

Approved Minute

Remote MS Teams Board of Management Meeting held on 21st May 2020 at 6.30pm

Due to the Coronavirus public health crisis and government advice the Board meeting was conducted remotely using MS Teams.

The following members participated remotely:

Mark Griffiths (Chair)	Margaret Vass	Cordelia Guidery
Fiona Boath	Martin Earl	Alison Smith
Theresa Elliot	Susan Macmillan	Malcolm Begg

Staff & others in attendance: Donna Birrell (Chief Executive Officer – CEO)
 Kirsty Brown (Deputy CEO/FCSM - DCEO)
 Fiona Maguire (Asset & Development Manager – ADM)
 Jackie Leeds (Housing Services Manager – HSM)
 Susan Mackay (Corporate Services Officer – CSO and Minute Taker)
 Josh Graham (Modern Apprentice – MA)
 Freya Lees (Consultant, North Star Consulting and Research, Item 4 only)

Item		Action
1.	<p>Apologies and Conduct of Meeting</p> <p>The Chair welcomed all to the Association’s first “remote” meeting using MS Teams. It was noted that the meeting would be recorded as an aid to minute taking only and would then be deleted.</p> <p>He went on to acknowledge the recent resignation of Board Member Colin O’Brien who had served on the Board since 2010 first as Stirling council representative and then as a Board member. It was proposed to hold a Board social event at some point in the future to mark the occasion with Colin. Appreciation and thanks for his many years’ service and contribution were recorded. Colin had served as Board Vice Chair and Convenor of the Audit and Personnel Committee (precursor for the A&R Committee).</p>	

	<p>Apologies were noted from members Anne Law and Linda Anderson.</p> <p>Members had been advised the May Board meeting would be held remotely using MS Teams due to current government lockdown restrictions. The Chair thanked staff members Susan and Josh for supporting Board Members to make the shift to remote meetings.</p> <p>The Chair continued that meeting instructions had been sent out to all Members prior to the meeting regarding how to record their approval or rejection of an item using notes on Decision Time. Members were advised to share these as appropriate with the Chair and CEO. It was hoped this would save time during the meeting which had a full Agenda.</p>	
2.	<p>Declarations of Interest One Member noted an interest in the Nine-Year Rule, Item 4.</p>	
3.	<p>Health and Safety The Board recorded their appreciation to the CEO and her team for their efforts in keeping customers safe and RSHA operating throughout the COVID-19 crisis.</p>	
4.	<p>Confidential Presentation: Annual Board Appraisals Report (Freya Lees) (including Board Learning and Development Plan, Confirmation of Continuing Effectiveness if subject to Nine-Year Rule) and the Board Succession Plan The matter discussed was confidential.</p>	
5.	<p>Group Minutes</p> <p>5.1 Minute of Board Meeting – 19th March 2020 The Minute was approved on a motion by Alison Smith and seconded by Martin Earl.</p> <p>5.2 Confidential Minute of Board Meeting – 19th March 2020 The Confidential Minute was approved on a motion by Alison Smith and seconded by Martin Earl.</p> <p>5.3 Audit and Risk Committee Minute of meeting held on 30th April 2020 (MS Teams) was noted. It was recorded that a Member wishing to join the meeting had met with difficulties when trying to do so electronically and had been unable to join.</p> <p>5.4 Confidential Minute of Audit and Risk Committee held on 30th April 2020 (MS Teams) was noted.</p> <p>5.5 Action Note of Risk Management Workshop Session 20th February 2020 was noted.</p> <p>5.6 Action Note of Customer Engagement, Participation and Scrutiny Working Group held on 13th March 2020 was noted.</p> <p>5.7 Action Note of Investment Working Group (MS Teams) held on 13th May 2020 was noted. It was noted the Action Note stated the meeting was held on 13th February in error and would be amended.</p>	
6.	<p>Matters Arising Schedule The schedule was approved.</p>	
7.	<p>Record of Electronic Approvals</p> <p>(i) Hot Works Policy</p>	

