

Strategic Board meeting

Monday, 27 November 2017 at 5.30pm

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

Attendance: Board Members
Business Leadership Team
Laura Grieve (Secretariat)

AGENDA

Chair – Mrs Garvie

4.45pm: Optional Boardbookit training by Laura Grieve

Procedural

1. Welcome and apologies
2. Declaration of Interest
3. Minute of the previous meeting held 23 October 2017 *Enc*
4. Action points *Enc*

Updates

5. Chairpersons report – verbal
Maureen Garvie
6. Chief Executive's report (standing item) *Enc*
Nicki Donaldson
7. Audit & Risk committee update from August meeting *Verbal*
Derek Adam
8. Risk Management update *Enc*
Nicki Donaldson
9. Management Accounts for period ending September 2017 *Enc*
Fiona Nicholl
10. Loan Covenants update (standing item) *Enc*
Fiona Nicholl

For Decision

11. Co-Option of PACT Member *Enc*
Nicki Donaldson
12. Confidential Item *Enc*
Caroline O'Donnell
13. Eco House *Enc*
Su Bramley
14. Confidential Item *Enc*
Fiona Nicholl
15. Membership and Terminations *Enc*
Fiona Nicholl
16. Membership Policy *Enc*

- Fiona Nicholl*
- 17. Bad Debt Write Off** *Enc*
Fiona Nicholl
- 18. Openess and Confidentiality** *Enc*
Su Bramley
- 19. Standing Orders and Financial Rules** *Enc*
Su Bramley
- 20. Complaints Policy** *Enc*
Su Bramley
- 21. PACT Enterprises Limited** *Enc*
Nicki Donaldson

For Noting

- 22. Final Audit Findings** *Enc*
Fiona Nicholl
- 23. Scrutiny Panel Management Response** *Enc*
Su Bramley
- 24. Investors In People Report and Action Plan** *Enc*
Caroline O'Donnell
- 25. Operational Workplans** *Enc*
Nicki Donaldson
- 26. Register of Deeds** *Enc*
Fiona Nicholl
- 27. Minutes for noting:**
- PACT meeting minutes August 2017 *Enc*
 - Health & Safety meeting minutes September 2017 *Enc*
- Minutes for homologation** *Enc*
- Decision by email 11 October 2017

Other

- 28. AOCB:**
Board Away Day – 4 December @ Pitbauchlie House Hotel,
8.30am-4pm
- 29. Date of next meeting:**
Monday, 05 February 2018 at 5.30pm
Conference Room, 7 Pitreavie Court, Dunfermline, KY11 8UU

Agenda contact:

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