



**Rural Stirling**  
Housing Association

# Agenda

Board of Management Meeting to be held on **Thursday, 23<sup>rd</sup> May 2019** at **6.30pm** in the **Callander Youth Hostel, 6 Bridgend, Callander FK17 8AH**

(note that refreshments will be available from 6pm)

**Staff/Adviser(s)** Donna Birrell (CEO)  
**Attendance:** Kirsty Brown (Deputy CEO)  
 Malcolm Lee (Asset Manager AM)  
 Jackie Leeds (Housing Services Manager HSM)  
 Susan Mackay (Corporate Services Officer CSO)

Item	Author	Attached	Approval Required	Time
<p><b>SHR New Regulatory Framework &amp; Annual Assurance Statements</b></p> <p>Please note that before the meeting starts there will be a short presentation on the above</p>	CEO			6.30pm
1. Apologies				6.40pm
2. <b>Declarations of Interest</b>				6.40pm
3. <b>Health and Safety No Report</b>				6.40pm
<p><b>Group Minutes</b></p> <p><b>Board</b></p> <p>4.1 Minute of Board Meeting – 21<sup>st</sup> March 2019</p> <p>4.2 <b>Confidential</b> Minute of Board Meeting – 21<sup>st</sup> March 2019</p> <p><b>Audit &amp; Risk</b></p> <p>4.3 Minute of A&amp;R Meeting – 9<sup>th</sup> May 2019</p> <p>4.4 <b>Confidential</b> Minute of A&amp;R Meeting – 9<sup>th</sup> May 2019</p> <p><b>Investment Committee</b></p> <p>4.5 Minute of Investment Committee Meeting – 25<sup>th</sup> April 2019</p> <p>4.6 <b>Confidential</b> Minute of Investment Committee Meeting – 25<sup>th</sup> April 2019</p> <p><b>Subsidiary</b></p> <p>None</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	6.45pm

	<b>Working Groups - Governance</b> 4.7 Minute of the meeting of the Governance Working Group - 8 <sup>th</sup> March 2019	CEO	✓		
5.	<b>Matters Arising Schedule</b>	CEO	✓	✓	6.50pm
6.	<b>Chief Executive's Report</b>	CEO	✓		6.55pm
7.	<b>Risk</b> Key Risks Update – Included with item 8	-	-	-	-
8.	<b>Strategy Confidential</b> 8.1 Final Draft Business Plan 2019/20 including Appendix 1 Key Risks	SMT	✓	✓	7.00pm
9.	<b>Performance</b> 9.1 ARC Return 2018/19 9.2 Q4 Performance Report 9.3 Q4 Delivery Plan Report	CEO/SMT CEO/SMT CEO/SMT	✓ ✓ ✓	✓ ✓ ✓	7.10pm 7.15pm 7.20pm
<b>COMFORT BREAK (5 minutes)</b>					
10.	<b>Finance</b>				
	10.1 Q4 Management Accounts	DCEO	✓	✓	7.25pm
	10.2 Loan Finance Tender	DCEO	Verbal update	✓	7.30pm
	10.3 Bank of Scotland Loan Covenant Proposal	DCEO	✓	✓	7.35pm
11.	<b>Governance Confidential</b>				
	11.1 Ethical Conduct and Notifiable Events Alleged Breach of Code of Conduct- Investigation Outcome, Board Resignations & Recruitment	Chair	✓	For discussion/ approval	7.40pm
	11.2 Office Bearers' Decisions – (i) Acquisition Lampson Road, Killearn (ii) Development Services Framework: Award of contract	CEO CEO	✓ ✓	✓ ✓	7.45pm 7.50pm
	11.3 Governance Review: Standing Orders	CEO	✓	✓	8.00pm
	11.4 <b>Recommendations from Committees</b> (i) <b>A&amp;R 9<sup>th</sup> May</b> 1. Draft Community Donation Fund Policy	DCEO/CSO	Previously circulated	✓	8.10pm
	(ii) <b>Investment 25<sup>th</sup> April</b> 1. Election of Chair of Committee 2. Development Financial Appraisal Assumptions 3. Business Case & Financial Appraisal Lampson Road 4. Business Case & Financial Appraisal Gartness Road Drymen	CEO CEO CEO CEO	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	8.15pm 8.20pm 8.25pm 8.30pm

	11.5 Review of Allocations Policy: Outcome from Consultation Exercise	HSM	Draft Policy previously circulated	✓	8.35pm
	11.6 Annual Board Appraisal Meetings: Administration/Arrangements June/July	CEO	Verbal	Information	8.40pm
	11.7 New Member Applications: <b>No report</b>	CSO	No report	✓	8.40pm
12.	<b>Operations</b> No Report				
13.	<b>Action Tracker</b>	CEO	✓	✓	8.55pm
14.	<b>Any Other Competent Business</b>				9.00pm
	<b>Date of Next Meetings</b>				9.00pm
15.	<ul style="list-style-type: none"> <li>• Venachar Board - 28<sup>th</sup> May</li> <li>• Stock Tour - Friday 7<sup>th</sup> June</li> <li>• Board - 20<sup>th</sup> June</li> <li>• Investment Committee - 27<sup>th</sup> June</li> <li>• A&amp;R Committee - 1<sup>st</sup> August (Board member volunteer for this meeting requested)</li> <li>• Board Training - 20<sup>th</sup> June Board Portal 5.30pm</li> <li>• Board Training - 5<sup>th</sup> September FOI TBC</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.**