

Aide Memoir

Strategic Board meeting (post AGM)

Date 17/09/2024
Time 18:00 – 19:00
Location Fire Station Creative
Chair Derek Banks / Brian Fisher
Explanation Present:
Mr Brian Fisher - Board Member
Mr Stephen Clark - Board Member
Mr Rhodri Davies - Board Member
Mr James Wilson – Board Member
Mr Chris Gray - Board Member
Ms Kirsty Noble - Board Member
Mr Stephen Lynas - Board Member
Mrs Juliet Hamilton Lee - Board Member

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)
Miss Laura Grieve - Chief Executive and Governance Assistant (CEGA) Secretariat

1 Procedural

Presenter: Company Secretary

The Company Secretary welcomed everyone to the meeting.

1.1 Homologation of Shareholding Membership Approval

The Board approved the following shareholding memberships by email and were elected as Board members at the Annual General Meeting (AGM):

- Juliet Hamilton-Lee
- Kirsty Noble
- Stephen Lynas

Agreed: The Board homologated the minutes of the virtual meeting and approved the latest Board members.

1.2 Election of Chairperson

Presenter: Company Secretary

The Company Secretary advised that Mr Fisher has indicated his willingness to stand as Chairperson and no further nominations were received.

Agreed: The Board unanimously approved the election of Mr Fisher as Chairperson.

The Company Secretary then handed over the meeting to Mr Fisher as Chairperson.

1.3 Election of Vice Chairperson

Presenter: Chairperson

The Chair advised that Mr Gallacher expressed his willingness to stand as Vice Chairperson and no other nominations were received, therefore, the Chair nominated Mr Gallacher to be elected as Vice Chairperson.

Agreed: The Board unanimously approved the election of Mr Gallacher as Vice Chairperson.

1.4 Election of Fife Housing Group Yourplace Limited (subsidiary) Chairperson

Presenter: Chairperson

The Chair advised that Mr McAulay indicated his willingness to stand as Chair for a further year.

Agreed: The Board unanimously approved the election of Mr McAulay as Chair of Fife Housing Group Yourplace Limited.

1.5 Election of Convener of Audit and Risk Committee

Presenter: Chairperson

The Chair advised that Mr Gallacher indicated his willingness to stand as Convener for a further year.

Agreed: The Board unanimously approved the election of Mr Gallacher as Convener of the Audit and Risk Committee.

1.6 Welcome and Apologies

Presenter: Chairperson

The Chair welcomed everyone to the meeting and apologies were received from Mr McAulay, Mr Brian Gallacher, Mr Lynne Pascal and Mr Ron Eldridge.

The Chair advised that Mr Gary Keddie has stood down from the Board due to conflicting work time commitments.

1.7 Declarations of Interest

Presenter: Chairperson

The CE, DoO, DoFGA, DoH and CEGA declared an interest in item 2.1 and it was agreed that they would leave the meeting while discussions took place and the CEGA would remain in the meeting to record the minutes.

1.8 Minute of the previous meeting 13 August 2024

Presenter: Chairperson

Agreed: The minutes of the previous meeting were approved.

1.9 Matters Arising

Presenter: Chairperson

There were no matters arising not already on the agenda.

1.10 Action points

Presenter: Chief Executive

This item was discussed and there were no further updates.

2 For Decision

2.1 CONFIDENTIAL: Benchmarking Report

Presenter: Chairperson

The CE, DoO, DoFGA and DoH left the meeting at this point.

The Chair advised that this report provides an update and summary on the financial impact of the decisions taken at the Special Board Meeting held on 2 July 2024 and further verbal update discussion at the Board meeting held on 13 August 2024.

The Convener of the Benchmarking Working Group (Chair) seeks a further decision from the Board. To ensure fairness and consistency across colleagues the following approach is proposed for office colleagues:

- Apply a 50% uplift towards the median benchmarking salary (set out in Table 2 of the paper presented to the Special Board Meeting on 2 July 2024), this will mean that for those colleagues who are already at the median and above there will be no uplift to salary levels as a result of this current review.

As we know, there are issues with the granularity of the current office colleague job descriptions for the Board to fully use the benchmarking data. To address this the Board will:

- Complete the job evaluation exercise, to develop individual role responsibilities to work out the relative importance of different jobs which will be used to determine salary levels, as quickly as possible; and
- The agreed evaluated roles will be used to re-assess against new benchmarking data to determine any further uplifts that are required using the same “uplift to 50% of the median” approach

Once the points above are concluded another report will be presented to the Board with recommendations.

Board members confirmed they were happy with the proposals and there was a discussion on when the second review is scheduled to take place. The Chair suggested that this would be in place as discussed at the Benchmarking Working Group by 1 April 2028.

A Board member commented that it is important that there is a difference between equality and equity for roles and that roles are not being discriminated against by applying the same approach. The Board member added that consistency is a great approach but we must ensure that it is fair.

[REDACTED]

The CE, DoO, DoFGA and DoH joined the meeting at this point.

The Chair summarised the position and the CE confirmed that she would arrange for a timetable to be prepared for the job evaluation to be presented at the December board meeting.

Agreed: The Board approved the decisions taken in section 2 of the report with effect from 1 September 2024.

2.2 Standing Committees for 2024/25

Presenter: Chairperson

The Board considered and approved the composition of the three committees and the appropriately nominated members.

Audit and Risk	Colleague & Governance	Emergency
Brian Gallacher (Convenor)	Lynne Pascal	Brian Fisher
Ron Eldridge	Brian Gallacher	Brian Gallacher
James Wilson	Chris Gray	Stephen Clark
Rhodri Davies	Brian Fisher	Chris Gray
Juliet Hamilton-Lee	Kirsty Noble	

Agreed: The Board approved the Committee structure for 2024/2025.

2.3 Board Annual Assurance Statement

Presenter: Chairperson

The Chair advised that the Annual Assurance Statement (AAS) confirms that the Board have reviewed and assessed a comprehensive bank of evidence to support the Statement that Fife Housing Group is compliant with all areas and is working towards compliance with Electrical Installation Condition Reports (EICR).

There was a discussion about the approval of the evidence bank by the Audit and Risk Committee and the CEGA confirmed that all evidence items are available on ibabs for Board members to view.

It was agreed to change the salutation of the letter and hold the submission of the Assurance Statement to the 31 October 2024

deadline to allow the potential to complete more EICRs from 2023/24.

Agreed: The Board approved the Annual Assurance Statement subject to the salutation amendment and to delay the submission until nearer the deadline.

2.4 Leave of Absence (verbal)

Presenter: Chairperson

The Chair advised that Mr Ron Eldridge is seeking a leave of absence for up to 6 months for personal reasons.

Agreed: The Board approved the leave of absence.

3 Other

3.1 AOCB

Investor In People (IIP) Platinum

The DoO confirmed that she is pleased to advise that we have retained our IIP Platinum status. A Board member who attended the recent colleague conference commented that they were impressed to see how colleagues interacted as a team and it was evident that there is a focus on colleague wellbeing.

3.2 Date of next meeting

Tuesday 10 December 2024 @ 10 am – 12 pm followed by a Christmas lunch at 2 pm
Pitbauchlie House Hotel