

## Minutes Strategic Board meeting

<b>Date</b>	12/09/2022
<b>Time</b>	17.45 - 19:00
<b>Location</b>	Zoom
<b>Chair</b>	Sandra Stock
<b>Explanation</b>	Present: Mrs Sandra Stock –Chair Mr Laurie Boles - Vice Chair Mr Stephen Clark - Board Member Mr Brian Gallacher - Board Member Mrs Lynne Pascal - Board Member Mr Rhodri Davies - Co-opted Board Member (from item 3.4 onwards)  In attendance: Mrs Nicki Donaldson - Chief Executive (CE) Mr Derek Banks - Director of Finance, Governance and Assets (DoFGA), Company Secretary Mrs Beverley Graham - Director of Housing (DoH) Mrs Caroline O'Donnell - Director of Operations (DoO) Mr John Bell, Chair of Resident Voices (Item 3.1 only)

### 1 Procedural

#### 1.1 Welcome and apologies

*Minutes:*

The Chair welcomed Mr Ricky McAulay as an observer to the Board Meeting.

*Apologies:*

Mr Ron Eldridge - Board Member  
Mr Derek Adam - Board Member  
Mrs Fiona Barr - Board Member  
Mrs Kate Dewar – Board Member  
Mr Colin Miller – Board Member

#### 1.2 The following items were not discussed as the AGM had been postponed due to it not being quorate:

- Election of Chairperson
- Election of Vice Chairperson

- Election of Fife Housing Group Yourplace Limited (subsidiary) Chairperson
- Election of Audit and Risk Committee Convener

### 1.3 **Declaration of Interest**

Presenter: Chair

*Minutes:*

There were no declarations of interest received.

### 1.4 **Minute of the previous meeting held 15 August 2022**

Presenter: Chair

*Minutes:*

There were no amendments to the previous minute.

**Agreed: The minute of the previous meeting was approved.**

### 1.5 **Matters arising**

Presenter: Chair

### 1.6 **Action points**

Presenter: Chief Executive

*Minutes:*

#### 533 Health & Safety Annual Review

This action is complete and will be reviewed by the Audit and Risk Committee moving forward.

#### 554 Board Training Plan

This action is complete and tabled for discussion at the meeting tonight.

## 2 **For Update**

### 2.1 **Chairperson (verbal)**

Presenter: Chair

#### Formal request for leave of absence

The Chair advised that a request for a leave of absence had been submitted by Mr Ron Eldridge for a period of up to six months. The Board unanimously approved the request.

#### Declarations of Interest / Code of Conduct

Following the adjourned AGM, the Chief Executive and Governance Assistant (CEGA) will email Board members the code of conduct and

Declaration of Interest forms and we ask Board members to complete and return them by 1 October 2022.

#### Board recruitment

The Chair advised that a recruitment process would commence for new Board members replacing those who have recently retired from the Board.

#### SHARE training

The Chair is currently participating in a Governance Training programme run by SHARE and explained that she had found the training very interesting and encourage Board members to get involved if they had the time to participate. Interested Board members are asked to contact the CEGA to arrange.

#### Queens funeral – 19 September 2022

The Chair sought approval from the Board to acknowledge the public holiday on 19 September 2022 and to allow colleagues a days holiday to mark the occasion. **The Board unanimously approved this.**

#### Commemorative book – celebrating 25 years of Fife Housing Group

The Chair asked that Board members interested in obtaining a hard copy of the recent commemorative book should contact the CEGA directly.

**Agreed: The Board noted the remainder of the verbal update.**

## 2.2 **Chief Executive's update**

Presenter: Chief Executive

*Minutes:*

#### Rent freeze announcement from the Scottish Government

The Chief Executive updated the Board following the two emails already sent to them regarding the Scottish Government announcement on a potential rent freeze in Scotland. She advised that she attended a CEO Group meeting with the Scottish Federation of Housing Associations to discuss the response from the sector. The Business Leadership Team have been in discussion earlier today on what this means for the organisation and both the CEO and DoFGA have also had a meeting with our lenders, Royal Bank of Scotland (RBS) earlier today. RBS have confirmed that they had no consultation with the Scottish Government on this matter and confirmed they would be continuing to support the sector.

On a question from a Board member the CEO advised that we intend to progress with consultation unless we are advised otherwise as discussions with the SFHA are ongoing.

### CONFIDENTIAL Terms and Conditions Working Group

The Convener of the Committee advised that the working group have asked for further information about the [REDACTED] and was waiting on that coming forward. It was acknowledged that in requesting further information the project may be delayed past April 2023.

