



**Rural Stirling**  
Housing Association  
**Agenda**

Board of Management Meeting to be held on **Thursday, 5 October 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.

<b>Staff/Adviser(s) Attendance:</b>		Donna Birrell (CEO) Gerry Casey (DCEO/DFCS) Craig Wood (DHPS) Jackie Leeds (HSM) Sandra McPhee (GCO) Minutes  Macdonald & Cameron (MC) Item 3.1 only		
Agenda Item	Subject	Author	Attached	For
1.	<b>Welcome and Apologies</b>	Chair	-	-
2.	<b>Declarations of Interest</b>	Chair	-	-
3.	<b>Exception Reports/Presentations</b>			
3.1	Croftamie Exception Report	MC	To follow	Decision
4.	<b>Annual Adoption and Signing of the Code of Conduct and Review of Declaration of Interests</b>	GCO	Verbal	Approval
5	<b>Health and Safety Exception Report</b>			
5.1	Exception Report	CEO	-	-
6.	<b>Group Minutes</b>			
6.1	Minutes of Board meeting held on 10 August 2023	GCO	✓	Approval
6.2	Minutes of Board meeting held on 21 September 2023	GCO	✓	Approval
6.3	Audit & Risk Committee : None	-	-	-
6.4	Subsidiary: None	-	-	-

**Commented [DB1]:** Propose to use the following in line with SFHA Getting the Balance Right Guidance:  
**Decision:** (Specific proposal requiring a decision)  
**Assurance:** (Evidence to support achievement of internal standards, external requirements, improvement actions/outcomes, information in support of future decisions)  
**Oversight/Monitoring:** (Budget/Financial, Performance, Risk, Audit, Submission of statutory/regulatory returns)  
**Consideration:** (Early proposals subject to further discussion, sector wide and emerging issues)  
**Approval:** (Governing Body Minutes, Matters Arising, Policies for adoption, etc, Statutory or Regulatory Returns, Final proposals following previous consideration)

**Information:** We would also include for **Information** for Committee and Working Group minutes/action notes etc submitted for noting and not requiring approval.

6.5	Working Groups: Investment Working Group Action Note 20 September 2023	DHPS	✓	Information
7.	<b>Matters Arising Schedule</b>	CEO	✓	Approval
8.	<b>Rural Stirling Group Key Risks</b>			
8.1	Quarterly Key Risks – No Report	CEO	-	-
9.	<b>Strategy</b>			
9.1	No Report	-	-	-
10.	<b>Performance &amp; Policy</b>			
10.1	<b>Draft Policies</b> Appendix 1 – Flexi Time Policy and EIA Appendix 2 – Gaining Access to Meet Legislative Requirements Policy and EIA	DCEO/DHPS DHPS	✓ ✓	Approval Approval
	<ul style="list-style-type: none"> <li><b>Policies were issued to Board on Decision Time on Thursday 21 September 2023</b></li> </ul>			
11.	<b>Finance</b>			
11.1	<b>Confidential</b> Treasury Management Review for the year end 31 March 2023	DCEO/DFCS	✓	Oversight/Monitoring
11.2	<b>Confidential</b> Bad Debt Write Off	HSM	✓	Decision
12.	<b>Operations</b>			
12.1	<b>Confidential</b> Reactive Repairs Contractor Performance	DHPS MC	✓ ✓	Assurance Decision
12.2	Disposal of Land at Killin			
13.1	<b>Governance: Ethical conduct and Notifiable Events</b>			
13.1	Notifiable Events	CEO	✓	Assurance
13.2	Office Bearer Decisions	-	-	-
13.3	<b>Annual Governance Review:</b> Schedule of Delegation – deferred from August	CEO	✓	Decision
13.4	Review of Standing Orders	CEO	✓	Decision
13.5	Recommendations from Committee – No report	-	-	-
13.6	New Member Applications	GCO	✓	Decision
13.7	Annual Assurance Action Plan 2022-23: End of Year Report	CEO	✓	Assurance
13.8	Annual Assurance Statement 2023	CEO	<b>Uploaded to Decision Time 21 September 2023</b>	Approval
14.	<b>CEO Report</b>	CEO	✓	Information
15.	<b>Action Tracker</b>	CEO	✓	Approval

16.	<b>Attendance at Conference/Seminar or Networking Events:</b> Board Member Feedback	Board Member	Feedback to be given at meeting	Information
17.	<b>Any Other Competent Business</b>			
18.	<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> <b>Please email your feedback to, Mark Griffiths Chair,</b> <a href="mailto:boardgriffithsm@rsha.org.uk">boardgriffithsm@rsha.org.uk</a>	Chair	Feedback to be given at the meeting	-
19.	<b>Date of Next Meetings &amp; Training</b> <ul style="list-style-type: none"> <li>• <b>Board Briefing Session – Finance &amp; Treasury Management</b> – Thursday, 19 October 2023 at 6.30 p.m. – location to be confirmed</li> <li>• <b>Board Briefing Session – Complaints Handling</b> – Thursday 2 November 2023 at 6.30 p.m. – Online only Via Zoom</li> <li>• <b>Audit and Risk Committee</b> – Thursday, 9 November 2022 at 6.30 p.m. – Online Only via Zoom</li> <li>• <b>Venachar Board of Management</b> – Monday, 20 November 2023 at 4.00 p.m - Online Only via Zoom</li> <li>• <b>Board Meeting</b> – Thursday, 23 November 2023 at 6.30 p.m. – Online Only via Zoom</li> <li>• <b>Group Strategy Day</b> – Saturday 2 December 2023 (<i>programme to be confirmed</i>)</li> </ul> <p style="text-align: center;"><b><i>Schedule of Meetings and Outline Agendas available on Decision Time</i></b></p>			

**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.**