



Rural Stirling
Housing Association

Agenda

Board of Management Meeting to be held on **Thursday, 28th November 2019** at **6.00pm** in the **the Association's Boardroom, Stirling Road, Doune FK16 6AA**

(note that refreshments will be available from 5.30 pm)

Staff/Adviser(s) Attendance:	Donna Birrell (CEO) Kirsty Brown (DCEO/FCSM) Fiona Maguire (A&DM) Jackie Leeds (HSM) Susan Mackay (Corporate Services Officer CSO) (Minute Taker) Josh Graham (Modern Apprentice MA) Mark McLintock (MainStreet Consulting MMCL) (Items 7 & 8)
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Agenda Item	Subject	Author	Attached	Approval Required
1.	Apologies			
2.	Declarations of Interest & Annual Report	CSO	✓	✓
3.	Health and Safety: No incidents to report 3.1 Board Member H&S Policy Sign-Offs (LSM and H&SaW)	CSO	✓	✓
4.	Group Minutes Board 4.1 Minute of Board Meeting – 3 rd October 2019 4.2 Confidential Minute of Board Meeting – 3 rd October 2019 4.3 Minute of Special Board Meeting – 8 th November 2019 Audit & Risk None Investment Committee None Subsidiary None Working Groups Governance - None Customer Engagement, Participation and Scrutiny - None	CEO CEO DCEO/FCSO	✓ ✓ ✓	✓ ✓ ✓
5.	Matters Arising Schedule	CEO	✓	✓
6.	Finance 6.1 1 st Draft Annual Budget 2020/21 & update of 30 Year Financial Projections 6.2 Annual Rent Increase & Consultation	DCEO/FCSM DCEO/FCSM/ HSM	✓ ✓	✓ ✓

7.	Strategy 7.1 Interim update on Governance Structure to support new Strategic Plan	Mainstreet Consulting	Verbal update	For information & discussion
8.	Group Risks 8.1 Group Key Risks – Update	CEO	✓	✓
	8.2 Proposed Rural Stirling Group Risk Management Framework	MainStreet Consulting	✓	✓
9.	Performance and Policy 9.1 Q2 Performance Report 9.1.1 Appendix 1 Q2 Performance Report including: <ul style="list-style-type: none"> • ARC indicators • Universal Credit • Complaints & Complaints Analysis 9.1.2 Appendix 2 Planned Maintenance 9.1.3 Appendix 3 Development Programme Monitoring Report 9.1.3.1 Appendix 3 (i) Claish Farm Exception Report 9.1.4 Appendix 4 Q2 Delivery Plan Update 9.2 Policies recommended for adoption by Audit & Risk Committee: <ul style="list-style-type: none"> • Notifiable Events & Internal Protocol • Risk Management • Asset Management • Sustainability • Board and Staff Members Expenses • Data Retention Policy (<i>name change only “Previously known as “Document Retention Policy”</i>) 	CEO HSM A&DM A&DM A&DM SMT CEO CEO	✓ ✓ ✓ ✓ ✓ ✓ All Previously Circulated Name change only – no attachment	✓ ✓ ✓
10.	Finance 10.1 Q2 Management Accounts	DCEO/ FCSM	✓	✓
	10.2 Potential Shared Ownership Buy Back for Social Rent	DCEO/ FCSM/HSM	✓	✓
11.	Governance Ethical Conduct and Notifiable Events/Annual Assurance Status	CEO	Verbal Update	
	11.1 HR Issue Confidential	CEO	✓	✓
	11.2 Investment & Development Working Group	CEO	Verbal update will be given at the meeting	✓

	11.3 Office Bearers' Decisions - None	-	-	-
	11.4 Recommendations from Committees			-
	11.5 A&R (included at Item 8.2 and Item 9.2 above)	-	-	-
	11.6 RSHA Group Learning & Development Plan	North Star Consulting & Research/ CEO	✓	✓
	11.7 Board Succession Plan	North Star Consulting & Research/ CEO	✓	✓
	11.8 Buchanan Crescent, Croftamie Business Case & Financial Appraisal	A&DM	✓	✓
	11.9 Venachar Service Sharing Agreement Confidential	CEO	Late Paper issued 27.11.19	✓
12.	Group Meeting Schedule 2019/20	CEO	✓	✓
13.	New Member Applications	CSO	✓	✓
14.	Operations			
	14.1 Tenant Satisfaction Survey: Action Plan	HSM	✓	✓
15.	Chief Executive's Report	CEO	✓	✓
16.	Action Tracker	CEO	✓	✓
17.	Attendance at Conference/Seminar or Networking Events: Board Member Feedback	Board Members	Feedback to be given at the meeting	-
18.	Any Other Competent Business			
19.	Review/Reflections of Meeting <ul style="list-style-type: none"> • Did we challenge constructively/ effectively? • Did we make good decisions? • Did we have all the information we needed to make decisions? 	Chair		
20.	Date of Next Meetings <ul style="list-style-type: none"> • Investment & Development Working Group: TBC • Group Briefing Session: February 20th 2.00pm • Board: February 20th 6.30pm 			

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.