The DoFGA explained that he had approached [REDACTED] who advised that we should await the Bank of England Monetary Committee so that he could provide more accurate information. He also added that it was unlikely that the Group would be able to meet for their next arranged meeting on 5 October 2022 due to the request and would advise members of the Group of a new date over the next few weeks.

The terms and conditions were being externally reviewed by our consultant and a report should be submitted to the Group by the end of October.

## **3. For Decision**

### **3.1 Resident Voices Presentation**

Presenter: John Bell, Chair of Resident Voices

Mr Bell provided a presentation on the work undertaken by the group over the last year. The focus for the Group this year had been on the climate emergency and its impact on the sector.

The Board were asked to review the recommendations outlined in the report.

A Board member asked what tenants would like in terms of the training suggested, Mr Bell advised that tenants were generally looking for awareness sessions and suggested that there was a lot of information already provided by the Group on this subject and would encourage tenants to join the 'Group's Home Hub' where they would find lots of awareness information.

A Board member asked if we provided enough awareness on energy efficiency and Mr Bell advised that in their review they had felt that the Group already provides lots of information and was doing better than quite a few other organisations in terms of making tenants aware of how the Group could help them in this area

**Approved:** The Board approved the recommendations outlined in the report.

### **3.2 Standing Committees for 2022/23**

Presenter: Chief Executive and Governance Assistant

This item was postponed as the AGM had not been quorate.

### **3.3 Annual Assurance Statement**

Presenter: Chairperson

*Minutes:*

#### Annual Assurance Statement

The Chair noted that Board members were asked to provide items from the evidence bank so that they could test and gain assurance and asked if everyone had been happy with their responses. The Board advised they were. The Vice Chair had offered to write a first draft and it would be considered at a meeting which is in the process of being organised. The CEGO will be circulating a doodle poll shortly to find a suitable date.

### **3.4 Board training plan**

Presenter: Director of Operations

The DoO was asked at the previous Board meeting in August to come back to the Board with suggestions for Board training over the coming year.

The DoO discussed the updated proposal paper on board training and presented the intended training plan, as the Board of management are the leaders of the organisation it made sense to follow the same route map for colleagues. The DoO indicated that the training could be set up over a 3 year programme and would consist of a variety of training platforms, e-learning, remote training, external training and sessions from BLT. She advised that the skills matrix identifies who needs what training. There could be as many as 15 sessions in any plan so it may be a larger programme than the Board felt necessary and opened the meeting to questions.

A Board member raised a question about whether there would be an opportunity to split the training into different platforms, whether there would be an opportunity to opt in or out of certain sessions and whether what was identified on the skills matrix would be the first priorities. The DoO explained that if the suggested programme were to go ahead it would cover from the start of a Board recruitment and be part of the

induction and onwards and would come from the skills matrix information.

A Board member liked the idea of e-learning as a quick fix but wondered whether there is more of an appetite for face-to-face learning as he felt he learnt better face-to-face, however, appreciated that this programme was perhaps too heavy a time committed for Board. Another Board member agreed but thought a mixture of both e-learning and face-to-face would work well.

A Board member asked whether the e-learning is readily available and would board members be encouraged to work their way through the platform or if would there be set timelines for doing this. The DoO advised that this could be looked at but in line with what colleagues do, could be one per month as an example.

Following the discussion Board members felt that the training proposed was more than they were able to commit to and suggested that as we are about to go through a recruitment drive for Board members Board member training considerations are left until after that period.

Once Board members were in place the Board suggested that the e-learning opportunities could be explored and that Business Leadership workshops on specific training matters could also be included for future training.

The DoO advised she would liaise with the DoFGA to progress and build in the budget for the coming year.

**Approved – The Board approved implementing the short-term training needs identified in the report and exploring e-learning for future training for Board Members.**

#### **4 For Noting**

##### **4.1 Equalities, Diversity and Inclusion**

Presenter: Director of Operations

*Minutes:*

The Director of Operations introduced the report advising that it has been tabled following the request at the August Board meeting to allow more time for Board members to consider the above report and Equity Audit.

On a question from a Board member the DoFGA advised that ensuring we ask organisations through our procurement processes whether they

have Equality at the heart of what they do makes sure they align with our values.

**Agreed: The Board noted the contents of the recent Equality Audit.**

**4.2 Other**

**5 AOCB**

*Minutes:*

There was no other competent business discussed

**5.1 Date of Next meeting**

Re-arranged AGM

Tuesday 20 September @ 5.30pm

Post-Board meeting

Tuesday 20 September @ 6pm