



**Rural Stirling**  
Housing Association

# Agenda

Board of Management Meeting to be held on **Thursday, 13<sup>th</sup> August 2020 at 6.30pm**

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

<b>Staff/Adviser(s) Attendance:</b>	Donna Birrell (CEO) Fiona Maguire (ADM) Susan Mackay (Corporate Services Officer CSO) (Minute Taker) Josh Graham (Modern Apprentice MA)
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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>Group Minutes Board</b> 4.1 Minute of Board of Management Meeting 18 <sup>th</sup> June 2020 4.2 <b>Confidential</b> Minute of Board of Management Meeting 18 <sup>th</sup> June 2020  <b>Audit &amp; Risk Committee</b> 4.3 Minute of Audit and Risk Committee 30 <sup>th</sup> July 4.4 <b>Confidential</b> Minute of Audit and Risk Committee 30 <sup>th</sup> July  <b>Subsidiary</b> 4.5 Minute of Venachar Board Meeting 18 <sup>th</sup> June 2020 4.6 <b>Confidential</b> Minute of Venachar Board Meeting 18 <sup>th</sup> June 2020  <b>Working Groups</b> <b>Customer Engagement, Participation and Scrutiny</b> None	  CSO CEO  CSO CSO  CSO CSO	  ✓ ✓  ✓ ✓  ✓ ✓	  ✓ ✓    For noting For noting    For noting For noting

	<b>Investment</b> None			
5.	<b>Matters Arising Schedule</b>	CEO	✓	✓
6.	<b>Record of Electronic Approvals:</b> None	-	-	-
7.	<b>Group Key Risks</b>  <b>Group Key Risk Review</b> Appendix 1: Group Key Risk Register  <i>Please note the Business Continuity Update and SHR Information Return will follow by email for information.</i>	CEO	Emailed in excel format 6 <sup>th</sup> August 2020	✓
8.	<b>Strategy</b>  <i>Please note the draft Customer Engagement, Participation and Scrutiny Strategy is deferred to October meeting</i>	-	-	-
9.	<b>Performance &amp; Policy</b>  <b>Development Programme: Exception Reports</b>  9.1 Kippen New Build Appendix 1 – Project Profile  9.2 Clash Farm, Callander New Build Appendix 1 – Project Profile  9.3 Balmaha, New Build Appendix 1 – Project Profile  <b>Project Profiles</b>  <ul style="list-style-type: none"> <li>• Killearn Project Profile</li> <li>• Drymen Project Profile</li> <li>• Croftamie Project Profile</li> </ul> <b>Quarterly Performance Report (Q1 April – June 2020)</b>  <i>Please note the Q1 Performance Report is deferred to October Meeting</i>  <b>Appendix 1 including:</b>	ADM  ADM  ADM  ADM	✓  ✓  ✓  To follow	✓  For noting  For noting  <i>For noting on Decision Time</i>

	<ul style="list-style-type: none"> <li>• ARC indicators</li> <li>• Universal Credit</li> <li>• Complaints &amp; Complaints Analysis</li> </ul> <p><b>Appendix 2: Planned Maintenance</b></p> <p><b>Appendix 3: Development Programme Monitoring Report</b></p> <p><b>Appendix 4: Strategic Delivery Plan</b></p> <p><b>Appendix 5: Operational Delivery Plan</b></p> <p><b>FOI Quarterly Statistics <i>Please note a copy of the return will be emailed for information</i></b></p> <p><b>Tenant Satisfaction Survey Action Plan Update <i>Please note that this is deferred to October Meeting</i></b></p> <p><b>9.4 Policies recommended for adoption by Audit &amp; Risk Committee:</b></p> <ul style="list-style-type: none"> <li>i) Treasury Management Policy</li> <li>ii) Investment Strategy</li> <li>iii) Borrowing Strategy</li> <li>iv) Financial Regulations</li> <li>v) Entitlements, Payments &amp; Benefits Policy</li> <li>vi) Review of Code of Conduct and Breach Protocol</li> <li>vii) Management, Appraisal, Support and Remuneration of the Senior Officer</li> <li>viii) Information to Tenants and Tenancy Agreements</li> <li>ix) Furnished Premises</li> </ul> <p><b>Draft Policy for approval</b></p> <ul style="list-style-type: none"> <li>x) Anti-Fraud and Bribery</li> </ul>	<p>DCEO/FCSM</p> <p>DCEO/FCSM</p> <p>DCEO/FCSM</p> <p>DCEO/FCSM</p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>ADM</p> <p>ADM</p> <p>CEO</p>	<p>Previously Circulated</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
10.	<p><b>Finance</b></p> <p>10.1 <b>Confidential</b> Quarter 1 Management Accounts</p> <p>10.2 <b>Commercially Confidential</b> Annual Financial Statements, Accounts for year to 31 March 2020 and Recommendation for Appointment of Auditor</p> <p><b>Annual Internal Financial Assurance Report</b></p> <p><b>Updated Financial Forecasts</b></p>	<p>DCEO/FCSM</p> <p>DCEO/FCSM</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