	<p>(ii) Review of Standing Orders and Schedule of Delegation</p> <p>Both were approved.</p>	
8.	Deferred Matters – from Board Meeting held on 19th March 2020	
8.1	<p>Confidential HR Report: Update on Structure Review (CEO)</p> <p>The matter discussed was confidential.</p>	
8.2	<p>Three-Year Investment Plan (ADM) 20/21 to 22/23</p> <p>A Member queried how the Three – Year Investment Plan programme and spend compared to the assumptions made as part of the 30-year Business Plan projections and whether the programme had been reviewed by the Investment Working Group (IWG). It was clarified that the 30-year Life Cycle Costings had been used to inform the programme of works and was therefore in line with Business Plan assumptions.</p> <p>In addition, it was noted that the IWG's remit was revised and agreed earlier in the year by the Board and the investment programme is no longer included in the Group's remit.</p> <p>It was noted that it would be helpful in future to place the Three-Year programme in the context of the Business Plan projections</p> <p>(Post Meeting Note: Normally it is the case that the Business Plan and Three-Year Investment programme are reviewed together in March however, items were deferred from this meeting due to COVID-19).</p> <p>It was also noted that it would have been helpful to confirm that the issues raised under Item 14 had been considered in the programme and whether this had any impact/cost neutral. It was confirmed that the costs could be accommodated in the Three-Year Plan.</p> <p>The Three-Year Investment Plan was approved.</p>	
8.3	<p>Governance of the Development Process: Investment Appraisal Assumptions 2020/21 (ADM)</p> <p>A Member queried why is there such a reliance on estimates? The ADM clarified that estimates are based on those costs that vary from scheme to scheme, & from site to site. The Agents use their best judgement to make informed estimates gained from their experiences working on similar schemes.</p> <p>The report was approved.</p>	
8.4	<p>Confidential Bad Debt Write-off (HSM)</p> <p>The report was approved.</p>	
8.5	Review of Model Rules (CEO)	

	<p>The report on the new Model Rules was considered. The background to the changes being introduced and the rules amendments process and timeline were explained.</p> <p>Table 1 summarised where the associations existing rules departed from the new model and made recommendations for the Board to consider.</p> <p>There was brief discussion around the change proposed for Rule 48, that is a move to the new Model Rules for a Board meeting to be quorate with 4 Board Members instead of 6 as the RSHA Rules currently state. The point raised concerned the difference between “Office Bearer Decisions” and a quorate Board Meeting. It was agreed however that it would not necessarily be the case that only Office Bearers would attend a Board meeting and it was generally felt it was best practice to stay as close to the Model Rules as possible.</p> <p>The Board approved the recommendations as follows:</p> <ul style="list-style-type: none"> • the recommended changes as detailed in Table 1 at point 5.5 in the report; and • to adopt the Model Rule for Rule 48 i.e. a quorum of 4 Members and; • to resubmit the Business Case for Rule 22.2 as detailed at point 5.6 in the report (i.e. to state the case for two working days for postal deliveries instead of 48 hours as mentioned in the Rules to be delivered due to the rural nature of RSHA’s area.) 	
9.1	<p>Group Key Risks (CEO)</p> <ul style="list-style-type: none"> • Members reported difficulties reading the pdf version of the Risk Register in Excel format on Decision Time as it was difficult to enlarge. The CEO agreed to send in excel format by email in future a week before the meeting. <ul style="list-style-type: none"> ○ [There was further discussion on a related issue as the drawings uploaded as pdfs at item 11.1 were also unreadable as they blurred if made larger. The ADM had placed images of the drawings on the walls in the office and could send on by email however she pointed out that at this stage they were only indicative drawings on the Project Profiles. It was proposed that the quality of some pdf images could be taken up with Decision Time.] • The CEO advised Members that the Pilot for Risks/Goals module was now available on Decision Time. <p>The Risk Register was approved.</p>	<p>CEO</p> <p>Members</p>
9.2	<p>Business Continuity Update (CEO) The report was noted.</p>	
9.3	<p>SHR Information Return (CEO) The report was noted.</p>	

10.	<p>Rural Stirling Group Strategic Plan (Final Draft and Draft Strategic Delivery Plan)</p> <p>The Board approved the:</p> <ul style="list-style-type: none"> • RSG Strategic Plan 2020-2023; and • Strategic Delivery Plan 2020-2023 	
11.	<p>Performance: Development Programme: Exception Reports</p>	
11.1	<p>Lampson Road, Killearn New Build</p> <p>A Member commented that it should be noted that the final scheme layouts for this development were a vast improvement on the layout that had received planning consent. This has been achieved with a lot of community involvement and the Design Team should be commended for this.</p> <p>The recommendations in the report were approved.</p>	
11.2	<p>Kippen, New Build</p> <p>A Member commented that the access route to the development could prove limited and may prove a challenge to construction vehicles. It was noted that the general feeling in the village was against the development. The ADM will feed this back to Dawn Homes (Developers). The Planning Committee will consider the application on 26th May.</p> <p>It was noted the disposal of the small area of land to Dawn Homes may be a notifiable event and advice from the Regulator would be sought.</p> <p>The recommendations in the report were approved.</p>	ADM
11.3	<p>Gartness Road, Drymen New Build</p> <p>A full discussion was held around the issue of the housing mix of the development and provision of one-bed amenity accommodation in the ground floor cottage flats. A Member stated that two years ago at the Investment Committee the need for amenity housing was proposed and it now appeared this had not been fully considered as part of the housing mix. It was commented that ground floor flatted properties were not best suited for elderly or disabled persons, partly due to noise issues of younger people living above and coming and going at unsociable hours. It was asked whether RSHA has any further say in the housing mix. The ADM clarified that house sizes had been agreed some time ago however it may be possible to review the letting procedure.</p> <p>The Senior Management Team would review the waiting list in light of these comments. The HSM added that “sensitive lets” can be used as a tool when allocating housing, e.g. not putting someone with children above an elderly person.</p> <p>The Board approved the report’s recommendations:</p>	

