

Strategic Board meeting

Monday, 21 August 2017 at 5.30pm

Conference Room, 7 Pitreavie Court, Dunfermline, KY11 8UU

Attendance: Board Members
Business Leadership Team
Laura Grieve (Secretariat)
Janet Hamblin, RSM
Chris Shaw, Shaw Consulting

AGENDA

Chair – Mrs M Garvie

4.30pm: ICT presentation by Chris Shaw

Procedural

1. **Welcome and apologies**
2. **Declaration of Interest**
3. **Minute of the previous meeting – 29 May 2017** *Enc*
4. **Action points** *Enc*

Financial Updates

6. **Audit Findings / Letter of representation** *Enc*
Janet Hamblin, RSM
7. **Financial Statements for the year ended 31 March 2017** *Enc*
Janet Hamblin from RSM / Fiona Nicholl

Standing Item Updates

8. **Chairpersons report – verbal**
Maureen Garvie
9. **Chief Executive's report (standing item)** *Enc*
Nicki Donaldson
10. **Audit & Risk committee update (standing item)**
Derek Adam
11. **Loan Covenants update (standing item)** *Enc*
Fiona Nicholl

For decision

12. **Confidential Item** *Enc*
Kevin Lynch
13. **Lochgelly office lease** *Enc*
Nicki Donaldson
14. **Standing Orders & Financial Rules** *Enc*

Su Bramley

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| 15. Confidential Item | <i>Enc</i> |
| <i>Nicki Donaldson</i> | |
| 16. Governance expenses policy | <i>Enc</i> |
| <i>Nicki Donaldson</i> | |
| 17. Company secretary | <i>Enc</i> |
| <i>Fiona Nicholl</i> | |
| 18. Board Membership - Retirement, Re-election, New membership, Applications and Terminations | <i>Enc</i> |
| <i>Fiona Nicholl</i> | |
| 19. Allocations policy | <i>Enc</i> |
| <i>Su Bramley</i> | |
| 20. Human Resources strategy | <i>Enc</i> |
| <i>Caroline O'Donnell</i> | |

For noting

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| 21. Management accounts for the period ending 30 June 2017 | <i>Enc</i> |
| <i>Fiona Nicholl</i> | |
| 22. Performance Dashboard | <i>Enc</i> |
| <i>Su Bramley</i> | |
| 23. Colleague Conference feedback | <i>Enc</i> |
| <i>Caroline O'Donnell</i> | |
| 24. Operational plan | <i>Enc</i> |
| <i>Nicki Donaldson</i> | |
| 25. Register of Deeds | <i>Enc</i> |
| <i>Nicki Donaldson</i> | |
| 26. Health & Safety Annual Update | <i>Enc</i> |
| <i>Kevin Lynch</i> | |
| 27. Meeting minutes for homologation | |
| <ul style="list-style-type: none">• RBS Special Board meeting minutes – 12.06.17• Emergency Board meeting / Action Points 20.07.17• Emergency committee meeting – 30.06.17 | <i>Enc</i> |
| 28. Minutes for noting | |
| <ul style="list-style-type: none">• Health & Safety meeting minutes – 20.06.17 | <i>Enc</i> |

Other

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| 29. AOCB | <i>Enc</i> |
| 30. Date of next meeting: | |
| Monday, 18 September 2017 at 6.00pm | |
| Conference Room, 7 Pitreavie Court, Dunfermline, KY11 8UU | |

Agenda contact:

Nicki Donaldson, Chief Executive, Tel: 01383 608175