



Rural Stirling
Housing Association

Agenda

Board of Management Meeting to be held on **Thursday, 6TH October** at **6.00pm**

The meeting will be hybrid and conducted online using Zoom.

Joining instructions for Zoom will be issued separately.

Staff/Adviser(s) Attendance:		Donna Birrell (CEO) Craig Wood (DHPS) Jackie Leeds (HSM) Sandra McPhee (GCO) Minutes <i>Graeme Brown, Edinburgh Risk Management General (EMRG) will present on the Decision Time Risk Module at the meeting.</i> <i>Ewan Macdonald, Macdonald Cameron (MC) will present on Agenda Item 3 only.</i>		
Agenda Item	Subject	Author	Attached	Approval Required
1.	Welcome and Apologies	Chair	-	-
6 p.m.	Decision Time Risk Module	ERMG	-	-
2.	Declarations of Interest	Chair	-	-
3.	Development Exception Report			
	3.1 Drymen, Gartness Road	MC	✓	For noting
	3.2 Killin, Builders Yard	MC	✓	For noting
	3.3 Balmaha	MC	Verbal	For noting
	3.4 Croftamie	MC	✓	✓
4.	Annual Adoption and Signing of the Code of Conduct and Review of Declarations of Interests	GCO	Verbal	For noting
5.	Health and Safety			
	5.1 Moment	All	Verbal	For noting
	5.2 Incident	CEO	Verbal	For noting
	5.3 H&S Update	CEO	Verbal	For noting
	5.4 Landlord Facilities H&S Update	DHPS	Verbal	For noting
6.	Group Minutes			
	6.1 Board			
	6.1.1 Minute of Board of Management Meeting: 11 August 2022	GCO	✓	✓

	6.1.2 Minute of Board of Management: 22 September 2022	GCO	✓	✓
	6.2 Audit & Risk Committee: None	-	-	-
	6.3 Subsidiary: None	-	-	-
	6.4 Working Groups: None	-	-	-
	6.5 Interim Group Strategy Day: 8 September 2022	CEO	✓	✓
7.	Matters Arising Schedule	CEO	✓	✓
8.	Record of Electronic Approvals – Outstanding Annual Governance Reviews			
	8.1 Annual Review of Board/Committee Structure and Effectiveness	CEO	✓	✓
	8.2 Annual Review of Code of Conduct and Breach Protocol	CEO	✓	✓
	8.3 Annual Review of Compliance with Notifiable Events	CEO	✓	✓
	8.4 Annual Review of RSG Governing Body Members Guide	CEO	✓	✓
	8.5 Annual review Health and Safety	DHPS	✓	✓
	<ul style="list-style-type: none"> Outstanding Annual Governance Reviews have been previously circulated for electronic approval and are available on Decision Time 			
9.	Rural Stirling Group Key Risks			
	Group Key Risks – Update Report (please note that the Quarterly Risk Report is scheduled to be presented to the November meeting)	CEO	✓	✓
10.	Strategy - None	-	-	-
11.	Performance & Policy			
	11.1 Performance Reports - None			
	11.2 Draft Policies for review			
	<ul style="list-style-type: none"> Appendix 1 - Group Appropriate Policy Document, Data Protection Impact Assessment and EIA 	RSHA DPO	✓	✓
	<ul style="list-style-type: none"> Appendix 2 – Group Development Policy 	DHPS	✓	✓
	<ul style="list-style-type: none"> Appendix 3 – Group Disclosure Information Policy 	CEO	✓	✓
	<ul style="list-style-type: none"> Appendix 4 – Group Hybrid Working Policy and EIA 	CEO	✓	✓
	<ul style="list-style-type: none"> Appendix 5 – Group Internal Audit Policy 	CEO	✓	✓
	<ul style="list-style-type: none"> Appendix 6 – Group Records Management Policy 	CEO	✓	✓
	<ul style="list-style-type: none"> Policies have been previously circulated for electronic approval and are available on Decision Time 			
12.	Finance			
	12.1 Confidential Forecast Update for Year Ending 31 March 2023 including private finance requirement	DCEO/DFCS	✓	✓
	12.2 Confidential Update of 30-year Business Plan Projections – Mid-Year Review	DCEO/DFCS	✓	For noting
	12.3 Commercially Confidential Treasury Management Review for the year Ended 31 March 2022	DCEO/DFCS	✓	✓
	12.4 Bad Debt Write off	DCEO/DFCS	✓	✓

13.	Operations			
	13.1 Annual Allocations Review	HSM	✓	✓
	13.2 Annual Procurement Report 2021-22	DHPS	✓	For noting
	13.3 Energy Audit	DHPS	✓	✓
14.	Governance: Ethical conduct and Notifiable Events			
	14.1 New Member Applications	GCO	✓	✓
	14.2 Confidential Notifiable Events	CEO	✓	For noting
	14.3 Confidential Office Bearers Decisions	CEO	✓	For noting
	14.4 Annual Assurance Statement 2021 – End of Year Report and Action Plan	CEO	✓	For noting
	14.5 Confidential Annual Assurance Statement 2022	CEO	✓	✓
	14.6 Confidential Offer of tenancy to a Member of Staff	HSM	✓	✓
	14.7 Confidential Board Member Leave of Absence	CEO	✓	✓
15.	Chief Executive's Report	CEO	✓	For noting
16.	Action Tracker	CEO	✓	✓
17.	Attendance at Conference/Seminar or Networking Events: Board Member Feedback	Board Member	Feedback to be given at meeting	For noting
18.	Any Other Competent Business			
19.	Review/Reflections of Meeting <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? Please email your feedback to Mark Griffiths Chair, BoardGriffithsM@rsha.org.uk	Chair	Feedback to be given at the meeting	-
20.	Date of Next Meetings			
	<ul style="list-style-type: none"> • Data Protection Training – Thursday, 17 November 2022 at 6.30 p.m. • Board Meeting - Thursday 24 November 2022 at 6.30 p.m. • Audit and Risk Committee - Thursday, 10 November 2022 at 2.00 p.m. • Venachar Board of Management – Thursday, 24 November 2022 at 4.30 p.m. 			

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.