



Rural Stirling  
Housing Association

# Agenda

Board of Management Meeting to be held on **Thursday, 16<sup>th</sup> May 2024** 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 on Zoom and in the office Boardroom.**

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 (CSO) - Minutes  Freya Lees, North Star Consulting and Research for Agenda Item 3.1 only Ewan Macdonald, Macdonald Cameron for Agenda Item 3.2 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	<b>Confidential</b> Annual Board Appraisal report – North Star Consulting and Research in attendance	Chair/NS	✓	Approval
3.2	<b>Development Exception Report:</b> Affordable Housing Development Programme	MC	✓	Oversight/Monitoring
4.	<b>Health and Safety Exception Report</b>			
4.1	Exception Report	CEO	-	-
5.	<b>Group Minutes</b>			
5.1	Minutes of Board meeting held on 14 March 2024	CSO	✓	Approval
5.2	Minutes of Board meeting held on 18 April 2024	DCEO/DFCS	✓	Approval

5.3	Audit & Risk Committee meeting held on 25 April 2024	DCEO/DFCS	✓	Information
5.4	Subsidiary: Minute of Venachar Board – No meeting	-	-	-
5.5	Working Groups: None	-	-	-
6.	<b>Matters Arising Schedule</b>	CEO	✓	Approval
7.	<b>Rural Stirling Group Key Risks</b>			
7.1	RSG Quarterly Key Risks Report:	CEO	✓	Oversight/Monitoring/Decision
8.	<b>Performance &amp; Policy</b>			
8.1	<b>Q4 Quarterly Performance Reports:</b>			
	Appendix 1 - ARC indicators, Universal Credit and H&S KPIs	SMT	✓	Oversight/Monitoring
	Appendix 2 - Planned Maintenance	DHPS	✓	Oversight/Monitoring
	Appendix 3 - Development Programme Monitoring	DHPS	✓	Oversight/Monitoring
	Appendix 4 - Strategic Delivery Plan Update	CEO	✓	Oversight/Monitoring
	Appendix 5 - Operational Delivery Plan Update by Exception	-	-	-
8.2	Q4 Complaints Report	CSO	✓	Oversight/Monitoring
8.3	Policies for Approval:			
	- Group Complaints Policy & EIA	CSO	✓	Approval
	- Group Estate Management Policy & EIA	HSM	✓	Approval
8.4	ARC Audit Action Plan 2022/23 Update	CSO	✓	Oversight/Monitoring
8.5	<b>Confidential</b> ARC Return 2023/24	CEO	✓	Approval
	<ul style="list-style-type: none"> <li>• <b>SIC Quarter 3 and 4 Report made available on Decision Time on 3 May 2024</b></li> <li>• <b>Quarterly Development Project Profiles made available in the resources area of Decision Time on 3 May 2024</b></li> </ul>			
9.	<b>Finance</b>			
9.1	<b>Confidential</b> Q4 Management Accounts	DCEO/DFCS	✓	Oversight/Monitoring
9.2	<b>Confidential</b> SHR 5 Year Financial Projections (FYFP)	DCEO/DFCS	✓	Approval
9.3	Fraud Register	DCEO/DFCS	✓	Oversight/Monitoring
9.4	<b>Confidential</b> Shared Ownership Buy Backs	DCEO/DFCS	✓	Approval
10.	<b>Operations</b>			
10.1	Reactive Repairs Contractor Performance	DHPS	✓	Oversight/Monitoring
10.2	Rent Consultation Survey Action Plan	HSM	✓	Oversight/Monitoring
11	<b>Governance: Ethical conduct and Notifiable Events</b>			
11.1	Notifiable Events	DCEO/DFCS	Verbal	Assurance

11.2	Office Bearer Decisions	-	-	-
11.3	<b>Confidential</b> Recommendations from Committee	DCEO/DFCS	✓	Approval
11.4	New Member Applications	CSO	✓	Decision
11.5	Mid-Year Review of Annual Assurance Statement	CEO	✓	Oversight/Monitoring
11.6	Venachar Short Life Working Group	CEO	✓	Decision
11.7	<b>Confidential</b> CEO Quarterly Employee Development Review (end of year)	Chair	✓	Oversight/Monitoring
12.	<b>CEO Report</b>	CEO	✓	Decision
13.	<b>Action Tracker</b>	CEO	✓	Oversight/Monitoring
14.	<b>Attendance at Conference/Seminar or Networking Events:</b> Board Member Feedback	Board Member	Feedback to be given at meeting	Information
15.	<b>Any Other Competent Business</b>			
16.	<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	-
17.	<b>Date of Next Meetings &amp; Training and Events</b> <ul style="list-style-type: none"> <li>• <b>Board Briefing Session</b> – Housing and Estate Management – TBC</li> <li>• <b>Board Briefing Session</b> – Data Protection – Thursday 23 May 2024 at 6.30pm on Zoom</li> <li>• <b>Board Meeting</b> – Thursday 13 June 2024 at 6.30pm Hybrid</li> <li>• <b>Audit &amp; Risk Committee</b> – Thursday 27 June 2024 at 2.00pm – on Zoom.</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.**