic Delivery Plan	CEO	✓	✓
11.	<b>Performance: Development Programme: Exception Reports</b> 11.1 Lampson Road, Killearn New Build 11.2 Kippen New Build 11.3 Gartness Road, Drymen New Build	GCC  GCC  GCC	✓  ✓  ✓	✓  ✓  ✓

	11.4 Claish Farm, Callander New Build	GCC	✓	✓
	11.5 Balmaha	GCC	✓	✓
	11.6 Croftamie: Project Profile	GCC	✓	For Information
	<b>11.7 Q4 Performance Report</b>  Appendix 1 including: <ul style="list-style-type: none"> <li>• ARC indicators</li> <li>• Universal Credit</li> <li>• Complaints &amp; Complaints Analysis</li> </ul> Appendix 2: Planned Maintenance  Appendix 3: Development Programme Monitoring Report  Appendix 4: Q4 Delivery Plan Update	CEO HSM  A&DM A&DM CEO/SMT	✓ ✓  ✓ ✓ ✓	✓ ✓  ✓ ✓ ✓
	11.8 FOI Quarterly Statistics	CEO/DPO	✓	For information
	11.9 Tenant Satisfaction Survey Action Plan update	HSM/A&DM	✓	✓
	<b>11.10 Policies recommended for adoption by Audit &amp; Risk Committee:</b> <ul style="list-style-type: none"> <li>○ Compensation Policy</li> <li>○ Group Learning &amp; Development Policy</li> </ul>	HSM CEO	Previously Circulated	✓ ✓
12.	<b>Finance</b>  <b>Confidential</b> Q4 Management Accounts	DCEO/ FCSM	✓	✓
13.	<b>Governance</b> <b>Ethical Conduct and Notifiable Events/Annual Assurance Status</b> <b>13.1 Notifiable Events:</b> <ul style="list-style-type: none"> <li>○ Confidential HR: Review of Structure</li> <li>○ Potential Claim Tenant Compensation</li> <li>○ Board Member Resignation</li> <li>○ Change of Internal Auditor</li> <li>○ COVID 19 Service Delivery Status</li> </ul>	CEO DCEO/FCSM CEO CEO Chair	✓ ✓ ✓ ✓ ✓	For information
	<b>13.2 Annual Assurance Statement</b> Annual Assurance Statement: Mid-Year Review & Update	CEO	✓	✓
	<b>13.3 Office Bearers' Decisions</b> UK Government Job Retention Scheme/Criteria for Furlough	DCEO/FCSM	✓	For information

	13.4 <b>Confidential</b> Recommendations from Audit & Risk Committee	DCEO/FCSM	✓	✓
	13.5 <b>Confidential</b> CEO Appraisal Report	Chair	✓	✓
14.	<b>Operations</b> <b>Confidential</b> Tenant Compensation Claim	A&DM	✓	✓
15.	<b>Chief Executive's Report</b>	CEO	✓	✓
16.	<b>New Member Applications</b>	CSO	To be tabled	For approval
17.	<b>Group Meeting Schedule 2019/20</b> <b>Updated</b>	CEO	✓	For information
18.	<b>Action Tracker</b>	CEO	✓	✓
19.	<b>Attendance at Conference/Seminar or Networking Events:</b> Board Member Feedback	Board Members	Feedback to be given at the meeting	For information
20.	<b>Any Other Competent Business</b>			
21.	<b>Review/Reflections of Meeting</b> <ul style="list-style-type: none"> <li>• Did we challenge constructively/effectively when necessary?</li> <li>• Did we make good decisions?</li> <li>• Did we have all the information we needed to make decisions?</li> </ul>	Chair	Feedback to be given at the meeting	For noting
22.	<b>Date of Next Meetings</b> <ul style="list-style-type: none"> <li>• Group Briefing Session: TBC</li> <li>• Venachar Board 18<sup>th</sup> June at 4.30pm</li> <li>• Board 18<sup>th</sup> June at 6.30pm</li> </ul>			

**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.**