



Agenda

Board of Management Meeting to be held on **Thursday, 10 February 2022** at **6.00pm**

Please note that the meeting will commence at 6.00pm with an online demonstration on the Decision Time Risk Module.

The meeting will be conducted online using Zoom.

Joining instructions for Zoom will be issued separately.

Staff/Adviser(s) Attendance:		Donna Birrell (CEO) Kirsty Brown (DCEO/DFCS) Craig Wood (DHPS) Jackie Leeds (HSM) Hilary Tennant (GCO) (Minutes) Claire McArthur, Decision Time (Pre Meeting Presentation Only)		
Agenda Item	Subject	Author	Attached	Approval Required
6pm	Demonstration on the Decision Time Risk Module Claire McArthur in attendance	-	-	-
1.	Welcome and Apologies	Chair	-	-
2.	Declarations of Interest	Chair	-	-
3.	Development Exception Report: None	-	-	-
4.	Health and Safety 4.1 Moment 4.2 Incident 4.3 H&S Update 4.4 Landlord Facilities H&S Update	All CEO DCEO/DFCS DHPS	Verbal Verbal ✓ Verbal	For noting For noting For noting For noting
5.	Group Minutes Board 5.1 Minute of Board of Management Meeting 25 November 2021 5.2 Confidential Minute of Board of Management Meeting 25 November 2021	GCO GCO	✓ ✓	✓ ✓

	5.3 Audit & Risk Committee None Subsidiary 5.4 Minute of Board of Venachar Meeting 25 November 2021 5.5 Confidential Minute of Board of Venachar Meeting 25 November 2021 5.6 Working Groups: None	-	-	-
		GCO	✓	For information
		GCO	✓	For information
6.	Matters Arising Schedule	CEO	✓	✓
7.	Record of Electronic Approvals Electronic Approvals November 2021	CEO	✓	For information
8.	Group Key Risks: Risk reporting by exception RSG Group Key Risks	CEO	✓	✓
9.	Strategy 9.1 Group Strategic Plan 2022/23 and Group Strategic Delivery Plan 2022/23: First Draft 9.2 Confidential RSHA Business Plan 2022/23: First Draft 9.3 Confidential Venachar Business Plan and Budget 2022/2023: First Draft	CEO CEO CEO	✓ ✓ ✓	✓ ✓ ✓
10.	Performance & Policy 10.1 Draft Policies for review Appendix 1 Group Fire Safety Policy Appendix 2 Group Lone Working Policy Appendix 3 Group Machine and Equipment Safety Policy Appendix 4 Group Manual Handling Policy Appendix 5 Group Occupational Health Policy Appendix 6 Group Working at Heights Policy Appendix 7 Group Sustainable Procurement Policy Appendix 8 Group Maternity Leave and Maternity Pay Policy <i>Policies have been previously circulated and are available on Decision Time</i>	DHPS DHPS DHPS CSO CSO DHPS DHPS CEO	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓
11.	Finance 11.1 Private Finance Loan Agreements 11.2 Reallocation of Planned Investment Underspend	DCEO/ DFCS DHPS	✓ ✓	For information ✓
12.	Operations 12.1 Rent Review Consultation outcome and recommendation 12.2 Confidential HR Report	HSM CEO	✓ ✓	✓ ✓

13.	Governance: Ethical Conduct and Notifiable Events 13.1 Confidential Notifiable Events – Scottish Fire Safety Regulations	CEO	✓	For information
	13.2 Confidential Office Bearers’ Decisions 13.2.1 Use of Seal for Shared Ownership Occupancy Agreements 13.2.2 Appointment of Contractor to Changeworks Project 13.2.3 North Star Review of Board Induction and Appraisal Framework	HSM DHPS CEO	✓ ✓ ✓	For information For information For information
	13.3 Recommendations from A&R Committee - None <i>Note: Recommendations from 4 November A&R Committee were presented to the Board for approval at the 25 November Board.</i>	-	-	-
	13.4 New Member Applications: None	-	-	-
	13.5 Cancellation of Share/membership	GCO	✓	✓
14.	Chief Executive’s Report	CEO	✓	For information
15.	Action Tracker	CEO	✓	✓
16.	Attendance at Conference/Seminar or Networking Events: Board Member Feedback	Board Member	Feedback to be given at the meeting	For information
17.	Any Other Competent Business			
18.	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? Please email your feedback to Mark Griffiths Chair	Chair	Feedback to be given at the meeting	-
19.	Date of Next Meetings <ul style="list-style-type: none"> • Finance and Treasury Management and Business Planning 24 February 2022 6.30pm online • Board meeting Thursday 17 March 2022 6:30pm online • Risk Management training session – tbc • Governance training session – tbc • Employment, HR and People Management - tbc • Annual Board Appraisals will take place in March/April 2022. Individual notifications will be issued 			

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.