

**Minute of meeting of River Clyde Homes' Board  
held via Microsoft Teams on Tuesday 27<sup>th</sup> November 2020 at 9.00am**

	<b>Name</b>	<b>Designation</b>
<b>Present</b>	Jillian Moffat (JM) Marilyn Beveridge (MB) Graeme Brooks (GB) Chris Curley (CC) Jenny Speck (JS) Tom Ferrier (TF) John Quinn (JQ) Jenny Speck (JS) Christopher Morgan (CM)	Board Member (Chair) Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member
<b>Apologies</b>	Gillian McLees (GMcL)	Board Member
<b>Others in Attendance</b>	Richard Turnock (RT) Sandra McLeod (SMcL)  Mark Robson (MR)  John Wright (JW) (observer)  Freya Lees (FL) (observer)  Siobhan O'Kane (SO)	CEO Executive Director Customer Experience Managing Director Home Fix Scotland Executive Director Group Services Board Support and Development Consultant – North Star Minute Taker

### **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 29<sup>th</sup> September 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.

#### Social Landlord Operations Committee

The Board was advised that action 1 will be presented to the Committee in January 2021; action 2 has been postponed until further notice; and action 3 will be presented to the Committee in February 2021

#### Audit and Risk Committee

The Board was advised that both actions will be presented to the Committee in March 2021.

### **4.1 Annual Assurance Statement**

4.1.1 The Board was directed to the dedicated Annual Assurance section of the Board Sharepoint Site and was reminded that the evidence supporting compliance can be accessed by clicking the links on the compliance checklist document. The Board was also reminded that compliance with the Regulatory Standards is embedded in the business processes and continues to feature as a standing agenda item at the Audit & Risk Committee meetings.

#### **The Board:**

- **Approved the Annual Assurance Statement attached at Appendix 1;**
- **Noted the Compliance Checklist attached at Appendix 2**

### **4.2 General Membership Applications (Confidential Item)**

Contained in the Confidential Minute.

### **4.3 Board Recruitment (Confidential Item)**

Contained in the Confidential Minute.

### **4.4 Customer Senate Scrutiny Exercise**

4.4.1 The Board was presented with the Customer Senate Report and was advised that management has confirmed that the recommendations are achievable. The Board was also advised that the Customer Senate will be invited to join the SLOC meeting in January for presentation by management of the action plan for implementation of the recommendations.

#### **The Board:**

- **Approved the recommendations made by the Customer Senate subject to incorporation of percentage values.**

### **4.5 Health and Safety Policy**

4.5.1 The Board was presented with this report and advised of the recommendation made by the Remuneration and Nominations Committee to approve the Policy. Confirmation was given that the review resulted in minor amendments to the policy including greater clarity regarding responsibilities and implementation of the 'Plan, Do, Check, Act' management tool.

**The Board:**

- **Approved the draft RCH Group Health and Safety Policy as recommended by the Remuneration and Nominations Committee attached as Appendix 1.**
- **Approved the Health and Safety Policy Statement that the Chair of the Board and the Chief Executive sign on behalf of the River Clyde Homes Group (RCH Group), attached as Appendix 1 to the Policy.**

Post meeting note:

JM approved via email use of her electronic signature on the Policy Statement.

**5.1 Draft Minute and Confidential Minute of Audit and Risk Committee Meeting on 20th October 2020**

**The Board:**

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

**5.2 Draft Minute and Confidential Minute of Social Landlord Operations Committee on 27th October 2020**

5.2.1 Confirmation was given that the minute will be amended prior to formal approval to reflect temporary loss of meeting connection for one of the Committee members.

**The Board:**

- **Noted the content of the minute to be approved at the next Committee meeting subject to the above noted amendment.**

**5.3 Draft Minute and Confidential Minute of Remuneration and Nomination Committee on 11th November 2020**

**The Board:**

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

**Date of next meetings**