

<b>Report to:</b>	Management Board					
<b>Date of Meeting:</b>	20 May 2025					
<b>Agenda Item No. 4.0</b>	Minutes of Previous Meeting – 22 April 2025					
<b>Report prepared by:</b>	Teresa Gallagher, Governance & Corporate Services Officer					
<b>Report for:</b>	Approval	✓	Information		Decision	

<b>SEDERUNT</b>			
<b>Members Present</b>		<b>In Attendance</b>	
Acting Chair	Gary Gow	Director	Elaine Lister
Member	Karen Kirk	GCSO Minute Secretary	Teresa Gallagher
Member	Sharon Lynch		
Member	Natalie Kirk		
Member	Heather Ross		
Member	Darren Ward		
Member	Adele Fraser		
<b>Apologies</b>		<b>Leave of Absence</b>	
Member	Frances Cunningham		
Member	Karen McCartney		
Member	Catrina Miller		
Member	James Ross		
<b>Absent</b>		<b>Joining Remotely</b>	
Member	Karha Hughes	None	

<b>AGENDA ITEM 1.0 – DECLARATIONS OF INTEREST</b>
None

AGENDA ITEM 3.0 – NOTIFIABLE EVENTS			
The Director explained there have been no new notifiable events.			
Decision			
Action Required: None			
Lead		Due by:	

<b>AGENDA ITEM 4.0 – MINUTES OF PREVIOUS MEETING – 18 March 2025</b>			
<b>Amendments noted:</b>			
None			
The minutes were approved as a true record of the meeting.			
<b>Approved</b>	Adele Fraser	<b>Seconded</b>	Heather Ross

<b>Agenda Item 4.1 – Matters Arising</b>	For Information
None	

**AGENDA ITEM 5.0 – Minutes of Previous Sub-Committees****Amendments noted: N/A**

There have been no sub-committee meetings held since the last Board meeting.

**Approved****Seconded****AGENDA ITEM 6.0 – Strategic Objectives Delivery Plan**

For Information

The CEO presented an update on the delivery plan and confirmed the TPAS commission will be taken off the delivery plan and going forward there may be an option to look at sharing services with a local organisation to deliver tenant engagement.

Members commented the Caledonia Centre was previously used by Association staff for drop-in surgeries which was well received in the community. They would like to see this service reestablished. A lengthy discussion was held on the current use of the Caledonia Centre and members noted the planned options appraisal which will be reported back to the Board.

**Decision**

The Management Board noted the update on the Delivery Plan.

Action Required: Look at options available to reestablish drop-in surgeries for tenants.

**Lead****CEO****Due by:**

May 2025

**AGENDA ITEM 7.0 – Board Digest**

For Information &amp; Approval

7.1 The CEO gave an update on the progress of the business plan. The plan is almost complete although we are awaiting figures from the planned maintenance programme in order to determine our 30-year financial projections. To present the full business plan, members were asked if they could attend a dedicated meeting. The majority of members agreed the first or second Wednesday of May would be suitable.

7.2 A discussion was held around the pros and cons of hybrid working and the CEO requested approval to progress with a report to present to the staffing subcommittee. Members suggested seeking advice from EVH and any other HR advisory services.

7.3 The Board were informed of the increase in our Financial Services costs and members acknowledged the Association should look at carrying out procurement exercise for financial services next year. Members queried whether this was in the business plan. The CEO explained it wasn't and nor is it in any guidance but is good practice to procure services. This will be on the handover list for the incoming CEO.

7.4 The CEO sought approval for the Insurance renewal quote and explained we procured the insurance last year with the option to extend for another year. This exercise will also be on the incoming CEO's handover list. Members queried how much of a rise this year's insurance was compared to last year and were informed it was around £20,000.

