



BOARD MEETING

23 September 2025, at 1.30 pm
Hanover Conference Centre, Edinburgh

MINUTES

Attendance

Board Members In Attendance:	Paul Edie (Chair) Frances Wood (Vice Chair) Amanda Britain Angus MacRae Brian McLaren Derek Breingan Emma Garry Graeme Russell Katie Smart Stephen Oswald
Officers In Attendance:	Debbie Collins, Chief Executive Officer Tracey Howatt, Chief Operating Officer Drew Moore, Director of Assets Jim Aird, Interim Director of Finance Rikki Young, Head of Assurance & Business Planning Keren Faulds, Head of HR Michelle Breen, Governance & Assurance Manager (Minutes)
In Attendance Via Teams:	Freya Lees, North Star Consultants & Research (in attendance for items 1, 2, 3, 4, 5.1 and 5.3 only)

ITEM	NOTE	ACTION
1.	Appointment of Chair and Vice Chair	
	<u>Chair</u> The Company Secretary sought nominations for the position of Chair. Frances Wood nominated Paul Edie; this was seconded by Angus MacRae. No other nominations were received. Paul Edie accepted the position and took over as Chair of the meeting.	
	<u>Vice-Chair</u> The Chair sought nominations for the position of Vice Chair. Paul Edie nominated Frances Wood; this was seconded by Angus MacRae. No other nominations were received.	

	Frances Wood accepted the position of Vice-Chair.																						
2.	Apologies for Absence																						
	Robert Fernie, Gillian Merrett and Nicola Ritchie, Director of People & Digital																						
3.	Declaration of Interest																						
	There were no declarations of interest.																						
4.	Minutes																						
4.1	Approval of the Confidential Minutes of the Meeting held on 27 August 2025																						
	The Minutes of the meeting held on 27 August 2025, having been previously circulated, were approved.																						
5.	Governance																						
5.1	Committee Memberships & Corporate Calendar																						
REPORT SUMMARY	<p>The report asked Board members to consider and approve the membership of the Committees of the Board and appoint a Chair for each Committee for 2025/26 until the next AGM.</p> <p>The annual schedule of meetings for post AGM 2025 and 2026 was set out for Board consideration and approval.</p>																						
DISCUSSION	<p>Members were content with the proposed Committee membership as follows:</p> <table border="1"> <thead> <tr> <th>Business Development</th><th>Audit, Performance & Risk</th><th>People</th></tr> </thead> <tbody> <tr> <td>Angus MacRae (Chair)</td><td>Graeme Russell (Chair)</td><td>Brian McLaren (Chair)</td></tr> <tr> <td>Frances Wood</td><td>Katie Smart</td><td>Robert Fernie</td></tr> <tr> <td>Robert Fernie</td><td>Amanda Britain</td><td>Derek Breingan</td></tr> <tr> <td>Stephen Oswald</td><td>Derek Breingan</td><td>Gillian Merrett</td></tr> <tr> <td>Emma Garry</td><td>Gillian Merrett</td><td>Paul Edie</td></tr> <tr> <td></td><td>Robert Fernie (standby)</td><td></td></tr> </tbody> </table> <p>Audit, Performance & Risk Committee Graeme Russell to Chair. Proposed by Paul Edie and Seconded by Frances Wood.</p> <p>Business Development Committee: Angus MacRae to Chair. Proposed by Paul Edie and Seconded by Frances Wood.</p> <p>People Committee Brian McLaren to Chair. Proposed by Paul Edie and Seconded by Frances Wood.</p> <p>It was noted that, in the interim, Robert Fernie will be on standby for the Audit Performance and Risk Committee to ensure quorum is maintained if required.</p>	Business Development	Audit, Performance & Risk	People	Angus MacRae (Chair)	Graeme Russell (Chair)	Brian McLaren (Chair)	Frances Wood	Katie Smart	Robert Fernie	Robert Fernie	Amanda Britain	Derek Breingan	Stephen Oswald	Derek Breingan	Gillian Merrett	Emma Garry	Gillian Merrett	Paul Edie		Robert Fernie (standby)		
Business Development	Audit, Performance & Risk	People																					
Angus MacRae (Chair)	Graeme Russell (Chair)	Brian McLaren (Chair)																					
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Stephen Oswald	Derek Breingan	Gillian Merrett																					
Emma Garry	Gillian Merrett	Paul Edie																					
	Robert Fernie (standby)																						

	The Board agreed that Emma Garry would represent the Board on the Partnership Forum. Gillian Merrett will continue as a member on the Partnership Forum to provide the tenant perspective and avoid any conflict of interest.	
DECISION	<p>The Board:</p> <ul style="list-style-type: none"> • approved the membership of the Committees of the Board; • approved the Board representation at the Partnership Forum • elected Chairs for each Committee; • approved the Business Development Committee Meeting change to 11 November 2025; and • approved the Meeting Schedule for 2026 	
5.2	Annual Assurance Statement	
REPORT SUMMARY	<p>This report set out the 2025 Annual Assurance Statement for Bield for approval by Board. The Board must be satisfied that Bield are compliant with all requirements as detailed in the SHR Regulatory Framework, published on 1 April 2024.</p> <p>The Annual Assurance Statement must be approved by Board and submitted to SHR no later than 31 October each year.</p>	
DISCUSSION	<p>As agreed at the June Board meeting a Short Life Working Group was convened and agreed evidence in detail for Standards 1 and 2 in line with the SFHA Toolkit guidance. The Input and recommendations from the group have been integrated into the comprehensive Evidence Bank covering Standards 1 through 7.</p> <p>All Board were subsequently invited to provide feedback on the evidence for all Standards 1–7 which was incorporated into the evidence bank.</p>	
DECISION	<p>The Board:</p> <ul style="list-style-type: none"> • approved the Annual Assurance Statement 2025; • noted the Annual Assurance Statement Evidence Bank; • noted the Annual Assurance Statement Improvement Plan; and • 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 2025. 	
5.3	Confidential – Redacted	
6.	Any Other Business	
	No business discussed.	
7.	<p>Date of Next Meeting Board Meeting – Monday 24 November 2025 afternoon Board Away Day – Tuesday 25 November 2025 Dalmahoy Hotel, Edinburgh</p>	