

Agenda

Board of Management Meeting to be held on **Thursday, 12 August 2021 at 6.30pm**

Please note that the meeting will be held online using Microsoft Teams/Zoom.

Joining instructions for Microsoft Teams/Zoom will be issued separately.

Staff/Adviser(s) Attendance: Donna Birrell (CEO)
Craig Wood (DHPS)
Hilary Tennant (Governance and Compliance Officer GCO) (Minutes)

Ewan MacDonald, Gregor Cameron Consultants (GCC) Item 3 only

Agenda Item	Subject	Author	Attached	Approval Required
1.	Welcome and Apologies			
2.	Declarations of Interest			
3.	Development Exception Reports			
	3.1 Croftamie Appendix 1 – Proposed Site Plan Option Appendix 2 - Project Profile	GCC	✓	✓
	3.2 Kippen Appendix 1 – Project Profile	GCC	✓	For information
4.	Health and Safety			
	4.1 Health and Safety Update	-	Verbal	For Information
	4.2 Landlord Facilities Health and Safety	-	Verbal	For Information
5.	Group Minutes			
	Board 5.1 Minute of Board of Management Meeting 17 June 2021	GCO	✓	✓
	5.2 Confidential Minute of Board of Management Meeting 17 June 2021	GCO	✓	✓
	Audit & Risk Committee 5.3 Minute of Audit and Risk Committee 29 July 2021	GCO GCO	✓ ✓	<i>For noting</i> <i>For noting</i>

	<p>5.4 Confidential Minute of Audit and Risk Committee 29 July 2021</p> <p>Subsidiary 5.5 Minute of Venachar Board Meeting 17 June 2021</p> <p>Working Groups Investment 5.6 Action Note of the meeting of the IWG held on 13 July 2021</p>	GCO	✓	For noting
		DHPS	✓	For noting
6.	Matters Arising Schedule			
	Matters Arising Schedule	GCO	✓	✓
7.	Record of Electronic Approvals			
	None	-	-	-
8.	Group Key Risks			
	<p>Group Key Risk Review Appendix 1: Group Key Risk Register <i>Please note that the Business Continuity update & SHR COVID 19 Quarterly Information Return will follow by email.</i></p>	CEO	✓	✓
9.	Strategy			
	No Report	-	-	-
10.	Performance & Policy			
	<p>10.1 Quarterly Performance Report (Q1 April – June 2021) including: Appendix 1: ARC indicators and Universal Credit Appendix 2: Planned Maintenance Appendix 3: Development Programme Monitoring Report <i>Please note Project Profiles will follow by email.</i></p> <p>Appendix 4: Strategic Delivery Plan Appendix 5: TSS Action Plan</p> <p>10.2 Quarterly Complaints Report Appendix 1: Quarter 1 2020/21 Report <i>Please note Freedom of Information (FOI) Quarterly Statistics Return to the Information Commissioner (ICO) will follow by email.</i></p> <p>10.3 Policies recommended for adoption by Audit & Risk Committee: i) Stress Management Policy ii) Treasury Management Policy iii) Financial Investment Strategy iv) Borrowing Strategy</p>	<p>CEO</p> <p>DHPS DHPS GCC</p> <p>CEO DHPS</p> <p>CSO</p> <p>DPO</p> <p>CSO DCEO/DFCS DCEO/DFCS DCEO/DFCS</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>Previously circulated and available on Decision Time</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

