



**Rural Stirling**  
Housing Association

# Agenda

Board of Management Meeting to be held on **Thursday, 18 May 2023 at 6.15 p.m.**

**The meeting will be conducted on a Hybrid basis in the Boardroom at the office and via Zoom.**

Joining instructions for Zoom will be issued as part of the Board Pack via Decision Time.

**For those attending in person please note the earlier start to the meeting.**

**This is to accommodate a Fire Drill**

<b>Staff/Adviser(s) Attendance:</b>		Donna Birrell (CEO) Gerry Casey (DCEO/DFCS) Craig Wood (DHPS) Jackie Leeds (HSM) Sandra McPhee (GCO) Minutes  <ul style="list-style-type: none"> <li><b>Lorna Shaw, Research Resource will present on Agenda Item 3.1 only</b></li> <li><b>Freya Lees, North Star Consulting and Research will present on Agenda Item 3.2 only</b></li> </ul>		
Agenda Item	Subject	Author	Attached	Approval Required
1.	<b>Welcome and Apologies</b>	Chair	-	-
2.	<b>Declarations of Interest</b>	Chair	-	-
3.	<b>Exception Reports/Presentations</b>			
3.1	Tenant Satisfaction Survey 2023 Outcomes and Action Plan <b>Research Resource in attendance</b>	HSM	✓	✓
3.2	<b>Confidential</b> Annual Board Appraisal Report <b>North Star Consulting and Research in attendance</b>	Co Vice Chair	✓	✓
3.3	RSG Learning and Development Plan 2023/24	CEO	✓	✓
4.	<b>Health and Safety</b>			
4.1	Moment	CEO	Verbal	For Noting
4.2	Incident	DHPS	Verbal	For Noting
4.3	H&S Update	CEO	Verbal	For Noting
4.4	Landlord Facilities H&S Update	DHPS	Verbal	For Noting
5.	<b>Group Minutes</b>			
5.1	Minutes of Board meeting held on 16 March 2023	GCO	✓	✓
5.2	Audit & Risk Committee held on 27 April 2023	GCO	✓	For Noting
5.3	Subsidiary: No meeting	-	-	-

5.4	Working Groups: Action Note of Investment Working Group meeting held 19 April 2023	DHPS	✓	For Noting
6.	<b>Matters Arising Schedule</b>	CEO	✓	✓
7.	<b>Rural Stirling Group Key Risks</b>			
7.1	Quarterly Key Risks Report	CEO	✓	✓
8.	<b>Strategy</b>			
8.1	Requirement for an Annual Procurement Strategy and Annual Procurement Report 2023-24 ( <i>Deferred from March Meeting</i> )	DHPS	✓	✓
8.2	Future Development Programme	DHPS	✓	✓
9.	<b>Performance &amp; Policy</b>			
9.1	<b>Q4 Performance Report</b> Appendix 1: ARC Indicators and Universal Credit Appendix 2: Planned Maintenance Appendix 3: Development Programme Monitoring Appendix 4: Strategic Delivery Plan Update/Operational Delivery Plan Update by Exception	SMT DHPS DHPS CEO	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
9.2	<b>Q4 Complaints Report</b>	GCO	✓	✓
9.3	<b>Policies for Approval</b> • Group Compensation Policy & EIA • Amendment to 8.2 Group Damp and Mould Policy	HSM CEO	✓ ✓	✓ ✓
9.4	<b>ARC Return 2022_23 and ARC Validation Audit</b>	CEO	<b>To follow</b>	✓
	<ul style="list-style-type: none"> <li>• Policies were issued to Board on Decision Time on 4 May 2023</li> <li>• Development Project Profiles were emailed to all members on 4 May 2023</li> <li>• Quarter 4 SIC STATS Submission was emailed to all members on 4 May 2023</li> </ul>			
10.	<b>Finance</b>			
10.1	<b>Confidential</b> Q4 Management Accounts	DCEO/DFCS	<b>To follow</b>	✓
10.2	<b>Confidential</b> SHR 5 Year Financial Projection Return 2023	DCEO/DFCS	Verbal	✓
10.3	RBS Mandate for Authorised Signatory: for signing by the Chair	DCEO/DFCS	Documentation will be presented at the meeting	✓
10.4	Tender Report: Development Services Framework	DHPS	✓	✓
11.	<b>Operations</b>			
11.1	3 Year Planned Investment Programme ( <i>Deferred from March Meeting</i> )	DHPS	✓	✓
12.	<b>Governance: Ethical conduct and Notifiable Events</b>			
12.1	Notifiable Events	CEO	✓	For Noting
12.2	Office Bearer Decisions	-	-	-
12.3	Record of Electronic Approvals	-	-	-
12.4	Recommendations from Committee	CEO	✓	✓
12.5	New Member Applications	GCO	✓	✓

12.6	Governance of the Development Process / Investment Appraisal Assumptions 2023/24 ( <i>deferred from March meeting</i> )	DHPS	✓	✓
12.7	Annual Assurance Statement Mid-Year Review	CEO	✓	For Noting
12.8	<b>Confidential</b> HR Report Review of Structure	CEO	✓	✓
12.9	<b>Confidential</b> – CEO Appraisal Report	Co Vice Chair	✓	For Noting
13.	<b>CEO Report</b>	CEO	✓	For Noting
14.	<b>Action Tracker</b>	CEO	✓	✓
15	<b>Attendance at Conference/Seminar or Networking Events:</b> Board Member Feedback	Board Member	Feedback to be given at meeting	For Noting
16.	<b>Any Other Competent Business</b>			
17.	<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> <p>Please email your feedback to Fiona Boath Vice Chair, <a href="mailto:boardfionab@rsha.org.uk">boardfionab@rsha.org.uk</a> or Theresa Elliot Vice Chair, <a href="mailto:boardtheresae@rsha.org.uk">boardtheresae@rsha.org.uk</a> in the absence of Mark Griffiths Chair, <a href="mailto:boardgriffithsm@rsha.org.uk">boardgriffithsm@rsha.org.uk</a></p>	Chair	Feedback to be given at the meeting	-
18.	<b>Date of Next Meetings &amp; Training</b> <ul style="list-style-type: none"> <li>• <b>Housing Management Briefing Session</b> – Thursday 25 May 2023 at 6.30pm</li> <li>• <b>Board Meeting</b> - Thursday 15 June 2023 @ 6.30 p.m. Hybrid Meeting</li> <li>• <b>Audit and Risk Committee Meeting</b> - Thursday 29 June 2023 at 2.00 p.m.</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.**