



Rural Stirling
Housing Association

Agenda

Board of Management Meeting to be held on **Thursday, 10 August 2023** at **6.30 p.m.**

Please note that drinks and refreshments will be available from 6.00pm should Board members wish to join members of the SMT for informal discussion.

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.

Staff/Adviser(s) Attendance:		Donna Birrell (CEO) Gerry Casey (DCEO/DFCS) Craig Wood (DHPS) Jackie Leeds (HSM) Sandra McPhee (GCO) Minutes		
Agenda Item	Subject	Author	Attached	Approval Required
1.	Welcome and Apologies	Chair	-	-
2.	Declarations of Interest	Chair	-	-
3.	Exception Reports/Presentations			
3.1	None	-	-	-
4.	Health and Safety Exception Report			
4.1	Exception Report - No report	CEO	-	-
5.	Group Minutes			
5.1	Minutes of Board meeting held on 15 June 2023	GCO	✓	✓
5.2	Audit & Risk Committee 29 June 2023	DCEO/DFCS	✓	For Noting
5.3	Subsidiary: None	-	-	-
5.4	Working Groups: Investment Working Group Action Note 2 August 2023	DHPS	✓	For Noting
6.	Matters Arising Schedule	CEO	✓	✓
7.	Rural Stirling Group Key Risks			
7.1	Quarterly Key Risks Report	CEO	✓	✓
8.	Strategy			
8.1	No report	-	-	-
9.	Performance & Policy			
9.1	Q1 Performance Report	CEO	✓	✓
	Appendix 1: ARC indicators, Universal Credit and H&S KPIs	DHPS	✓	✓
	Appendix 2: Planned Maintenance	DHPS	✓	✓
		DHPS	✓	✓

	Appendix 3: Development Programme Monitoring Report	CEO	✓	✓
	Appendix 4: Strategic Delivery Plan Update		✓	✓
9.2	Quarterly Complaints Report Appendix 1: Quarter 1 2023-24 Report	GCO		
9.3	Draft Policies	DCEO/DFCS	✓	✓
	Appendix 1 – Group Anti-Fraud and Bribery Policy and EIA	DCEO/DFCS	✓	✓
	Appendix 2 – Group Financial Regulations	CSO	✓	✓
	Appendix 3 – Group Flexible Working Policy and EIA	DCEO/DFCS	✓	✓
	Appendix 4 – Group Funds Transfer Policy	CEO	✓	✓
	Appendix 5 - Group Policy on the Management, Support and Remuneration of the Senior officer and EIA		✓	✓
	Appendix 6 – Group Policy for Recruitment of Board of Management Members and EIA	GCO	✓	✓
		CSO	✓	✓
	Appendix 7 – Group Secondments Policy and EIA	CSO	✓	✓
	Appendix 8 – Group Severe Weather Policy and EIA	CEO	✓	✓
	Appendix 9 – Group Whistleblowing Policy and EIA	DHPS/HSM	✓	✓
	Appendix 10 – Group Rent Policy and EIA	DHPS	✓	✓
	Appendix 11 – Group Infestations Policy and EIA	DHPS		
	Appendix 12 – Group Play Parks Safety Policy and EIA			
	<ul style="list-style-type: none"> • Policies were issued to Board on Decision Time on Thursday 27 July 2023 • FOI:ICO Quarterly Statistics return emailed to members on Thursday 27 July 2023 • Quarterly Project Profiles emailed to members on Thursday 27 July 2023 			
10.	Finance			
10.1	Confidential Annual Financial Statements, Audit Summary Report and Letter of Representation	DCEO/DFCS	✓	✓
10.2	Annual Internal Financial Assurance Report	DCEO/DFCS	✓	✓
10.3	Confidential Q1 Management Accounts	DCEO/DFCS	✓	✓
10.4	Financial Strategy Review			
	10.4i Financial Investment Strategy	DCEO/DFCS	✓	✓
	10.4ii Borrowing Strategy	DCEO/DFCS	✓	✓
10.5	Opening of New Bank Account	DCEO/DFCS	Verbal	✓
11.	Operations			
11.1	Equality Data Collection and Monitoring: Annual Report and Action Plan	GCO	✓	✓
11.2	Annual EDH Strategy Audit Action Plan Report	CEO	✓	✓
11.3	Annual Procurement Report 2022/2023	DHPS	✓	✓
11.4	Annual Review of Allocations	HSM	✓	✓
11.5	Renewal of Lease to Venachar for 22 Montgomery Place Expiring 7 November 2023	HSM	✓	✓
12.	Governance: Ethical conduct and Notifiable Events			
12.1	Notifiable Events	CEO	-	-
12.2	Office Bearer Decisions	DHPS	✓	For Noting
12.3	Annual Governance Review	CEO		✓

	1. Annual Review of Board, Committee Structure and Effectiveness	CEO	✓	✓
	2. Annual Review of code of Conduct and Breach Protocol	CEO	✓	✓
	3. Annual Review of Compliance with Notifiable Events Requirements	CEO	✓	✓
	4. Annual Review of RSG Governing Body Members Guide	CEO	✓	
	5. Confidential Annual Review of Operation of Subsidiary	CEO	✓	✓
	6. Confidential Annual Review of Governance and Control of the Subsidiary		✓	✓
	Please note that the Schedule of Delegation is currently still under review by the SMT and will be presented at the October meeting for approval.			
	Please also note that in future the Annual Governance Reviews will be issued for Electronic Approval in Advance of the June Board meeting			
12.4		DCEO/DHPS		✓
12.5	Recommendations from Committee	CEO	✓	✓
12.6	Annual Review and Signing of the Registers of Interests and Entitlements, Payment and Benefits Register	CEO	✓	✓
12.7	Rule 68 Report from Secretary	GCO	✓	✓
12.8	New Member Applications	GCO	✓	✓
12.9	Review of RSHA Membership and Cancellations	GCO	✓	For Noting
12.10	AGM administrative arrangements and AGM Notice to members	CEO	✓	✓
	Confidential Annual RSG Board Appraisal Reviews: Report on issues raised at May Board		✓	
13.	CEO Report	CEO	✓	✓
14.	Action Tracker	CEO	✓	✓
15	Attendance at Conference/Seminar or Networking Events: Board Member Feedback	Board Member	Feedback to be given at meeting	For Noting
16.	Any Other Competent Business			
17.	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	-
18.	Date of Next Meetings & Training <ul style="list-style-type: none"> Fraud Awareness Session – Thursday 17 August 2023 at 6.30pm by Zoom Annual Stock Tour – Friday 25 August 2023 AGM - Thursday 14 September 2023 at 7pm, McLaren Leisure Centre, Callander 			

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| <ul style="list-style-type: none">• Board Meeting - Thursday 21 September 2022 at 6.30 pm - Election of Office Bearers and Committee members (<i>drinks and refreshments available from 6pm</i>)• Board Meeting – Thursday 5 October 2023 at 6.30pm (<i>drinks and refreshments available from 6pm</i>)• Annual Board Strategy Away Day – tbc |
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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.