



Rural Stirling
Housing Association

Agenda

Board of Management Meeting to be held on **Thursday, 20th February 2020** at **6.30pm** in the **the Association's Boardroom, Stirling Road, Doune FK16 6AA**

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

(note that refreshments will be available from 6.00 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 4,5 & 6) Gregor Cameron (Gregor Cameron Consulting GCC) (Item 7)
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Agenda Item	Subject	Author	Attached	Approval Required
1.	Apologies			
2.	Declarations of Interest			
3.	Health and Safety: No incidents to report			
4.	Key Risks: Update on new Risk Management Framework Mainstreet will be in attendance to update the Board on the new Risk Management Framework and provide a verbal update on the outcomes of the Risk Management Workshop to be held on 20 th February	MMcL	✓	✓
5.	Governance Framework to Support New Strategic Plan: Mainstreet will be in attendance to present the Final Report and recommendations on the new Governance Framework	MMcL	✓	✓
6.	RSH Group Strategic Plan (First Draft) Mainstreet will be in attendance to present the first Draft of the new RSH Group Strategic Plan	MMcL	✓	✓
7.	Development Programme: Exception Reports Gregor Cameron Consulting will be in attendance to report on the following: 7.1 Clais Farm: Progress update	GGC	✓	✓

	7.2 Balmaha: Progress update	GGC	✓	✓
	7.3 Croftamie: Acquisition Report and updated Financial Appraisal	GGC	✓	✓
8.	Group Minutes Board 8.1 Minute of Board Meeting – 28 th November 2019 8.2 Confidential Minute of board Meeting – 28 th November 2019 8.3 Confidential Minute of Special Board Meeting – 29 January 2020 Audit & Risk 8.4 Minute of Audit & Risk Committee 21 st November 2019 Subsidiary 8.5 Minute of Venachar Board Meeting 2 nd December 2019 8.6 Confidential Minute of Venachar board meeting 2 December 2019 Working Groups Governance 8.7 Action Note of Meeting 31 st January 2020 Customer Engagement, Participation and Scrutiny 8.8 Action Note of Meeting 29 th November Investment 8.9 Action Note of Meeting 4 th February 2020	CSO CEO CEO DCEO/FCSO CSO CSO CEO HSM A&DM	✓ ✓ ✓ ✓ ✓ ✓ ✓ To follow ✓	✓ ✓ ✓ For Information For Information For Information For Information For Information
9.	Matters Arising Schedule	CEO	✓	✓
10.	Annual Rent Increase Annual Rent Increase: Rent Consultation Outcome and Recommendations	HSM	✓	✓
11.	Performance and Policy 11.1 Q3 Performance Report 11.2 Q3 Performance Report Appendix 1 including: <ul style="list-style-type: none"> • ARC indicators • Universal Credit • Complaints & Complaints Analysis <i>(Please note that the Tenant Satisfaction Survey Action Plan update will be presented as agreed by the Board in the Q4 Performance Report)</i> 11.3 Appendix 2 Planned Maintenance 11.4 Appendix 3 Development Programme Monitoring Report 11.5 Appendix 4 Q3 Delivery Plan Update	CEO/SMT HSM A&DM A&DM CEO/SMT	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓

	11.6 Policy for approval and adoption by the Board <ul style="list-style-type: none"> Adaptations Policy 	A&DM	Previously Circulated	✓
12.	Finance 12.1 Confidential Q3 Management Accounts	DCEO/ FCSM	To follow	✓
13.	Governance Ethical Conduct and Notifiable Events/Annual Assurance Status			
	13.1 Notifiable Events: Confidential HR matter and Review of Structure	CEO	✓	For noting
	13.2 Notifiable Event: Granting of Security for the Loan	DCEO/FCSM	✓	For noting
	13.3 Cyber Security Incident for the purposes of Phishing	CEO	✓	For noting
	13.4 Draft Remit and Membership of Investment Working Group Appendix 1 - Draft Remit Appendix 2 – Reporting Template	CEO/A&DM	✓	✓
	13.5 Office Bearers’ Decisions –			
	(i) Retrospective Tender Approval Painter Work Contract	A&DM	✓	For noting
	(ii) Electronic Approval Kitchen Replacement Contract	A&DM	✓	For noting
(iii) Confidential HR Issue	CEO	✓	For noting	
13.6 Recommendations from Audit & Risk Committee: Key recommendations as reported in items 4 and 11.6.	CEO	No report	Covered elsewhere on Agenda	
13.7 Annual Review of A&R Committee and Effectiveness	DCEO/FCSM	✓	✓	
13.8 Dedicated RSHA email addresses for Board members	CSO	✓	✓	
14.	Group Meeting Schedule 2019/20 Updated	CEO	✓	✓
15.	New Member Applications: None	CSO		
16.	Operations 16.1 Repairs Service Options	A&DM	✓	✓
17.	Chief Executive’s Report	CEO	✓	For information & approval
18.	Action Tracker	CEO	✓	✓
19.	Attendance at Conference/Seminar or Networking Events: Board Member Feedback	Board Members	Feedback to be given at the meeting	For information
20.	Any Other Competent Business			

21.	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	Feedback to be given at the meeting	For noting
	Date of Next Meetings <ul style="list-style-type: none"> • Customer Engagement Tenant Participation and Scrutiny Working Group 14th February • Investment Working Group: TBC • Governance Working Group TBC • Group Training Session 5th March • Board 19th March 			
22.				

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.