

**Minute of meeting of River Clyde Homes' Board  
held via Microsoft Teams on Tuesday 25<sup>th</sup> May 2021 at 5.30pm**

	<b>Name</b>	<b>Designation</b>
<b>Present</b>	Jillian Moffat (JM) Marilyn Beveridge (MB) Chris Curley (CC) Tom Ferrier (TF) John Quinn (JQ) Christopher Morgan (CM) Gillian McLees (GMcL) Charles Thompson (CT) Robert Speir (RS)	Board Member (Chair) Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member
<b>Apologies</b>	Jenny Speck (JS)	Board Member
<b>Others in Attendance</b>	Richard Turnock (RT) John Wright (JW)  Sandra McLeod (SMcL)  Mark Robson (MR)  Stevie McLachlan (StMcL) (for item 5.2 only) Siobhan O'Kane (SO) Dale Walmsley (DW) (up to conclusion of item 5.1 only)	CEO Executive Director Group Services Executive Director Customer Experience Managing Director Home Fix Scotland Head of Customer Experience Minute Taker First Actuarial

### **1. Sederunt, welcome introduction and apologies**

JM welcomed all and sederunt as outlined above.

The Board agreed that item 5.1 would be presented after item 3.2.

### **2. Declarations of Interest**

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

3.2 TF declared an interest in relation to an aspect of the CEO Update at item 5.5. (More detail regarding this is provided in the Confidential Minute.)

### **3.1 Minute and Confidential Minute of Board Meeting held 30<sup>th</sup> March 2021**

**The Board:**

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

### **3.2 Action Tracker**

- 3.2.1 The Board was advised that the action on the Board tracker will remain until Covid-19 guidelines allow for this to take place.
- 3.2.2 Actions on the Social Landlord Operations Committee tracker will be achieved in line with the dates identified.
- 3.2.4 Actions on the Audit & Risk Committee tracker were all completed at the meeting on 23<sup>rd</sup> March 2021.

## **5.1 Pensions Review Update (Confidential Item)**

Contained in the Confidential Minute.

## **4.1 ARC Submission**

- 4.1.1 The Board was given a presentation at the meeting which covered ARC performance highlights including complaints, re-let times, void loss, rent collection and arrears, repairs and SHQS and EESSH compliance.
- 4.1.2 Clarity was sought in relation to the plan to increase the SHQS figures and the Board was reminded of the challenge RCH face in relation to its long term low demand stock and, therefore whilst striving to continue to bring our properties up to this standard, it is also our intention to review our data to ensure all exemptions and abeyances are captured.
- 4.1.3 The Board was assured that the process we adopt to populate the figures for the ARC is robust and generates evidenced based figures.
- 4.1.4 The Board confirmed satisfaction with responses issued by management to questions raised in advance of the meeting.

### **The Board:**

- **Noted the Financial Year 2020/21 ARC performance**
- **Approved the submission of the ARC return.**  
**Submission due date by 31st May 2021**
- **Approved that the submission of the above return, delegated to the Chief Executive RCH Group, to take place in advance of the required deadline**

## **4.2 Financial Regulatory Returns 2020/21**

- 4.2.1 A presentation was given to the Board at the meeting in relation to the financial regulatory returns and covered key highlights regarding the loan portfolio and 5 year financial projections.

### **The Board**

- **Approved the submission of the following Regulatory Returns:**
  - a. **Loan Portfolio – submission date by 31st May 2021**
  - b. **Five-year financial projections – submission date by 31st May 2021**
- **Approved that the submission of the above returns, delegated to the Chief**

**Executive RCH Group, to take place in advance of the required deadlines.**

#### **4.3 Governance Matters**

- 4.3.1 The Board was advised of the main changes to the appraisal document which included incorporation of the collective appraisal for the board and an additional section on providing feedback on the Chair.
- 4.3.2 In respect of the role profiles, the Board was directed to the document with track changes included at appendix 1.
- 4.3.3 The Board was advised that the Chair and Vice Chair have been involved in the document reviews and that this exercise has addressed three actions within our Annual Assurance Action Plan.

#### **The Board**

- **Approved the revised Role Profiles attached at appendix 1**
- **Approved the revised Annual Appraisal Form attached at appendix 2**
- **Approved the removal of previous Chief Executive Kevin Scarlett from the list of authorised signatories for the Royal Bank of Scotland and an addition of Executive Director John Wright and approve the use of the Chair of the Board's electronic signature on the application.**

#### **5.2 Service Review Update (Confidential Item)**

Contained in the Confidential Minute.

#### **5.3 Business Assurance Update**

- 5.3.1 The Board was presented with this report and reminded of the ongoing SHR compliance activity being undertaken within the organisation in relation to Engagement Plan and Annual Assurance requirements. The Board was also reminded of the dedicated area on the Board's Sharepoint site to allow Board members to refer to the Annual Assurance compliance checklist and associated evidence linked to the document and to check progress with associated actions as and when they would like to and that this will give them access to a 'real time' view of progress. A demonstration was provided to the Board during the meeting.
- 5.3.2 The Board was then directed to the next steps which include a Board Annual Assurance Awareness Session taking place in June 2021.
- 5.3.3 An update on the recent Internal and External Audit procurement exercises was provided and confirmation given that Members of the Audit & Risk Committee were involved in the scoring element of the process and the current contractors were successfully re-appointed.

#### **The Board:**

- **Noted the ongoing Scottish Housing Regulator (SHR) compliance activity;**

- Noted the suggested approval process for the Annual Assurance Statement submission for 2021;
- Noted the outcome of a recent procurement exercise to appoint internal and external auditors.

#### **5.4 HFS Update (Confidential Item)**

Contained in the Confidential Minute.

#### **5.5 CEO Update (Confidential Item)**

Contained in the Confidential Minute.

#### **5.6 Draft Minute and Confidential Minute of Audit and Risk Committee Meeting on 23rd March 2021**

**The Board:**

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

#### **5.7 Draft Minute and Confidential Minute of Social Landlord Operations Committee meeting held on 27<sup>th</sup> April 2021.**

**The Board:**

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

#### **6.3 Draft Minute of HFS Board meeting held on 24<sup>th</sup> March 2021**

**The Board:**

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

#### **Date of next meetings**

Tuesday 31<sup>st</sup> August 2021 at 5.30pm

I certify that the above minute has been approved as a true and accurate reflection of the proceedings:

Signed..... (Chair)

Date.....