



Rural Stirling
Housing Association

Agenda

Board of Management Meeting to be held on **Thursday, 8th October 2020 at 6.30pm**

Please note that the meeting will be held online using Zoom. Joining instructions for Zoom will be issued separately.

Staff/Adviser(s) Attendance:	Donna Birrell (CEO) Kirsty Brown (DCEO/FCSM) Fiona Maguire (ADM) Susan Mackay (CSO) (Minute Taker)
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Agenda Item	Subject	Author	Attached	Approval Required
1.	Apologies			
2.	Declarations of Interest and Annual Update	CSO	To follow	✓
3.	Health and Safety			
4.	Election of Office Bearers, Membership of Committee and Election of Chair, RSHA Board Nominated Representative on Subsidiary Venachar Ltd	CEO	✓	✓
5.	Annual Adoption/Signing of the Code of Conduct	CSO	Verbal update	For information
6.	Group Minutes Board 6.1 Minute of Board of Management Meeting 13 th August 2020 6.2 Confidential Minute of Board of Management Meeting 13 th August 2020 6.3 Minute of Special Board of Management Meeting 15 th September 2020 6.4 Confidential Minute of Special Board of Management Meeting 15 th September 2020 Audit & Risk Committee None Subsidiary None	CEO CEO CEO CEO	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓

	Working Groups: Customer Engagement, Participation and Scrutiny None Investment : None			
7.	Matters Arising Schedule	CEO	✓	✓
8.	Record of Electronic Approvals September	CEO	✓	Approval sought by email by 18 th September 2020
9.	Group Key Risks Group Key Risk Review Appendix 1: Group Key Risk Register <i>Please note the Business Continuity Update and SHR Information Return will follow by email for information.</i>	CEO	✓	✓
10.	Strategy Asset Management Strategy: Action Plan Update <i>Please note the draft Customer Engagement, Participation and Scrutiny Strategy is deferred to November meeting</i>	ADM	✓	✓
11.	Performance & Policy 11.1 Quarterly Performance Report (Q1 April – June 2020) Appendix 1 including: <ul style="list-style-type: none"> • ARC indicators • Universal Credit • Complaints & Complaints Analysis Appendix 2: Planned Maintenance Appendix 3: Development Programme Monitoring Report Appendix 4: Strategic Delivery Plan Appendix 5: Operational Delivery Plan Appendix 6: Tenant Satisfaction Survey Action Plan Update	SMT ADM ADM CEO CEO HSM/ADM	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ For Information For Information

	11.2 SPSO Revised Complaints Handling Procedure	CEO	✓	✓
	11.3 FOI Quarterly Statistics <i>Please note a copy of the return will be emailed for information</i>	-	-	-
12.	Finance 12.1 Treasury Management Review	DCEO/FCSM	✓	✓
13.	Operations 13.1 Confidential Tenant Compensation Request 13.2 Confidential HR Report: Review of Structure and Outcome of Group Consultation 13.3 Local Lettings Initiative (Callander)	ADM CEO (Acting) HSM	✓ ✓ ✓	✓ ✓ ✓
14.	Governance Ethical Conduct and Notifiable Events/Annual Assurance Status 14.1 Notifiable Events: (i) RBS Covenant Waiver (ii) GDPR Breach	DCEO/FCSM DCEO/FCSM	✓ ✓	✓ ✓
	14.2 Office Bearers' Decisions: None	-	-	-
	14.3 Recommendations from Committee: None	-	-	-
	14.4 New Member Applications: None	-	-	-
15.	Chief Executive's Report	CEO	✓	✓
16.	Group Meeting Schedule 2020/21	CEO	To follow	<i>For noting</i>
17.	Action Tracker	CEO	✓	✓
18.	Attendance at Conference/Seminar or Networking Events: Board Member Feedback	Board Members	Feedback to be given at the meeting	For information
19.	Any Other Competent Business			
20.	Review/Reflections of Meeting <ul style="list-style-type: none"> Did we challenge constructively/effectively when necessary? 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

	Please email your feedback to Mark Griffiths Chair.			
	Date of Next Meetings			
21.	<ul style="list-style-type: none"> • Group Training Session: Health & Safety Awareness for Governing Body members 29th October at 6.30pm (via Zoom by Housing Health and Safety Compliance) • Audit & Risk Committee Thursday 5th November Time TBC <i>NB All Board members are welcome to attend the above meeting as part of Annual Assurance verification process.</i> • Group Training Session: Health & Safety Awareness for Governing Body members and Board Getting to Know You 19th November at 6.30pm (via Zoom by Housing Health and Safety Compliance) • Group Briefing Session: Equality & Diversity TBC • Board Thursday 26th November at 6.30pm preceded at 6pm by Stephen Clark, Stirling Council 			

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.