



Rural Stirling
Housing Association

Agenda

Board of Management Meeting to be held on **Thursday, 20 May 2021** at **6.30pm**

The meeting will be held online using Zoom.

Joining instructions for Zoom will be issued separately.

Please note the meeting will be open from 6.00pm to allow Board members to meet new members of staff.

Staff/Adviser(s) in Attendance:	Donna Birrell (CEO) Kirsty Brown (DCEO/DFCS) Norrie MacPhail (IADM) Jackie Leeds (HSM) Susan Mackay (CSO) Hilary Tennant (GCO) (Minutes) Ewan Macdonald (Gregor Cameron Contracts Ltd) Item 3 only
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Agenda Item	Subject	Author	Attached	Approval Required
	Getting to Know New Staff from 6pm			
1.	Apologies			
2.	Declarations of Interest			
3.	Development Exception Reports 3.1 Tyndrum Exception Report: Business Case and Financial Appraisal 3.2 Balmaha Exception Report	GCC GCC	✓ ✓	✓ For information
4.	Health and Safety 4.1 Health and Safety Update 4.2 Landlord Facilities Health and Safety	Verbal Verbal	- -	For information For information
5.	Group Minutes Board 5.1 Minute of Board of Management Meeting: 18 March 2021	CEO	✓	✓

	<p>5.2 Confidential Minute of Board of Management Meeting: 18 March 2021</p> <p>Subsidiary: None</p> <p>Audit and Risk Committee</p> <p>5.3 Minute of Audit & Risk Committee meeting: 29 April 2021</p> <p>5.4 Confidential Approved Minute of Audit & Risk Committee meeting: 29 April 2021</p> <p>Working Groups: None</p> <p>Customer Engagement, Participation and Scrutiny: None</p> <p>Investment: None</p>	CEO	✓	✓
		CEO	✓	For noting
		CEO	✓	For noting
6.	Matters Arising Schedule	CEO	✓	✓
7.	Record of Electronic Approvals No Report	-	-	-
8.	<p>Group Key Risks</p> <p>Group Key Risk Review Appendix 1: Group Key Risk Register</p> <p><i>Please note that the Business Continuity update & SHR COVID 19 Quarterly Information Return will follow by email for information during period of Coronavirus.</i></p>	CEO	✓	✓
9.	<p>Strategy</p> <p>9.1 Customer Engagement Strategy: Feedback from Consultation</p> <p>9.2 Draft Annual Procurement Strategy Appendix 1: Draft Annual Procurement Strategy</p>	HSM CEO	✓ ✓	✓ ✓
10.	<p>Finance</p> <p>10.1 Confidential Quarter 4 Management Accounts</p> <p>10.2 Confidential Additional Private Finance Requirement</p>	DCEO/ DFCS DCEO/ DFCS	To follow ✓	✓ ✓
11.	<p>Governance</p> <p>Ethical Conduct and Notifiable Events/Annual Assurance Status</p> <p>11.1 Notifiable Events: No Report</p>	-	-	-

	11.2 Office Bearers Decisions: None	-	-	-
	11.3 Recommendations from Audit & Risk Committee i. Annual Group Risk Review ii. Confidential HR Report: Exit Survey iii. Mid-Year Review of Annual Assurance Statement iv. Policies recommended for adoption by the Audit and Risk Committee: o Complaints Policy o Electrical Safety Policy o Estate Management Policy	CEO CEO CEO CEO CSO HSM	✓ ✓ ✓ Policies previously issued	✓ ✓ ✓ ✓ ✓ ✓
	11.4 Confidential Annual Board Appraisals Report Including: • Board Learning and Development Plan, • Confirmation of Continuing Effectiveness (if subject to 9-year rule) • Board Succession Plan 11.5 Confidential CEO Annual Appraisal Report 11.6 New Member Applications	North Star Consulting & Research Chair -	✓ ✓ -	✓ For noting -
12.	Operations No Report	-	-	-
13.	Performance and Policy 13.1 ARC and ESSH Submission: including VSS ARC Validation Report 13.2 Quarter 4 Performance Report (January – March 2021) /End of Year Performance Results Appendix 1 including: • ARC indicators • Universal Credit • Complaints & Complaints Analysis Appendix 2: Planned Maintenance Appendix 3: Development Programme Monitoring Report	CEO SMT IADM CEO	To follow – will be available on Decision Time ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓

	<p><i>Please note Project Profiles will be emailed for information and made available on Decision Time.</i></p> <p>Appendix 4: Quarter 4 Strategic Delivery Plan Update <i>Please note that the Operational Delivery Plan will be reported by exception only.</i></p> <p>Appendix 5: Tenant Satisfaction Survey Action Plan Update</p> <p><i>Please note that the FOI Quarterly Statistics return submissions in February and May will be emailed for information</i></p>	CEO	✓	✓
		HSM/ IADM	✓	✓
14.	Chief Executive's Report	CEO	✓	For information
15.	Action Tracker	CEO	✓	✓
16.	Attendance at Conference/Seminar or Networking Events: Board Member Feedback	Board Members	Feedback to be given at the meeting	For information
17.	Any Other Competent Business			
18.	<p>Review/Reflections of Meeting</p> <ul style="list-style-type: none"> ○ Did we challenge constructively/effectively when necessary? ○ Did we make good decisions? ○ Did we have all the information we needed to make decisions? <p>Please email your feedback to Mark Griffiths, Chair</p>	Chair	Feedback to be given at the meeting	For noting
19.	<p>Date of Next Meetings:</p> <ul style="list-style-type: none"> • Group Briefing Session: Equality & Diversity TBC • Joint Training Session: Effective Questioning, Scrutiny and Challenge TBC • Venachar Board 17 June at 4.30pm • Board Thursday 17 June 2021 at 6.30pm • Audit & Risk Committee Pre Session Thursday 29 July 2021, draft Annual Assurance Verification and scrutiny of evidence TBC • Audit & Risk Committee Thursday 29 July 2021, TBC 	Chair		For noting

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.