

**Minute of meeting of River Clyde Homes' Board
held in hybrid format in River Clyde Homes' office and via Microsoft
Teams on Tuesday 25th March 2025 at 5.00pm**

	Name	Designation
Present	John Quinn (JQ) Elizabeth Taylor (ET) Graeme Brooks (GB) Graham Wallace (GW) Stephen Black (SB)* Heike Noack (HN)* Vera Karaba (VK) Tony Barrie (TB) Francesca Brennan (FB)	Board Member (Chair) Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member
Apologies	Ellis Barilli (EB) Gillian McLees (GMcL) Charles Thompson (CT)	Board Member Board Member Board Member
Others in Attendance	Richard Turnock (RT) Aileen Metcalfe (AM) (up to conclusion of item 7) Stevie McLachlan (SMcL) (up to conclusion of item 7) Andrew Kubski (AK) (up to conclusion of item 7) Siobhan O'Kane (SO) (* represents online attendance)	CEO Director of Group Services Director of Housing Services Director of Property Services Minute Taker
1. Sederunt, welcome introduction and apologies		
1.1 Sederunt as outlined above.		
2. Declarations of Interest		
2.1 The Board noted the declarations of interest made by ET and JQ regarding their positions on the subsidiary company Board.		
3.1 Draft Minute, Confidential Minute and Minute of Board only discussion of meeting held on 4th February 2025		
The Board noted that matters arising from the Board only discussion minute would be considered out with the presence of officers upon conclusion of item 9.		
The Board: <ul style="list-style-type: none"> • Approved the minutes as a true record. 		
3.2 Action Tracker		
Board		

3.2.1 The Board noted that a response had been provided to the Board in advance of the meeting and that this action had therefore been completed and could be removed from the tracker.

Audit & Risk Committee

3.2.2 The Board noted the actions on the tracker and acknowledged management comments that these would be completed within the timescales identified.

Social Landlord Operations Committee

3.2.3 The Board noted the actions on the tracker and acknowledged management comments that these would be completed within the timescales identified.

HFS

3.2.4 The Board noted the actions on the tracker and acknowledged management comments that these would be completed within the timescales identified.

4.1 Ratification of Board and Committee approvals

4.1.1 This report was presented and the Board discussed whether it could be possible to delegate approvals of these particular tenancy allocations to a smaller group of Board members such as members of the SLOC. Confirmation was given that management would seek to confirm the position with regards to this.

The Board:

- **Ratified the approval given for a tenancy allocation to someone connected to one of our people (included within the 'Other Approvals' File in the Board SharePoint site).**

5.1 Minutes of A&R Committee on 4th November 2024

The Board:

- **Noted the minutes.**

5.2 Minutes of R&N Committee Meeting on 23rd January 2025

The Board:

- **Noted the minutes.**

6.1 Health and Safety Update (Confidential Item)

6.1.1 This report was presented and the Board was advised that the new system in place allows us to delve deeper into the statistics to enable robust trend analysis. Assurance was also given that management will work with Board champions to enhance this report further and to ensure information presented to the Board continues to meet Board requirements.

6.1.2 The Board was then directed to the statistics presented within the report.

- 6.1.3 The Board then considered the recent H&S activity including the successful internal audit, training, inspections and risk assessment reviews.
- 6.1.4 With regards to celebrating safety, Board enquired as to how this is celebrated and confirmation given that these are raised during 1:1's and Team Meetings, however, perhaps more wide spread recognition could be considered in the same way we celebrate living our values.
- 6.1.5 The Board then discussed the information that can be provided from the system and confirmation was given that trends and root cause can be reported and this is the same for all contractors as they have the capability to report directly on to our system. The Board noted the importance of ensuring all subcontractors are following this approach.

The Board:

- **Noted the current H&S performance statistics.**
- **Noted the recent H&S activities.**

7.1 Budget and 5 Year Financial Plan 2025/26 (Confidential Item)

- 7.1.1 A presentation was given focussing on the 2024/25 Budget and 5 Year Financial Plan highlights; financial covenants; stress testing and mitigations; facility agreement; and the annual authority to procure (item 7.2). The Board was reminded that this report has been considered and scrutinised by the Audit & Risk Committee.

7.2 Annual Authority to Procure (Confidential Item)

- 7.2.1 This report was presented and the Board was reminded that this had also been considered and scrutinised by the RCH Group Audit & Risk Committee and that it had recommended that this is approved by the Board. The Board was also advised that there are 50 contracts to be procured in 2025/26.

7.3 Corporate Initiatives 2025/26 (Confidential Item)

- 7.3.1 This report was presented and the Board was advised of the detailed business planning process that has informed the Corporate Initiatives for 2025/26. The Board was reminded of the Golden Thread approach taken with regards to business planning and that, in addition to the Corporate Plan, there are separate directorate level plans containing a broader range of priorities and actions over 2025/26.
- 7.3.2 The Board was advised that, if approved, the Corporate Initiatives and the Golden Thread will be communicated to all staff. The Board discussed this communication to staff as it is important that staff understand that the Board inform these priorities and that these are generated from discussions at the annual Board Strategy Event.

7.4 Governance Matters (Confidential Item)

7.4.1 The Board was taken through all recommendations made within this report in relation to SHR matters, progress with the Board Training and Development Plan, approval of a Power of Attorney for RCH, awareness of upcoming annual Board Appraisals and the change of classification of Board and Committee reports. Views were also sought from the Board with regards to recording of Board and Committee minutes to ensure ongoing compliance with SHR guidance.

8.1 Business Assurance Update

8.1.1 This report was presented and the Board was reminded that we will continue to follow the Annual Assurance Focus Plan previously shared with the Board and also included within appendix 2 of the report to ensure timely submission of our Annual Assurance Statement to the SHR in advance of the 31st October deadline. The Board was advised that this will be supplemented with a specific session with regards to tenant and resident safety to given that the SHR has advised that specific assurance will be required in this area.

8.1.2 The Board was reminded that the approach taken to provide assurance is very much a full review on an annual basis involving all members of the Board, however, it is important that the approach continues to meet the requirements of the Board and therefore the plan is flexible to accommodate this.

8.1.3 The Board was also advised that preparations for a timely ARC submission in May 2025 are progressing and that the Return will be presented to the Board in May for approval. The Board was advised that following the SHR's consultation on proposed changes to the ARC, there have been some amendments which will require to be implemented in preparation for our 2025/26 Return and the Board was directed to the amendments as detailed within the report.

The Board:

- **Noted the plan for preparation with regards to submission of our Annual Assurance Statement by 31st October 2025 attached at appendix 2.**
- **Noted the SHR requirements to provide specific assurance on a particular issue in the Annual Assurance Statement for 2025 attached at appendix 3.**
- **Noted the new ARC requirements for 2025/26.**

8.2 CEO Update (Confidential Item)

8.2.1 The Board was provided with an update on a number of activities in relation to staff matters, regulatory matters and key stakeholder activity.

9. AOB

There was no other business.

3.1 Minute of Board only discussion at meeting on 4th February 2025 – matters arising (Confidential Item)

Contained in the Board only Confidential Minute.

Date of next meetings

Date of next RCH Group Board meeting:

Date of next HFS Board meeting:

Date of next Committee meetings:

A&R meeting –

SLOC meeting –