



Rural Stirling
Housing Association

Agenda

Board of Management Meeting to be held on **Thursday, 7th October 2021 at 6pm**

Please note that the meeting will be held online using Zoom.

Joining instructions for Zoom will be issued separately.

Staff/Adviser(s) Attendance:	Donna Birrell (CEO) Kirsty Brown (DCEO/DFCS) Craig Wood (DHPS) Jackie Leeds (HSM) Hilary Tennant (GCO) (Minutes) Scott Drever, SDM Housing Software Ltd Stephanie Harper, Change HR
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Agenda Item	Subject	Author	Attached	Approval Required
1.	Welcome and Apologies	Mark Griffiths	-	-
6pm	MyHome Demo, Scott Drever			
6.30pm	Equality Diversity and Human Rights Audit: Presentation on key findings and recommendations Stephanie Harper, Change HR			
2.	Declarations of Interest and Code of Conduct Annual Update Appendices 1 and 2	GCO	To follow	✓
3.	Health and Safety <ul style="list-style-type: none">• Moment• Incident• H&S Update• Landlord Facilities H&S Update			
4.	Election of Office Bearers, Membership of Committee and Election of Chair, RSHA Board Nominated Representative on Subsidiary Venachar Ltd, Membership of Working Groups and Election of Chair. Revised Remit Audit and Risk Committee. Appendices 1 to 5	CEO	✓	✓

5.	Annual Adoption/Signing of the Code of Conduct	GCO	Verbal update	For information
6.	Group Minutes Board 6.1 Minute of Board of Management Meeting 12 August 2021 6.2 Confidential Minute of Board of Management Meeting 12 August 2021 6.3 Annual Group Strategy Day, 10 September 2021 Audit & Risk Committee None Subsidiary None Working Groups: Investment: None	GCO GCO GCO	✓ ✓ ✓	✓ ✓ ✓
7.	Matters Arising Schedule	CEO	✓	✓
8.	Record of Electronic Approvals August 2021	CEO	✓	Approval sought by email on 7 August 2021
9.	Group Key Risks Group Key Risk Review Appendix 1: Group Key Risk Register	CEO	✓	✓
10.	Strategy Outcomes from Annual Group Strategy Session	CEO	✓	✓
11.	Performance & Policy 11.1 Draft H&S Policies for review Appendix 1 RSG Accident and Investigation Policy Appendix 2 RSG Accident and Investigation Escalation Policy Appendix 3 RSG Blood, Body Fluids and Sharps Policy Appendix 4 RSG COSHH Policy Appendix 5 RSG Letter Bomb Policy Appendix 6 RSG New and Expectant Mothers Policy Appendix 7 RSG Workplace Conditions Policy <i>Policies previously circulated and available on Decision Time</i>	 CSO CSO CSO CSO CSO CSO CSO	 ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓ ✓ ✓
12.	Finance 12.1 Commercially Confidential Treasury Management Review for the year ended 31 March 2021 Appendices 1-4 12.2 Update on Private Finance Procurement	DCEO/ DFCS DCEO/	✓ -	✓

	12.3 Update on LIBOR Transition	DFCS DCEO/ DFCS	✓	For information ✓
13.	Operations 13.1 Reactive Maintenance Framework Tender Report Appendices 1-4 13.2 Confidential Allocations Policy: Exceptional Circumstances 13.3 Stirling Council Lease of Property for Refugee Appendix 1 13.4 Killin Disposal Appendix 1 13.5 Hybrid Working Arrangements: Update for Information 13.6 Confidential Tenant Compensation Request 13.7 Confidential HR Report 13.8 Confidential Allocation of a Property to a Board Member	DHPS DHPS DHPS DHPS CEO DHPS CEO HSM	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ For information ✓ For information ✓
14.	Governance Ethical Conduct and Notifiable Events/Annual Assurance Status 14.1 Notifiable Events - None 14.2 Office Bearers' Decisions: Revised Schedule of Delegation Appendices 1 and 2 14.3 Recommendations from Committee: None 14.4 New Member Applications: None 14.5 Confidential Annual Assurance Statement Final Draft Appendices 1 to 4	- CEO - - CEO	- ✓ - - ✓	- For information - - ✓
15.	Chief Executive's Report Appendices 1-3	CEO	✓	For information
16.	Annual Group Meeting Schedule 2021/22 Appendix 1	CEO	✓	✓
17.	Action Tracker	CEO	✓	✓
18.	Attendance at Conference/Seminar or Networking Events: Board Member Feedback	Board Member	Feedback to be given at the meeting	For information
19.	Any Other Competent Business			
20.	Review/Reflections of Meeting	Chair	Feedback to be	For noting

	<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, mark@markgriffithsmanagement.co.uk</p>		given at the meeting	
21.	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> • October 2021 – Group Briefing Session – Housing & Estate Management and Development & Construction • October 2021 – New Board Member Induction – Annual Strategic Focus • Thursday 4 November, 6.30pm - Group Training Session: Health & Safety Awareness for Governing Body members by Housing Health and Safety Compliance Online • Thursday 4 November 2pm - Audit & Risk Committee <i>NB All Board members are able to access A&R Committee reports via Decision Time</i> • Thursday 9 December, 6.30pm - Group Training Session: Health & Safety Awareness for Governing Body members by Housing Health and Safety Compliance Online • Thursday 11 November at 6:30-8pm - Group Briefing Session: Equality, Diversity and Human Rights, Online • Thursday 18 November, 6:30-8pm. Equality, Diversity and Inclusion for Board members involved in recruitment and selection, disciplinary and grievance matters (members of Audit and Risk Committee only) Doone Office. • Thursday 25 November, 6:30pm – Board. <i>Hybrid meeting Preceded at 6pm by EVH presentation (Board only)</i> 			

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.