

**Minute of meeting of River Clyde Homes' Board
held via Skype for Business on Tuesday 26th May 2020 at 5.30pm**

	Name	Designation
Present	Jillian Moffat (JM) Marilyn Beveridge (MB) Graeme Brooks (GB) Chris Curley (CC) Jenny Speck (JS) (from item 4.1) Gillian McLees (GMcL) Tom Ferrier (TF) John Quinn (JQ) Jenny Speck (JS)	Board Member (Chair) Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member
Apologies	Antony Smith (AS)	Board Member
Others in Attendance	Richard Turnock (RT) Sandra McLeod (SMcL) Christopher Morgan (CM) Siobhan O'Kane (SO) Aileen Metcalfe (AM) (up to item 5.3 only) Colin Donnelly (up to item 4.3 only) David McIndoe (up to item 5.2 only)	CEO Executive Director HFS Chair Minute Taker Head of Finance & Legal Services Head of Business Performance Services Head of Asset Management

1. Sederunt, welcome introduction and apologies

JM welcomed all and sederunt as outlined above.

2. Declarations of Interest

The Board noted the declarations of interest made by JM and CM related to their positions on the subsidiary company Board.

3.1 Minute and Confidential Minute of Board Meeting held 31st March 2020

The Board:

- **Approved the minutes as a true record.**

3.2 Action Tracker

Board

The Board noted that this action has been postponed until further notice.

Audit and Risk Committee

The Board was advised that the outstanding action has been completed.

Social Landlord and Operations Committee

The Board was advised that action 2 will be presented to the Committee in July and action 3 has been postponed until further notice.

4.1 ARC Submission and other Regulatory Returns 2019/20

4.1.1 This item was supplemented by a presentation outlining ARC performance highlights and the timeline for submission to the SHR.

4.1.2 Discussions took place in relation to performance figures in certain areas including adaptations; tenancy offers refused; and factoring. The Board was advised of the challenges faced by the organisation in some of these areas and assured of the plans in place to respond to them.

The Board:

- **Noted the Financial Year 2019/20 ARC performance**
- **Approved the submission of the following Regulatory Returns**
 - **ARC return – submission date 31st July 2020**
 - **Loan Portfolio – submission date 31st July 2020**
 - **Five year financial projections – submission date 31st July 2020**
- **Approved that the submission of the above returns, delegated to the Chief Executive RCH Group, to take place in advance of the required deadlines.**

5.2 Asset Management Update (Confidential Item)

Contained in the Confidential Minute.

5.3 Rent and Service Charges Policy

5.3.1 This report was presented to the Board and the next steps and timeline for completion were highlighted. The Board was also directed to the draft policy for consideration contained within the appendix to the report. The Board was further assured of the plan to re-engage with tenants over the next few months with the support of consultants Arneil Johnston who are developing an engagement plan that can be undertaken remotely if required.

5.3.2 A discussion took place in relation to the rent structure and the Board was advised that the intention is to develop a simple model that satisfies rent affordability criteria. The Board highlighted the importance of robust staff training as a key component to delivering and operating the model. Further assurances were given to the Board in respect of the consultation process to ensure that tenants are comfortable with the proposal.

The Board:

- **Noted the draft Rent & Service Charge Policy**
- **Noted the next step to ensure the new rent structure is in place by April 2021**

5.1 Business Resilience Update (Confidential Item)

Contained in the Confidential Minute.

5.4 CEO Update (Confidential Item)

Contained in the Confidential Minute.

5.5 Draft Minute and Confidential Minute of Audit and Risk Committee Meeting on 21st April 2020

The Board:

- Noted the content of the minute to be approved at the next Committee meeting

5.6 Draft Minute and Confidential Minute of Remuneration and Nominations Committee Meeting on 21st April 2020

The Board:

- Noted the content of the minute to be approved at the next Committee meeting

5.7 Draft Minute and Confidential Minute of Social Landlord Operations Committee on 28th April 2020

The Board:

- Noted the content of the minute to be approved at the next Committee meeting.

5.8 Draft Minute and Confidential Minute of HFS Board Meeting on 12th May 2020

The Board:

- Noted the content of the minute to be approved at the next HFS Board meeting.

Date of next meetings

RCH Group Board meeting: 25th August 2020

Committee meetings:

- A&R Committee 21st July 2020
- R&N Committee 21st July 2020
- SLO Committee 28th July 2020