



Rural Stirling
Housing Association

Agenda

Board of Management Meeting to be held on **Thursday, 8 August 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.

Staff/Adviser(s) Attendance:		Donna Birrell (CEO) Gerry Casey (DCEO/DFCS) Craig Wood (DHPS) Jackie Leeds (HSM) Sandra McPhee (CSO) - Minutes		
Agenda Item	Subject	Author	Attached	For
1.	Welcome and Apologies	Chair	-	-
2.	Declarations of Interest	Chair	-	-
3.	Exception Reports/Presentations			
3.1	Exception Reports			
4.	Health and Safety Exception Report			
4.1	Exception Report	CEO	-	-
5.	Group Minutes			
5.1	Minutes of Board meeting held on 13 June 2024	CSO	✓	Approval
5.2	Audit & Risk Committee meeting held 29 June 2024	DCEO/DFCS	✓	Information
5.3	Subsidiary: No Meeting	-	-	-
5.4	Working Groups: Venachar Short Life Working Group 3 July 2024	CEO	✓	Information
6.	Matters Arising Schedule	CEO	✓	Approval
7.	Rural Stirling Group Key Risks			
7.1	Quarterly Key Risks Review	CEO	✓	Oversight/Monitoring
8.	Performance & Policy			

8.1	Quarter 1 Performance Reports Appendix 1 - ARC indicators, Universal Credit and H&S KPIs Appendix 2 - Planned Maintenance Appendix 3 - Development Programme Monitoring Appendix 4 - Strategic Delivery Plan Update Appendix 5 - Operational Delivery Plan Update by Exception Appendix 6 - Rent Consultation Survey Action Plan	SMT DHPS DHPS CEO - HSM	✓ ✓ ✓ ✓ - To Follow / Deferred	Oversight / Monitoring Oversight / Monitoring Oversight / Monitoring Oversight / Monitoring -
8.2	Quarter 1 Complaints Report	CSO	✓	Oversight / Monitoring
8.3	Policies for Approval: - Appendix 1 Group Entitlements, Payments & Benefits and EIA - Appendix 2 Group Stress Management Policy and EIA - Appendix 3 Group Website Cookie Policy - Appendix 4 Group Website Privacy Policy - Appendix 5 Group Information Security Policy and EIA	CEO DCEO/DFCS CSO CSO CSO	✓ ✓ ✓ ✓ ✓	Approval Approval Approval Approval Approval
8.4	ARC 2023/24 Validation Audit Action Plan	CSO	✓	Oversight / Monitoring
8.5	Customer Engagement Action Plan Update	HSM	To Follow / Deferred	Oversight / Monitoring
	<ul style="list-style-type: none"> ➤ Policies were published on Decision Time on 25 July 2024 ➤ SIC Quarter 1 report was posted on Decision Time on 25 July 2024 ➤ Quarterly Development Profiles posted on Decision Time on 25 July 2024 			
9.	Finance			
9.1	Annual Financial Statements, Audit Summary Report and Letter of Representation	DCEO/DFCS	✓	Approval
9.2	Annual Internal Financial Assurance Report	DCEO/DFCS	✓	Approval
9.3	Confidential Q1 Management Accounts	DCEO/DFCS	✓	Oversight/Monitoring

9.4	Financial Strategy Review	DCEO/DFCS	✓	Approval
9.5	Commercially Confidential - Shared Ownership Buy Back	DCEO/DFCS/ DHPS	✓	Approval
10.	Operations			
10.1	Annual EDH Strategy Action Plan Report	CEO	✓	Oversight/Monitoring
10.2	Annual Procurement Report 2024/25	DHPS	✓	Approval
10.3	Joint Scrutiny Group: Outcomes Report	HSM	To Follow / Deferred	Oversight/Monitoring Approval
10.4	Croftamie LLI	HSM	✓	
11	Governance: Ethical conduct and Notifiable Events			
11.1	Notifiable Events	CEO	✓	Assurance
11.2	Office Bearer Decisions	CEO	✓	Assurance
11.3	Recommendations from Committee	DCEO/DFCS	✓	Oversight/Monitoring
11.4	New Member Applications	CSO	-	-
11.5	Annual Review and signing of the Register of Interests and Entitlements, Payments and Benefits Register	CSO	✓	Assurance
11.6	Rule 68 Report from Secretary	CEO / Secretary	✓	Approval
11.7	AGM Administration arrangements and AGM Notice to Members	CSO	✓	Information
11.8	Annual Review of RSHA Membership & Cancellations	CSO	✓	Approval
11.9	Annual Review of Audit & Risk Committee Performance 2023/24	DCEO/DFCS	✓	Assurance
11.10	Annual Review of the Investment Working Group	DHPS	✓	Assurance
12.	CEO Report	CEO	✓	Information
13.	Action Tracker	CEO	✓	Oversight/Monitoring

14.	Attendance at Conference/Seminar or Networking Events: Board Member Feedback	Board Member	Feedback to be given at meeting	Information
15.	Any Other Competent Business			
16.	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	-
17.	Date of Next Meetings & Training and Events <ul style="list-style-type: none"> • Annual Stock Bus Tour – Friday 16 August 2024 from 9.30 a.m. • AGM – Thursday, 12 September 2024 at 7pm – Callander Youth Project • Board Meeting – 19 September 2024 at 6.30pm - TBC • Board Meeting – Thursday 3 October 2024 at 6.30pm - Hybrid • Audit & Risk Committee – Thursday 7 November 2024 at 2.00pm – Location to be confirmed. 			

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.