<b>Decision</b>	The Management Board; <ul style="list-style-type: none"><li>• Noted the update on the Business plan and agreed to attend a presentation session prior to approval;</li><li>• Delegated authority was granted to proceed with the preparation of a report on Hybrid Working to be submitted to the Staffing Sub-Committee, with the Sub-Committee authorised to recommend the report's outcome for approval</li><li>• Approved the rates increase for FMD Financial Services; and;</li><li>• Approved payment of the Associations Insurance Premium for 2025/2026 of £362,625.</li></ul>		
<b>Action Required:</b> Arrange Business Plan session			
<b>Lead</b>	CEO	<b>Due by:</b>	30 April 2025
<b>Action Required:</b> Proceed with report on hybrid working to Staffing Sub-committee.			
Lead – CEO & Corporate Services Manager		<b>Due by:</b>	May 2025

AGENDA ITEM 8.0 – Governance Report		For Information	
<p>8.1 The Governance &amp; Corporate Services Officer (GCSO) presented the governance report, which included updates on the Associations Equalities data and internal registers. The Equalities data, covering the Governing Body, staff, tenants, and two recent recruitment rounds, was presented in graphical form as an appendix. Members discussed the purpose and methods of data collection. It was noted that Equalities data for housing applicants would be reported at a later date.</p> <p>8.2 Our Data Protection Officer from Law Solutions supplied information on 4 EISR’s in the period 1 April 2024 to 31 March 2025.</p> <p>8.3 Members were presented with data from the Association registers held on file.</p>			
Decision	<p>The Management Board noted the statistics and information collected from;</p> <ul style="list-style-type: none"><li>• Equalities Data Collection</li><li>• Requests for Freedom of Information, (FOI) Environmental Information Request (EIR) and Subject Access Requests; (SAR) and;</li><li>• Information held on the Associations registers</li></ul>		
Action Required: None			
Lead		Due by:	

AGENDA ITEM 9.0 – New & Reviewed Policies			For Approval
The GCSO presented 3 GDPR policies for approval and a tracked changes version of the reviewed and updated Complaints Handling Policy.			

Decision	The Management Board approved; <ul style="list-style-type: none"><li>• The Records Management Policy;</li><li>• Access to Information Policy &amp; Procedure;</li><li>• Response Procedures for Data Subject Requests; and;</li><li>• The reviewed Complaints Handling Policy</li></ul>		
Action Required: None			
Lead		Due by:	

<b>AGENDA ITEM 10.0 – Nationwide Bank Signatories Policies</b>		For Approval	
Following on from an action at the last meeting, GCSO presented the mandate from nationwide for the addition of the new signatory James Ross. Members noted the additional coding information in Nationwide’s modified mandate.			
<b>Decision</b>	The Management Board approved the updated mandate and signatories. The signatories for Nationwide are as follows: Frances Cunningham – Chairperson James Ross – Secretary Elaine Lister – Director Jim Kerr – Housing Services Manager / Depute Director Wilma McInerney – Corporate Services Manager .		
<b>Action Required: None</b>			
<b>Lead</b>		<b>Due by:</b>	

<b>AGENDA ITEM 11.0 – Director Recruitment Update</b>		For Information	
<p>The CEO explained she had hoped to give an update on the behalf of the Chair on the progress of the recruitment. However, our Chair had not received any update from the recruitment agency Eden Scott.</p> <p>Members discussed the proposed dates in the schedule, specifically considering whether sufficient time had been allocated for a handover from the current CEO. Various scenarios were explored in the event of a gap between the current CEO’s departure and the incoming CEO’s start date.</p>			
<b>Decision</b>		The Management Board noted the discussion.	
<b>Action Required: None</b>			
<b>Lead</b>		<b>Due by:</b>	

AGENDA ITEM 12.0 – Correspondence		For Information	
The CEO tabled a Governance research report from GWSF. This will be uploaded to the portal.			
Decision	The Management Board noted the report.		
Action Required:			
Lead		Due by:	

<b>AGENDA ITEM 15.0 – AOCB</b>				
None				
<b>Decision</b>				
<b>Lead</b>		<b>Due by:</b>		

**As there was no other business, the meeting ended at 7:05pm**

<b>DATE OF NEXT MEETING</b>	<b>Tuesday 20 May 2025 at 5.45pm</b>
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I certify that the above minute has been approved as a true and accurate reflection of the proceedings			
<b>Signed by Chairperson</b>			
<b>Name</b>	<b>Gary Gow</b>	<b>Date</b>	<b>27/05/2025</b>