	<ul style="list-style-type: none"> • Approve acquisition of the site from MacTaggart & Mickel, subject to achieving an acceptable Offer of Grant which is in line with the figures outlined at 4.4; and • Enter into a Design & Build contract, subject to achieving an acceptable offer of grant. 	
11.4	Claish Farm, Callander New Build The report was noted.	
11.5	Balmaha The report was noted. Support from local MSP Bruce Crawford to attain outstanding funding was noted, however it was further noted that Mr Crawford would not be standing again in the next election.	
11.6	Croftamie: Project Profile The report was noted.	
11.7	Q4 Performance Report The Board recorded that they were delighted with the arrears' performance. 2019/20 had proved to be a challenging year for all staff and staff were to be congratulated. Signs of improvement were noted by the Board and special thanks to the Housing Services Team were recorded.	
11.8	FOI Quarterly Statistics (CEO) Report was noted.	
11.9	Tenant Satisfaction Survey Action Plan Update (HSM) The Board noted the delay in progress due to COVID-19 restrictions and approved the revised timescales as recommended in the report.	
11.10	Policies recommended for adoption by the Audit and Risk Committee The following policies were adopted by the Board: <ul style="list-style-type: none"> • Compensation Policy • Group Learning and Development Policy 	
12.	Confidential Q4 Management Accounts (DCEO/FCSM) This matter was confidential.	
13.1	Ethical conduct and Notifiable Events/Annual Assurance Status Notifiable Events The report summarising Notifiable Events submitted since the previous meeting was noted.	
13.2	Annual Assurance Statement (CEO) The Mid-Year Review and Update report was noted.	
13.3	Office Bearers' Decisions UK Government Job Retention Scheme/Criteria for Furlough The Report was noted.	
13.4	Confidential Recommendations from A&R Committee This matter was confidential.	

13.5	<p>Confidential CEO Appraisal Report</p> <p>The matter discussed was confidential. <i>All staff including the CEO left the meeting for this item.</i></p>	
14.	<p>Operations: Confidential Tenant Compensation Claim (ADM)</p> <p>The matter discussed was confidential.</p>	
15.	<p>Chief Executive's Report</p> <p>The report was noted.</p>	
16.	<p>New Member Applications (CSO) TABLED</p> <p>A late application had been received: Lorna Cameron, Kilmahog, Callander</p> <p>The application for membership was approved.</p> <p>It was noted that Lorna was previously Chief Housing Officer at Stirling Council and had been RSHA's guest speaker at last year's AGM.</p>	
17.	<p>Group Meeting Schedule 2019/20 (CEO)</p> <p>The updated schedule was noted.</p>	
18.	<p>Action Tracker</p> <p>Noted.</p>	
19.	<p>Attendance at Conference/Seminar or Networking Events:</p> <p>The Chair had joined a couple of virtual seminars produced by OSCR in relation to COVID-19 which had been informative.</p>	
20.	<p>Any Other Competent Business</p> <p>An update on Stirling Council bin collection was provided by Member Councillor Martin Earl. It was agreed the update would be uploaded onto the RSHA website.</p> <p>Paper copies of meeting: A Member requested to remove the need for this if possible.</p> <p>Happy birthday wishes to the CEO and Alison who would recently celebrate birthdays.</p>	
21.	<p>Review/Reflections of Meeting</p> <p>The Chair asked any Member who wished to give feedback as to the conduct of the meeting please to send to him directly.</p>	
22.	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> • Group Briefing Session: tbc • Venachar Board, Thursday 18th June at 4.30pm • Board, Thursday 18th June at 6.30pm <p>Business ended at 9pm.</p>	CEO

