

**Minute of meeting of River Clyde Homes' Board  
held in hybrid format from RCH Offices at Clyde View via Microsoft  
Teams on Tuesday 23<sup>rd</sup> August 2022 at 5.30pm**

	<b>Name</b>	<b>Designation</b>
<b>Present</b>	Jillian Moffat (JM) (online) John Quinn (JQ) (online) Ellis Barilli (EB) (online) Charles Thompson (CT) (online) Chris Curley (CC) (Clyde View) Graeme Brooks (GB) (Clyde View)	Board Member (Chair) Board Member (Vice Chair) Board Member Board Member Board Member Board Member
<b>Apologies</b>	Christopher Morgan (CM) Heike Noack (HN) Robert Speir (RS) Tom Ferrier (TF) Gillian McLees (GMcL)	Board Member Board Member Board Member Board Member Board Member
<b>Others in Attendance</b>	Richard Turnock (RT) (Clyde View) John Wright (JW) (Clyde View) Stevie McLachlan (SMcL) (Clyde View) Derek Ferguson (DF) (Clyde View) Dale Walmsley (DW) (up to conclusion of item 6.2) (online) Siobhan O'Kane (SO) (Clyde View)	CEO Director Group Services Director Customer Services Managing Director (HFS) First Actuarial  Minute Taker

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

JM welcomed all and sederunt as outlined above.

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

2.1 The Board noted the declarations of interest made by JM, JW and DF related to their positions on the subsidiary company Board.

2.2 The Board also noted the declarations of interest made by all officers present in relation to item 6.2 on the agenda.

### **3.1 Minute and Confidential Minute of meeting held on 24<sup>th</sup> May 2022**

**The Board:**

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

### **3.2 Confidential Minute of meeting held on 3<sup>rd</sup> August 2022**

**The Board:**

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

### **3.3 Action Tracker**

Board:

Actions 1 and 2 – Both actions are on schedule to be achieved within the timescales provided.

Audit & Risk Committee:

Action 1 – confirmation was given that this action will be completed by the end of August.

Action 2 – this action has been completed.

Social Landlord Operations Committee:

Action 1 – this action is currently being progressed and the anticipated completion date will be amended accordingly.

Actions 2 and 3 – both actions are on track to be completed within the timescales provided.

Action 4 – this action is being discussed at item 7.3 on the agenda.

### **4.1 Ratification of Board and Committee approvals**

4.1.1 The Board ratified the Board and Committee approvals as outlined.

### **5.1 Audit & Risk Committee (28<sup>th</sup> July 2022)**

5.1.1 The Board was advised that the main focus for the Committee was to consider the Financial Statements for the Group which were presented by the External Auditor. The Committee concluded that the Financial Statement should be recommended for approval by the Board.

### **5.2 Social Landlord Operations Committee (26<sup>th</sup> July 2022)**

5.2.1 The Board was advised that the Committee considered the standing agenda items and approved two policies that were recently reviewed. The Board was also advised that the Committee requested for the Board to be provided with information regarding Voids and that this is being presented at item 7.3 on the agenda.

### **5.3 Remuneration & Nominations Committee (17<sup>th</sup> August 2022)**

5.3.1 The Board was advised that the recent meeting of the R&N Committee discussed Board recruitment which will be discussed in more detail during agenda item 6.3. The Board was also advised that the Committee was provided details of recent settlement agreements which have been made as a result of VR opportunities available to staff in line with the Board's aspirations to achieve VFM efficiencies.

### **5.4 HFS Board (2<sup>nd</sup> August 2022)**

5.4.1 The Board was advised that the recent meeting of the HFS board focussed on

the Financial Statements and that these were approved following scrutiny by the Audit & Risk Committee.

## **6.1 Approval of Financial Statements 2021/22**

6.1.1 The Board was given a presentation focussing on the basis of accounting, the RCH Group Financial Statements, covenant compliance and HFS Financial Statements. The Board was reminded that the Financial Statements have been reviewed and recommended for approval by the Audit & Risk Committee.

6.1.2 The Board was reminded that the Financial Statements for RCH and HFS will be included within the documentation issued to the General Membership in advance of the AGM.

### **The Board:**

- **Noted the recommendation of the Audit and Risk Committee and approved and signed the Financial Statements for year ended March 2022**
- **Noted the Final Management Report – authored by Armstrong Watson**
- **Noted the Home Fix Scotland Financial Statements (these have already been signed following HFS Board approval).**
- **Approved and signed Letter of Representation**

## **6.2 Pensions Strategy Update (Confidential Item)**

Contained in the Confidential Minute.

## **6.3 Board Membership (Confidential Item)**

Contained in the Confidential Minute.

## **6.4 Lone Working Policy**

6.4.1 This policy was presented and the Board was advised that this is a revised policy that will be applied across the Group.

6.4.2 The Board requested that the policy should be amended slightly to reflect that 'home-working' is an accepted norm now and the difference between home working and lone working should be clarified within the policy.

### **The Board:**

- **Approved the Lone Working Policy for the RCH Group subject to the above amendment.**

## **6.5 Equalities, Diversity and Inclusion Strategy**

6.5.1 The strategy was presented and the Board was reminded of the focus sessions for Board, staff and customers facilitated by the Consultant which informed development of the Strategy. The Board was advised that, if approved, the

Strategy will be published on the RCH website and the action plan will be monitored by Heads of Service.

6.5.2 The Board noted that the Strategy refers to the RCH Group Whistleblowing Policy and requested that a link to access the Whistleblowing Policy should be added to the document.

**The Board:**

- **Approved the Equalities, Diversity and Inclusion Strategy subject to the above amendment.**

## **6.6 Anti-Fraud and Bribery Policy**

6.6.1 The revised policy was presented and the Board was directed to the key changes as outlined within the report.

6.6.2 The Board noted that the policy refers to the RCH Group Whistleblowing Policy and requested that a link to access the Whistleblowing Policy should be added to the document.

**The Board:**

- **Approved the Anti-Fraud and subject to the above amendment.**

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

Contained in the Confidential Minute.

## **7.2 Electric Vehicles Salary Sacrifice Scheme (Confidential Item)**

Contained in the Confidential Minute.

## **7.3 Voids Performance Update (Confidential Item)**

Contained in the Confidential Minute.

## **8. AOB**

There was no other business.

## **Date of next meetings**