



BOARD MEETING

26 March 2025

Bield Office, 79 Hopetoun Street, Edinburgh at 4 pm

MINUTES

Attendance

Board Members In Person:	Paul Edie (Chair) Frances Wood (Vice Chair) Brian McLaren David Leaf Gillian Merrett Graeme Russell Isabel McGarvie Robert Fernie
Board Members Via Teams:	Angus MacRae Derek Breingan Katie Smart
Officers:	Debbie Collins, Chief Executive Officer (<i>in attendance from item 4.1</i>) Nikki Ritchie, Director of People & OD Drew Moore, Director of Assets (<i>in attendance from item 4.1</i>) Jim Aird, Interim Director of Finance (<i>in attendance from item 4.1</i>) Tracey Howatt, Director of Customer Experience (<i>in attendance from item 4.1</i>) Michelle Breen, Governance Officer (Minutes)

ITEM	NOTE	ACTION
1.	Apologies for Absence	
	Apologies were offered on behalf of William Smalley. The Chair advised there would be a half hour Board only time at end of meeting as recommended in the Governance review.	
2.	Declaration of Interest	
	None.	
3.	Confidential: Redacted	
4.	Minutes	
4.1	Confidential: Redacted	
4.2	Action List	
	The action list was noted and updated.	
5.	Strategy & Business Plan	
5.1	Confidential: Redacted	

5.2	Confidential: Redacted	
5.3	Confidential: Redacted	
5.4	Confidential: Redacted	
5.5	Confidential: Redacted	
5.6	Rent Policy	
REPORT SUMMARY	<p>Bield reviewed and updated the Rent Policy to improve transparency, address the mismatch between rent income and service contract costs, and introduce a points-based rent calculation and separate service charges.</p> <p>The revised policy seeks to balance affordability for tenants with the long-term viability of our housing stock and services.</p> <p>The report seeks approval in principle for the changes proposed.</p>	
DISCUSSION	<p>The Director of Customer Experience confirmed the policy will be coproduced with tenants. The rent point system is the preferred system used by peers and other providers.</p> <p>In the event tenants rent was going to heighten, it was confirmed to Board this would be a phased increase.</p> <p>Board queried the previous decision to include the service charge into rent. The Director of Customer Experience believes it was thought moving the service charge into rent would assist with housing benefit. It has been deemed tenants prefer to know what exactly they are paying for and this will be achieved through this new policy. The expectation from SHR is to keep rent and service charges separate.</p>	
DECISION	<p>The Board:</p> <ul style="list-style-type: none"> • reviewed and considered the proposed changes to the Rent Policy, including the introduction of a separate service charge and the new points-based rent calculation system; and • approved the policy in principle, subject to further refinement of the points system and service charge schedule 	
6	Audit, Performance & Risk Committee	
6.1	Minutes of Meeting held on 14 November 2024	
	The Minutes of the meeting held on 14 November 2024 were noted.	
6.2	Confidential: Redacted	
6.3	Confidential: Redacted	
7	People Committee	
7.1	Minutes of Meeting held on 22 October 2024	
	The Minutes of the meeting held on 22 October 2024 were noted.	
7.2	Confidential: Redacted	
7.3	Confidential: Redacted	

7.4	Gender Pay Gap Report	
REPORT SUMMARY	The Equality Act 2010 Regulations 2016 require any employer with 250 or more employees to publish statutory calculations each year, to highlight the differences in pay between their male and female employees. Under the regulations Bield is required to report our calculations annually on the government's official website and our own website. The purpose of this report is to inform the Board of the Gender Pay Gap values that will be reported in line with regulations; and provide analysis of our Gender Pay Gap and steps which can be taken to reduce in future years.	
DISCUSSION	The Director of People & OD advised the Report was presented to the People Committee in February. Board were assured there are no areas of concern in the Report.	
DECISION	The Board noted the updated Gender Pay Gap Information that will be reported in line with regulations.	
8	Business Development Committee	
8.1	Minutes of Meeting held on 7 November 2024	
	The Minutes of the meeting held on 7 November 2024 were noted.	
8.2	Confidential: Redacted	
8.3	Confidential: Redacted	
8.4	Health and Safety and Compliance Update	
REPORT SUMMARY	<p>Bield are currently updating all elements of health and safety management including particular detail relating to Compliance related items within the Assets directorate.</p> <p>The report provided Board with an update on Bield's key health and safety performance along with an update on how future reporting will be presented Committee and Board.</p>	
DISCUSSION	The Director of Assets confirmed a number of audits of compliance had been undertaken. The new database will report on health & safety, looking at fire risk assessment and legionella.	
DECISION	Board reviewed and noted the update provided.	
9.	Governance	
9.1	Confidential: Redacted	
9.2	Duty of Candour Annual Report	
REPORT SUMMARY	<p>The organisational duty of candour is a statutory requirement set out by the organisational duty of candour provisions of the Health (Tobacco, Nicotine, etc, and Care) (Scotland) Act 2016 and the Duty of Candour Procedure (Scotland) Regulations 2018.</p> <p>As part of our legal duty, we are required to publish each year a report specifying details of incidents that have triggered the duty of candour. There were zero incidents over the reporting period. This is only for care services.</p>	

DISCUSSION	There were 0 incidents reported. Any issues between this meeting and 31 March will be updated to Board accordingly. The Report will be published on Bield's website and submitted to the Care Inspectorate.	
DECISION	The Board: <ul style="list-style-type: none"> • approved the Duty of Candour Report 2024/2025; and • approved the publication of the report on the Bield website and submission to the Care Inspectorate by 30 April 2025. 	
9.3	Domestic Abuse Policy	
REPORT SUMMARY	As part of our 'Make a Stand' commitment, we are obliged to publish a domestic abuse policy. This is an integral part of our responsibility to ensure that we are actively contributing to ending domestic abuse. This policy will ensure compliance with forthcoming legislation, which mandates that social housing providers have a clear and effective domestic abuse policy in place. The report presented Bield's first Domestic Abuse Policy.	
DISCUSSION	The Director of Customer Experience advised there will be a requirement as part of the next Housing Bill to have a Domestic Abuse Policy. CIH are encouraging RSL's to have this policy in place and not to wait for the Bill.	
DECISION	The Board approved the Domestic Abuse Policy.	
10.	Confidential: Redacted	
11.	Date of Next Meeting: 11 June 2025, Glasgow	
	Meeting ended at 5.50 pm.	