	<b>SHR 5 Year Financial Projections (FYFP)</b>  <i>Please note the above to be considered for approval at a Special meeting early September (NB SHR FYFP Return due by end of September)</i>			
11.	<b>Chief Executive's Report Confidential</b>	CEO	✓	For noting
12.	<b>Governance</b> <b>Ethical Conduct and Notifiable Events/Annual Assurance Status</b> <b>12.1 Notifiable Events</b>	CEO	✓	For noting
	<b>12.2 SGM/AGM: Arrangements for Virtual Meeting</b>	CEO	✓	For noting
	<b>12.3 Office Bearers' Decisions:</b> Framework for Reactive Repairs – Joinery Contractors & Procurement Thresholds	ADM	✓	For noting
	<b>Draft Annual Assurance Statement 2020</b> <i>Please note that this is deferred to October Meeting</i>		<i>Evidence tables to be scrutinised at Special Meeting of A&amp;R Committee to be convened before the October Board meeting</i>	
	<b>12.4 Recommendations from Committee:</b>			
	i) Annual Assurance Action Plans 2019: End of Year Report	CEO	✓	✓
	ii) Annual review of Committee Performance	DCEO/FCSM	✓	✓
iii) Annual Review of Health & Safety	ADM	✓	✓	
iv) Annual Review and Update of the Code of Conduct	CEO	See 9.4 vi above	✓	
v) Annual Review of effectiveness and adoption of Schedule of Delegation	CEO	✓	✓	
<b>12.5 Review of RSHA Membership &amp; Cancellations</b>	CSO	✓	✓	
<b>12.6 New Member Applications</b>	CSO	To follow	✓	

	<b>12.7 Standing Orders: Review of Temporary Addendum COVID-19</b>	CEO	✓	✓
	<p><b>Annual Governance Review:</b></p> <p>i) Annual review of Board/Committee Structure and effectiveness</p> <p>ii) Investment Working Group: Mid year review of effectiveness/performance</p> <p>iii) Annual Report on Entitlements, Payments and Benefits recorded in the Register</p> <p>iv) Annual Review of Compliance with Notifiable events requirements</p> <p>v) Annual Review of Governing Body Members Guide</p> <p>vi) Annual Review of Operation of Subsidiary</p> <p><i><b>i) – vi) to be dealt with by way of Electronic Approvals</b></i></p>	CEO ADM CSO CEO CEO CEO	To follow	
	<p><b>Operations</b></p> <p><b>New Build Development: Customer Satisfaction/Design Feedback</b></p>	ADM	To follow	<i>For noting on Decision Time</i>
	<p><b>Confidential HR Report: Review of Structure and Group Consultation</b></p> <p><i>The above to be considered for approval at a Special meeting early September</i></p>			
	<p><b>SPSO Revised Complaints Handling Procedure</b></p> <p><i>Please note that this is deferred to October Meeting</i></p>			
13.	<b>Group Meeting Schedule</b>	CEO	✓	<i>For noting</i>
14.	<b>Action Tracker</b>	CEO	✓	✓
15.	<b>Attendance at Conference/Seminar or Networking Events: Board Member Feedback</b>	Board Members	Feedback to be given at the meeting	For information
16.	<b>Any Other Competent Business</b>			
17.	<p><b>Review/Reflections of Meeting</b></p> <ul style="list-style-type: none"> <li>• Did we challenge constructively/effectively when necessary?</li> <li>• Did we make good decisions?</li> </ul>	Chair	Feedback to be given at the meeting	For noting

	<ul style="list-style-type: none"> <li>• Did we have all the information we needed to make decisions?</li> </ul> <p><b>Please email your feedback to Mark Griffiths Chair, <a href="mailto:mark@markgriffithsmanagement.co.uk">mark@markgriffithsmanagement.co.uk</a></b></p>			
18.	<b>Date of Next Meetings</b>			
	<ul style="list-style-type: none"> <li>• Group Briefing Session: Equality &amp; Diversity TBC</li> <li>• SGM/AGM 17<sup>th</sup> September</li> <li>• Group Training Session Thursday 8<sup>th</sup> October 5.30pm <b>Health &amp; Safety Awareness for Governing Body members</b></li> <li>• Board Thursday 8<sup>th</sup> October 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.**