



**Minutes of the Meeting of the Board
held on 22 September 2022 at 1.35pm
within the Apex Grassmarket Hotel, Edinburgh**

PRESENT:	Lesley Holdsworth	Chair
	Pat Dawson	(via Zoom)
	Robert Fernie	
	Isabel McGarvie	
	Graeme Russell	
	Willie Smalley	
IN ATTENDANCE:	Lynne Douglas	Chief Executive
	Tracey Howatt	Director of Customer Experience
	Jack Marshall	Interim Director of Finance & Technology
	Nikki Ritchie	Director of People & OD
	Clare Beesley	Governance Manager

3653. Appointment of Chair, Vice-Chairs and Committee Chairs

The Governance Manager advised, per usual practice, Chairs and Vice-Chairs would be proposed at the first Board meeting following the AGM. In this respect, Lesley Holdsworth was proposed as Chair by Robert Fernie and seconded by Isabel McGarvie.

In respect of the position of Vice Chair(s) of the Board of Management, Robert Fernie was proposed as Vice Chair by Lesley Holdsworth and seconded by Willie Smalley. Isabel McGarvie was proposed as Vice Chair by Robert Fernie and seconded by Lesley Holdsworth.

In respect of Chair of the Audit & Committee, Isabel McGarvie was proposed by Robert Fernie and seconded by Willie Smalley.

In respect of Chair of the People & Staff Governance Committee, Robert Fernie was proposed by Lesley Holdsworth and seconded by Isabel McGarvie.

3654. Apologies for Absence

Apologies for absence were received from David Fisher, Carole Lamond, Beth McNeil, Margaret Moore and Paula Rice.

3655. Declarations of Interest

There were no declarations of interest.

3656. Minutes

- (i) Minutes of the Meeting held on 28 July 2022
The Minutes of the Meeting held on 28 July 2022, having been previously circulated, were approved and signed by the Chair.
- (ii) Confidential Minutes of Meeting held on 28 July 2022
The Confidential Minutes of the Meeting held on 28 July 2022, having been previously circulated, were approved and signed by the Chair.

3657. Business Arising

- (i) Action List
The Board noted the Action List.

3658. Priority Items

- (i) Confidential Item: Redacted
- (ii) Confidential Item: Redacted

3659. Items for Noting

- (i) Operational Report Q1 2022-23
The Board received Report B/6(i)/SEP/22 from the Operational Directors & HOS Strategic Programmes.

The Chief Executive advised that she thought it was important for the Board to have sight of the report although it was highlighted that it was an operational report with very few financial indicators.

The following queries were raised:

- KP25 – the current quarter result was showing ‘0’ but had a green status. It was asked that this be clarified with the asset management team
- KP28, KP29, KP31 – a query was raised as to whether any concerns should be raised regarding the red status results. The Director of Customer Experience confirmed that the team were working on these KPIs and that there may have been some delays in reporting.

Again, she would check with the asset management team. It was noted, however, that Bield was fully compliant in all areas

- KP39 – queries raised in respect of the low result and the Director of People & OD advised that there were a number of different issues such as (i) access to the system to update figures; (ii) post Covid catch up; and the complexity of the form which staff are required to fill out. She advised that there should be a better result during the next quarter. The Chief Executive advised that she had ensured that Directors' PDPs had been completed, as had Heads of Service.
- There was a suggestion made that perhaps staff were being too hard on themselves in respect of targets being set. It was suggested that perhaps a tolerance should be set at, for example, + or – 2% and this would have an amber status rather than red. It was also suggested to use decimal points in the targets which would perhaps be more realistic

The Board reviewed the Q1 performance and determined that there should be an introduction of a tolerance levels and decimal points into the targets being set.

3660. Update Reports for Committees, Sub-Committees and SLWG

Nil

3661. Policy Review

- (i) Recruitment & Training Policy for Board & Committee Members
The Board received Report B/8(i)/SEP/22 from the Governance Manager.

The Governance Manager advised that the Policy had been amended to reflect the new Policy style being used, with some updated language within the document. She confirmed that this had also been reviewed by the Director of People & OD from an HR perspective.

It was suggested to make reference to mentorship/buddying within the Policy at the next review although it was noted that there was reference to this within the Induction Handbook. It was also highlighted that there may not be sufficient depth in respect of the equalities section and that more could be included in respect of training and induction. It was noted that it was important to be mindful of people with challenges.

The Board approved the Recruitment & Training Policy for Board & Committee Members and noted that it would be reviewed every three years.

(ii) Board & Committee Expenses Policy

The Board received Report B/8(ii)/SEP/22 from the Governance Manager.

The Governance Manager advised that the Policy had been amended to reflect the new Policy style being used, with some update language within the document. She confirmed that this had also been reviewed by the Director of People & OD and Director of Finance & Technology from an HR and Finance perspective.

It was queried why, in respect of 3.2 Travel, reference to 45p was being made, rather than referencing the 'current HMRC rate'. It was agreed to amend the Policy in this respect.

The Board approved the revised Board & Committee Expenses Policy, subject to the above amendment, and noted that it would be reviewed every three years.

3662. Governance

(i) Board & Committees

The Board received Report B/9(i)/SEP/22 from the Governance Manager.

It was noted that there would have to be some amendments to the corporate calendar and the Chair asked that any proposed changes be sent to her and the Governance Manager.

In respect of the membership of the Committees, the Governance Manager highlighted that there would have to be consideration given to increasing numbers to ensure meetings were always quorate. She advised that applications for the current recruitment drive had been received and that the Office Bearers were currently looking at these. It was hoped that, with increased membership, the issues relating to low numbers in Committees would be resolved. The Chair confirmed that the Office Bearers would take this forward.

The Interim Director of Finance & Technology highlighted that there may be a requirement for additional Board meetings due to the fast moving economic situation and this was noted by the Board.

The Board:

- (i) approved the membership of Committees of the Board and Working Groups; and**
- (ii) confirmed they would contact the Chair and Governance Manager with any proposed changes to the Meeting Schedule for 2022-23.**

(ii) Annual Assurance Statement

The Board received Report B/9(ii)/SEP/22 from the Governance Manager.

It was noted that meetings had taken place with the Governance SLWG which had scrutinised the evidence bank, specifically relating to Standard 5 and 6. Following these meetings, the draft Annual Assurance Statement had been prepared for signing by the Chair.

The Board:

- (i) approved the Annual Assurance Statement; and**
- (ii) authorised the Chair of the Board to sign the Annual Assurance Statement on behalf of the Board for submission to the Scottish Housing Regulator by the end of October 2022.**

3663. Date of Next Meeting – Thursday 20 October 2022

The next Board meeting was due to take place on Thursday 20 October 2022.

3664. Any Other Business

- (i) Confidential Item: Redacted
- (ii) Confidential Item: Redacted
- (iii) Confidential Item: Redacted