



BOARD MEETING

29 January 2025

Bield office, 7 Eagle Street, Glasgow at 3 pm

MINUTES

Attendance

Board Members:	Paul Edie (Chair) Frances Wood (Vice Chair) Angus MacRae Brian McLaren Derek Breingan Gillian Merrett Graeme Russell Robert Fernie William Smalley
Officers:	Debbie Collins, Interim Chief Executive Officer Drew Moore, Director of Assets Jim Aird, Interim Director of Finance Nikki Ritchie, Director of People & OD Tracey Howatt, Director of Customer Experience Jonathan Fairgrieve, Governance & Assurance Manager Michelle Breen, Governance Officer (Minutes)
In attendance:	Helen Shaw, Director of Regulations Dean Reynolds, Regulation Manager

ITEM	NOTE	ACTION
1.	<p>Apologies for Absence</p> <p>Apologies were offered on behalf of David Leaf, Isabel McGarvie and Katie Smart.</p> <p>The Chair welcomed Helen Shaw, Director of Regulations and Dean Reynolds, Regulation Manager to the meeting. Helen Shaw advised, Scottish Housing Regulator (SHR) attendance is part of the normal regulatory engagement with Landlords of systemic importance, to observe Board meetings to get assurance on the organisation.</p> <p>Attendees were introduced to SHR.</p> <p>Board had the opportunity to visit the Bield Contact Centre and BR24 and the Chair passed on thanks to staff from the Board, on the impressive services provided to tenants.</p>	

	<p>The Chair advised there would be a half hour Board only time at end of meeting as recommended in Governance review.</p> <p>The Board discussed their experience of visits to Bield developments. The main highlights shared were observing the dedication and commitment of staff and to see that tenants were happy.</p> <p>The Chair informed the resignation of Margaret Moore as a Board member and noted thanks to Margaret Moore for serving the Board since 2018.</p>	
2.	Declaration of Interest	
	Gillian Merrett and William Smalley declared an interest at 4.2 and were notified not to take part in any discussion therein.	
3.	Minutes	
3.1	Approval of Minutes 25 November 2024	
	The Minutes of the meeting held on 25 November 2024, having been previously circulated, were approved, subject to an amendment at 6.2.	
3.2	Action List	
	The action list was noted and updated.	
4.	Strategy & Business Plan	
4.1	Confidential Redacted	
4.2	Confidential Redacted	
4.3	Confidential Redacted	
5	Governance	
5.1	Confidential Redacted	
5.2	Handling a Serious Complaint Against the CEO	
REPORT SUMMARY	This report provided Board a copy of the reviewed Bield's Handling a Serious Complaint against CEO Policy as set out by the Scottish Housing Regulator (SHR).	
DISCUSSION	<p>The Director of People & OD stated the Policy was made stronger to comply with ACAS and good practice and more detailed in employment protection.</p> <p>In response to a query the Director of People & OD confirmed the Board Chair is permitted to sit on the People Committee.</p>	
DECISION	The Board approved the policy.	
5.3	Membership Policy	
REPORT SUMMARY	<p>The purpose of this report was to present the revised Membership Policy for review and approval.</p> <p>The policy had been amended to delegate the approval of applications of membership from the Board to the Company Secretary, provided they are within the criteria set out within the policy.</p>	
DISCUSSION	No questions from Board.	

DECISION	The Board : <ul style="list-style-type: none"> • Approved the Membership Policy; • Agreed delegated authority to the Company Secretary to approve applications for membership of Bield, provided they are within the criteria set out within the Policy; • Noted the Scheme of Delegation will be updated to reflect the delegation to the Company Secretary; and • Noted that any rejections that result in an appeal from the applicant, will be presented to the next meeting of the Board. 	
5.4	Whistleblowing Policy	
REPORT SUMMARY	As part of our policy framework the Whistleblowing Policy for Bield was due to be reviewed. Whilst the core content of the existing policy remains compliant with regulations and legislation, its format was on an outdated template and it has been simplified to ensure clarity and focus on procedures	
DISCUSSION	<p>The preference of Board is to have tracked changes on updated Policies for review. The Director of People & OD confirmed the content and substance of the policy has not changed. The old version of the policy can be shared with Board members on request.</p> <p>A Board member asked if the criteria was drawn from the Public Disclosure Scotland Act. The Director of People & OD advised the legislation is quite subjective. What falls under this criteria is a test to be carried out in the public interest test, but it is most likely any whistleblowing will be attributed to one of these criteria headings. It was confirmed the languages in our policy relate to the communities and population in Scotland and further translations can be provided on request.</p>	
DECISION	Board approved the updated Whistleblowing Policy for roll out across Bield	
5.5	Board Recruitment and Training Policy	
REPORT SUMMARY	<p>The purpose of this report was to present a revised Board Training & Recruitment Policy for review and approval.</p> <p>The policy has been updated to take account of the recommendations with the Governance Review Action Plan and take account of current practice.</p>	
DISCUSSION	No questions from Board.	
DECISION	The Board: <ul style="list-style-type: none"> • approved the Board Recruitment & Training Policy; • approved the Scheme of Delegation be amended to reflect only Board Members are on the shortlisting and interview panel for Board recruitment. 	
6	Business Development Committee	

6.1	Confidential Redacted	
6.2	Confidential Redacted	
7.	Any Other Business	
	<p>The Chair again thanked the Governance & Assurance Manager for their efforts and wished him all the best.</p> <p>The Chair offered thanks to Officers and visitors from SHR for attending.</p>	
6.	Date of Next Meeting: 25 or 26 March 2025, Edinburgh Office	
	<p>The majority of Board members opted for a meeting date of 26 March commencing at 4pm.</p> <p>Meeting ended at 4.40 pm</p>	

Board only time after the meeting for 30 minutes.