

Strategic Board meeting

Monday, 20 August 2018 at 4.00pm

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

Attendance: Board Members
Business Leadership Team
Laura Grieve (Secretariat)
Janet Hamblin (RSM, auditor – item 6 & 7 only)

AGENDA

Chair – Mrs M Garvie

Procedural

- | | |
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| 1. Welcome and apologies | <i>Verbal</i> |
| 2. Declaration of Interest | <i>Verbal</i> |
| 3. Minute of the previous meeting | <i>Enc</i> |
| 4. Matters Arising | <i>Verbal</i> |
| 5. Action points | <i>Enc</i> |

Updates

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|---|---------------|
| 6. Financial Statements for the year ended 31 March 2018
<i>Su Bramley/Janet Hamblin from RSM</i> | <i>Enc</i> |
| 7. Final Audit Findings / Letter of representation
<i>Janet Hamblin, RSM</i> | <i>Enc</i> |
| 8. Chairpersons report
<i>Maureen Garvie</i> | <i>Verbal</i> |
| 9. Chief Executive's report (standing item)
<i>Nicki Donaldson</i> | <i>Enc</i> |
| 10. Loan Covenants update (standing item)
<i>TBC</i> | <i>Enc</i> |
| 11. Management Accounts for period ending 30 June 2018
<i>TBC</i> | <i>Enc</i> |
| 12. Performance Dashboard
<i>Su Bramley</i> | <i>Enc</i> |

For Decision

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| 13. Asset Management Strategy
<i>Su Bramley</i> | <i>Enc</i> |
| 14. Repairs & Maintenance Policy
<i>Caroline O'Donnell</i> | <i>Enc</i> |
| 15. Board Membership
<i>Nicki Donaldson</i> | <i>Enc</i> |

For Noting

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|---|---------------|
| 16. Company Secretary Report
<i>Nicki Donaldson</i> | <i>Enc</i> |
| 17. Register of Deeds (standing item)
<i>TBC</i> | <i>Enc</i> |
| 18. Corporate Social Responsibility Action Plan
<i>Su Bramley</i> | <i>Enc</i> |
| 19. Colleague Conference feedback
<i>Caroline O'Donnell</i> | <i>Enc</i> |
| 20. Operational workplans Q1 update
<i>Nicki Donaldson</i> | <i>Enc</i> |
| 21. Notiable Events (standing item)
<i>TBC</i> | <i>Verbal</i> |
| 22. Meeting minutes for homologation | |
| • Colleague and Governance Committee – 19 March 2018 | <i>Enc</i> |
| • Colleague and Governance Committee – 30 May 2018 | <i>Enc</i> |
| • Policy Approvals – 1 May 2018 | <i>Enc</i> |
| • PACT meeting – 14 May 2018 | <i>Enc</i> |
| • Audit and Risk Committee meeting – 3 May 2018 | <i>Enc</i> |
| • Virtual meeting (Allocation of Property) 8 May 2018 | <i>Enc</i> |
| • Change in Company Secretary – 12 July 2018 | <i>Enc</i> |
| 23. Minutes for noting | |
| • Health & Safety meeting minutes – March & June 2018 | <i>Enc</i> |

Other

- 24. AOCB**
- 25. Date of next meeting:**
Monday 17 September 2018 at 6pm
Conference Room, 7 Pitreavie Court, Dunfermline, KY11 8UU