



**Rural Stirling**  
Housing Association

# Agenda

Board of Management Meeting to be held on **Thursday, 7 August 2025** at **6.30 p.m.**

*Please note that drinks and refreshments will be available from 6.00pm should Board members wish to join members of the SMT for informal discussion.*

**The meeting will be conducted on a hybrid basis on Zoom and in the office Boardroom.**

Joining instructions for Zoom will be issued as part of the Board Pack via Decision Time.

<b>Staff/Adviser(s) Attendance:</b>		Donna Birrell (CEO) Gerry Casey (DCEO/DFCS) Craig Wood (DHPS) Jackie Leeds (HSM) Susan Mackay (CSO) – Minutes		
<b>In Attendance:</b>		<b>Gillian Lunn, Arneil Johnson Agenda Item 3.1</b> <b>Observers – Board Applicants John Crombie and Josh Stallard</b>		
Agenda Item	Subject	Author	Attached	For
1.	<b>Welcome and Apologies</b>	Chair	-	-
2.	<b>Declarations of Interest</b>	Chair	-	-
3.	<b>Exception Reports/Presentations</b>			
3.1	Rent and Service Charges Review: Final Report on outcomes and Recommendations	AJ	✓	Approval
4.	<b>Health and Safety Exception Report</b>			
4.1	Exception Report	CEO	-	-
5.	<b>Group Minutes</b>			
5.1	Minutes of Board meeting held on 19 June 2025	CSO	✓	Approval
5.2	Audit & Risk Committee – 26 June 2025 <b>NOTE:</b> Confidential Minute extract issued to Board and CEO and DCEO/DFCS only	DCEO/DFCS	✓	Information
5.3	Venachar Board Meeting – No meeting	-	-	-
5.4	Working Groups:	-	-	-

	(i) Investment Working Group – No Meeting			
6.	<b>Matters Arising Schedule</b>	CEO	✓	Oversight / Monitoring
7.	<b>Rural Stirling Group Key Risks</b>			
7.1	Quarterly Key Risks Review	CEO	✓	Oversight / Monitoring
8.	<b>Strategy</b>			
8.1	No Report	-	-	-
9.	<b>Performance &amp; Policy</b>			
9.1	Quarter 1 Performance Reports <ul style="list-style-type: none"> <li>Appendix 1 - ARC Indicators and H&amp;S KPIs</li> <li>Appendix 2 – Planned Maintenance</li> <li>Appendix 3 – Development Programme Monitoring</li> <li>Appendix 4 - Strategic Delivery Plan Update</li> <li>Appendix 5 - Operational Delivery Plan Update by Exception</li> </ul>	SMT  DHPS DHPS  CEO  -	✓  ✓ ✓  ✓  -	Oversight/Monitoring  Oversight/Monitoring Oversight/Monitoring  Oversight/Monitoring  -
9.2	Quarter 1 Complaints Report	CSO (G)	✓	Oversight/Monitoring
9.3	Policies for Approval <ul style="list-style-type: none"> <li>Appendix 1 – Group Access to Information Policy &amp;EIA</li> <li>Appendix 2 – Group Redundancy Policy &amp; EIA</li> <li>Appendix 3 - Group Settlement Agreements Policy &amp; EIA</li> <li>Appendix 4 – Group Electrical Safety Policy</li> <li>Appendix 5 – Group Fire Safety Policy</li> <li>Appendix 6 – Group Gas Safety Policy</li> </ul>	CSO (G)  CEO  CEO  DHPS  DHPS  DHPS	<i>All policies were uploaded to oneAdvanced on 24 July 2025</i>	All for Approval
	Quarterly SIC report not received from DPO for Quarter 1. This will be uploaded to oneAdvanced once received. Quarterly Development Project Profile Reports uploaded to oneAdvanced, Resources on 31 July 2025			
10.	<b>Finance</b>			
10.1	Annual Financial Statements, Audit Summary Report and Letter of Representation	DCEO/DFCS	✓	Approval
10.2	Annual Internal Financial Assurance Report	DCEO/DFCS	✓	Approval

10.3	<b>Confidential</b> Quarter 1 Management Accounts	DCEO/DFCS	✓	Oversight/Monitoring
10.4	Annual Financial Strategy Review <ul style="list-style-type: none"> <li>Appendix 1 – Investment Strategy</li> <li>Appendix 2 – Borrowing Strategy</li> </ul>	DCEO/DFCS	✓	Approval
		DCEO/DFCS	✓	Approval
10.5	<b>Confidential</b> New Loan Facility	DCEO/DFCS	✓	Approval
10.6	<b>Confidential</b> Potential Shared Ownership Sale – 2 Finglas Gardens	DCEO/DFCS		Approval
11.	<b>Operations</b>			
11.1	<b>Confidential</b> Dampness and Disrepair Claim	DHPS	✓	Approval
11.2	Annual Review of Health & Safety	DHPS	✓	Assurance
11.3	Annual Procurement Report 2024/25	DHPS	✓	Assurance
12.	<b>Governance: Ethical conduct and Notifiable Events</b>			
12.1	Notifiable Events	CEO	✓	Assurance
12.2	Office Bearer Decisions: No Report	-	-	-
12.3	Recommendations from Committee	DCEO/DFCS	✓	Approval
12.4	New Member Applications	CSO (Gov)	✓	Approval
12.5	Review of A&R Committee Performance	DCEO/DFCS	✓	Approval
12.6	Annual Review of Effectiveness of Investment Working Group	DHPS	✓	Assurance
12.7	<b>Confidential</b> Annual Review and Signing of Register of Interests and Entitlements Payments and Benefits Register	CEO	✓	Approval
12.8	Rule 68 Report from Secretary	CEO	✓	Approval
12.9	AGM Administration Arrangements and AGM Notice to Members	CSO (G)	✓	Information
12.10	Annual Review of RSHA Membership & Cancellations	CSO (G)	✓	Approval
12.11		Chair	✓	Approval

	Applications for Board membership <i>(including report deferred from June)</i>			
13.	<b>CEO Report</b>	CEO	✓	Oversight/Monitoring
14.	<b>Action Tracker</b>	CEO	✓	Oversight/Monitoring
15.	<b>Attendance at Conference/Seminar or Networking Events:</b> Board Member Feedback	Board Member	Feedback to be given at meeting	Information
16.	<b>Any Other Competent Business</b>			
17.	<b>Review/Reflections of Meeting</b> <ul style="list-style-type: none"> <li>• Did we challenge constructively/effectively when necessary?</li> <li>• Did we make good decisions?</li> <li>• Did we have all the information we needed to make decisions?</li> </ul> <b>Please email your feedback to, Fiona Boath, Chair, <a href="mailto:BoardFionaB@rsha.org.uk">BoardFionaB@rsha.org.uk</a></b>	Chair	Feedback to be given at the meeting	-
18.	<b>Date of Next Meetings &amp; Training and Events</b> <ul style="list-style-type: none"> <li>• <b>Annual Stock Tour</b> – Friday 8 August 9.30am</li> <li>• <b>Leadership and Management Development Programme: Session 3</b> – Monday 18 August 4pm – 6pm <i>Topic: Push Authority or Fix the Environment</i></li> <li>• <b>AGM</b> – Thursday 4 September 2025 at 7pm at Callander Youth Project</li> <li>• <b>Board Meeting</b> – Thursday 18 September 2025 at 6.30pm online with Zoom (meeting for election of Office Bearers, Committee members etc)</li> <li>• <b>Board Meeting</b> – Thursday 9 October 2025 at 6.30pm – Hybrid Meeting.</li> </ul>			

**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.**