



**Rural Stirling**  
Housing Association

# Agenda

Board of Management Meeting to be held on **Thursday, 3<sup>rd</sup> October 2019** at **6.30pm** in the **the Association's Boardroom, Stirling Road, Doune FK16 6AA**

(note that refreshments will be available from 6pm)

**\*Please note: A Board Fire Drill will take place at 6.15pm please try to be present. \***

<b>Staff/Adviser(s) Attendance:</b>	Donna Birrell (CEO) Kirsty Brown (DCEO/FCSM) Fiona Maguire (A&DM) Jackie Leeds (HSM) Susan Mackay (Corporate Services Officer CSO) (Minute Taker) Josh Campbell Graham (Modern Apprentice MA) (Observer)
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Agenda Item	Subject	Author	Attached	Approval Required	Annual Assurance Statement Reference	Publication/ Not for Publication
1.	Apologies					
2.	<b>Declarations of Interest including Annual Update</b>					
3.	Health and Safety: <b>No incidents to report</b>					
4.	<b>Election of Office Bearers, Membership of Committees and election of Chairs</b>					
5.	<b>Group Minutes Board</b>  5.1 Minute of Board Meeting – 15 <sup>th</sup> August 2019 5.2 <b>Confidential</b> Minute of Board Meeting – 15 <sup>th</sup> August 2019  <b>Audit &amp; Risk</b> 5.3 Minute of Special Meeting of Audit & Risk Committee – 12 <sup>th</sup> September 2019	CEO  CEO  CEO	✓  ✓  ✓	✓  ✓  For Noting		

	<b>Investment Committee</b> None <b>Subsidiary</b> 5.4 Minute of Venachar Board Meeting – 2 <sup>nd</sup> September 2019 5.5 <b>Confidential</b> Minute of Venachar Board Meeting – 2 <sup>nd</sup> September 2019  <b>Working Groups</b> <b>Governance</b> 5.6 Action Note of Meeting – 22 <sup>nd</sup> August 2019 & feedback from Chair <b>Customer Engagement, Participation and Scrutiny</b> 5.7 Action Note of Meeting – 15 <sup>th</sup> August 2019 & feedback from Chair	CEO	✓	<b>For Noting</b>		
		CEO	✓	<b>For Noting</b>		
		CEO	✓	<b>For Noting</b>		
		CEO	✓	<b>For Noting</b>		
6.	<b>Matters Arising Schedule</b>	CEO	✓	✓		
7.	<b>Annual Assurance Statement</b> SHR Annual Assurance Statement – Final Draft	CEO	✓	✓		
8.	<b>Strategy</b> 8.1 Group Strategy Day: Outcomes and Recommendations 8.2 Venachar Options Appraisal	Mainstreet Mainstreet	✓ ✓	✓ ✓		
9.	<b>Group Board Induction Framework</b>	North Star/CEO	✓	✓		
10.	<b>Group Risks</b> Group Key Risks - Update	CEO	✓	✓		
11.	<b>Performance and Policy</b> Policies recommended for adoption by Audit & Risk Committee: 11.1 Draft Group Records Management Policy 11.2 Draft Group Access to Information Policy	DPO/SMT DPO/SMT	✓ ✓	✓ ✓		
12.	<b>Finance</b> 12.1 Treasury Management Review 12.2 Bad Debt Write-Off ( <b>Confidential</b> ) 12.3 Annual Budget 2020/21 & Rent Increase Consultation – Project Timetable	DCEO/FCS M HSM SMT	✓ ✓ ✓	✓ ✓ ✓		
13.	<b>Governance</b> 13.1 Ethical Conduct and Notifiable Events - <b>None</b>					

	13.2 Office Bearers' Decisions - <b>None</b>					
	13.3 Recommendations from Committees (i) A&R (included at Item 7 and Item 11 above) (ii) Investment - None					
14.	<b>Group Meeting Schedule 2019/20</b>	CEO	✓	✓		
15.	<b>New Member Applications - None</b>					
16.	<b>Operations</b> No report					
17.	<b>Chief Executive's Report</b>	CEO	✓	✓		
18.	<b>Action Tracker</b>	CEO	✓	✓		
19.	<b>Attendance at Conference/Seminar or Networking Events: Board Member Feedback</b>	Board Members	-	-		
20.	<b>Any Other Competent Business</b>					
21.	<b>Review/Reflections of Meeting</b> <ul style="list-style-type: none"> <li>• Did we challenge constructively/ effectively?</li> <li>• Did we make good decisions?</li> <li>• Did we have all the information we needed to make decisions?</li> </ul>	Chair				
22.	<b>Date of Next Meetings</b> <ul style="list-style-type: none"> <li>• Investment Committee October 24<sup>th</sup></li> <li>• Board November 28<sup>th</sup></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.**