	10.4 Draft Policies for Review i) Adoption of SFHA Model Code of Conduct 2021 – Board of Management ii) Adoption of SFHA Model Code of Conduct 2021 – Staff iii) Adoption of SFHA Model Entitlement, Payments and Benefits Policy 2021 iv) Information Security Policy	GCO GCO GCO CSO	✓ ✓ ✓ Previously circulated and available on Decision Time	✓ ✓ ✓ ✓
11.	Finance			
	11.1 Confidential Quarter 1 Management Accounts Appendix 1: Management Accounts to 30 June 2021 11.2 Commercially Confidential Annual Financial Statements and Recommendation on Appointment of External Auditor. i) Annual Financial Statements 31 March 2021 ii) Audit Summary Report 2020/21 iii) Letter of Representation 2020/21 11.3 Annual Internal Financial Assurance Report 11.4 Recommendation on Private Finance Procurement	DCEO/DFCS DCEO/DFCS DCEO/DFCS DCEO/DFCS	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
12.	Chief Executive's Report			
	Chief Executive's Report Appendix 1: Letter to Landlords Appendix 2: GCC Company Changes	CEO	✓	For noting
13.	Governance: Ethical Conduct and Notifiable Events/Annual Assurance Status			
	13.1 Notifiable Events: No report	-	-	-
	13.2 Office Bearers Decisions: No report	-	-	-
	13.3 AGM: Administrative Arrangements and Notice to Members	GCO	✓	For noting
	13.4 Rule 68 Report from the Secretary Appendix 1: Extract of Association's Rules Appendix 2: Board member attendance	CEO	✓	✓
	13.5 Confidential Annual Assurance Statement 2021 First Draft <i>Please note Self-assessment and evidence tables for Standards 1 and 6 were scrutinised at the Meeting of A&R Committee on 29 July 2021. Standards 2, 3, 4, 5 and 7 will be issued separately to members of Audit & Risk Committee for review/scrutiny and Electronic Approval. Recommendations will be reported to the October Board.</i>	CEO	✓	✓

	13.6 Recommendations from A&R Committee:	CEO	✓	✓
	13.6.i i) Annual Assurance Action Plans 2020: End of Year Report ii) Annual Review of Health & Safety iii) Annual Review of Code of Conduct and Breach Protocol iv) Annual Review of Schedule of Delegation and Effectiveness v) Annual Review of Entitlements, Payments and Benefits Register			
	13.6.ii Annual Review of Committee Performance	DCEO/DFCS	✓	✓
	13.7 Review of RSHA Membership & Cancellations Appendix 1: Membership cancellation information	GCO	✓	✓
	13.8 New Member Applications	GCO	✓	✓
	13.9 Annual Governance Review: i) Annual review of Board/Committee Structure and effectiveness ii) Investment Working Group: Mid-year review of effectiveness iii) Annual Review of Compliance with Notifiable events requirements iv) Annual Review of Governing Body Members Guide v) Annual Review of Operation of Subsidiary vi) Annual Review of Effectiveness of Governance and Control of Subsidiary <i>All of the above reviews will be dealt with by way of Electronic Approvals</i>	CEO DHPS CEO CEO CEO CEO	Available on Decision Time	For Electronic approval
14.	Operations			
	14.1 Annual Procurement Report 2020/2021	DHPS	✓	✓
	14.2 Annual Allocations Review	HSM	✓	✓
15	Group Meeting Schedule			
	Provisional Group Meeting Schedule 2021/2022 <i>Please note that the Group Meeting Schedule and Outline Agendas is to follow at a later date given requirement for review of Committee remit and Board and Committee Agendas.</i>	GCO	✓	✓

16.	Action Tracker			
	Action Tracker	GCO	✓	✓
17.	Attendance at Conference/Seminar or Networking Events			
	Board Member Feedback	Board Members	Feedback to be given at the meeting	For information
18.	Any Other Competent Business			
19.	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? <p>Please email your feedback to Mark Griffiths, Chair</p>	Chair	Feedback to be given at the meeting	For noting
20.	Date of Next Meetings			
	<ul style="list-style-type: none"> • Thursday 8 September, 1:30-4:30pm: Tree of Knowledge Development session (RSHA staff and Board) • Friday 10 September, full day: Group Strategy Session, Dunblane Hydro • Thursday 16 September, 7pm – virtual AGM • Thursday 7 October, 6.30pm – Board meeting • Group Briefing Session: Equality & Diversity TBC • Health & Safety Awareness for Governing Body members TBC 			

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.