



Rural Stirling
Housing Association

Agenda

Board of Management Meeting to be held on **Thursday, 17 March 2022 at 6.30pm**

*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)		
		Ewan Macdonald, Macdonald Cameron (MC) Agenda Item 3 only.		
Agenda Item	Subject	Author	Attached	Approval Required
1.	Welcome and Apologies	Chair	-	-
2.	Declarations of Interest	Chair	-	-
3.	Development Exception Report			
	3.1 Balmaha	MC	✓	✓
	3.2 Lampson Road	MC	✓	✓
4.	Health and Safety			
	4.1 Moment	All	Verbal	For noting
	4.2 Incident	CEO	Verbal	For noting
	4.3 H&S Update	DCEO/DFCS	Verbal	For noting
	4.4 Landlord Facilities H&S Update	DHPS	Verbal	For noting
5.	Group Minutes			
	5.1 Board			
	Minute of Board of Management Meeting: 10 February 2022	GCO	✓	✓
	5.2 Audit & Risk Committee			
	None	-	-	-

	5.3 Subsidiary None	-	-	-
	5.4 Working Groups None	-	-	-
6.	Matters Arising Schedule	CEO	✓	✓
7.	Record of Electronic Approvals None	-	-	-
8.	Group Key Risks – Q3 Report	CEO	✓	✓
9.	Strategy			
	9.1 Group Strategic Plan 2022/23 and Group Strategic Delivery Plan 2022/23: Final Draft	CEO	✓	✓
	9.2 Confidential RSHA Business Plan 2022/23: Final Draft	CEO	✓	✓
	9.3 Confidential Venachar Business Plan and Budget 2022/2023: Final Draft	CEO	✓	✓
	9.4 EDH Strategy and Action Plan, Policy Statement and EIA Draft	CEO	✓	✓
10.	Performance & Policy			
	10.1 Q3 Performance Report			
	○ ARC Indicators and Universal Credit	HSM	✓	✓
	○ Planned Maintenance	DHPS	✓	✓
	○ Development Programme Monitoring	DHPS	✓	✓
	○ Strategic Delivery Plan Update	CEO	✓	✓
	○ Operational Delivery Plan Update by Exception	-	-	-
	○ TSS Action Plan Update	HSM	✓	✓
	10.2 Q3 Complaints Report	CSO	✓	✓
	10.3 Draft Policies for review			
	Appendix 1 Group Lift Policy	DHPS	✓	✓
	Appendix 2 Group Water Systems and Legionella Policy	DHPS	✓	✓
	Appendix 3 Company Credit Card Policy	DCEO/DFCS	✓	✓
	Appendix 4 Group Data Protection Policy	DCEO/DFCS	✓	✓
	Appendix 5 Group Data Retention Policy Procedure	DCEO/DFCS	✓	✓
	Appendix 6 Group Factoring Policy and EIA	HSM	✓	✓
	Appendix 7 Group Rent Arrears Prevention and Recovery Policy and EIA	HSM	✓	✓
	<i>Policies have been previously circulated and are available on Decision Time</i>			
	<i>Note: Project Profiles, SHR Quarterly Covid Return and ICO Quarterly Statistics have been issued by Email</i>			

11.	Finance 11.1 Confidential Q3 Management Accounts 11.2 Confidential Final Draft Annual Budget for the year ending 31 March 2023 and Update to 30 year Projections 11.3 Private Finance Loan Agreements 11.4 Bad Debt Write Off	DCEO/DFCS DCEO/DFCS DCEO/DFCS DCEO/DFCS	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
12.	Operations 12.1 3 Year Planned Investment Programme 12.2 Requirement for an Annual Procurement Strategy 2022/23	DHPS DHPS	✓ ✓	✓ ✓
13.	Governance: Ethical Conduct and Notifiable Events			
	13.1 Notifiable Events	-	-	-
	13.2 Office Bearers' Decisions	-	-	-
	13.3 Standing Orders: Review of Temporary Addendum	CEO	✓	✓
	13.4 Governance of the Development process/Investment Appraisal Assumptions 2022/23	DHPS	✓	✓
	13.5 Recommendations from A&R Committee - None	-	-	-
	13.6 New Member Applications: None	-	-	-
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"> • Annual Board Appraisals 29/30 March 2022. Individual notifications have been issued • Climate Emergency Training 21 April 2022 6:30pm online • Annual Stock Tour April – tbc • Interim Board Strategy Away Day April - tbc • Board meeting Thursday 19 May 2022 6:30pm online • Governance training session – tbc • Employment, HR and People Management training session - 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.