



## Strategic Board meeting

Monday, 19 November 2018 at 4.00pm

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

**Attendance:** Board Members  
Business Leadership Team  
Laura Grieve (Secretariat)  
Shirley MacDonald (Project Accountant)

### AGENDA

Chair – Miss Helen Boath

#### Procedural

1. **Board only time (15 mins)**
2. **Welcome and apologies** *Verbal*  
Maureen Garvie.
3. **Declaration of Interest** *Verbal*
4. **Minute of the previous meeting held 17 September 2018** *Verbal*
5. **Matters Arising** *Verbal*
6. **Action points** *Verbal*

#### For Update

8. **Chairpersons report** *Verbal*  
*Helen Boath*
9. **Audit & Risk committee update from August meeting** *Verbal*  
*Derek Adam*
10. **Management Accounts for period ending 30 September 2018** *Enc*  
*Derek Banks*
11. **Performance Dashboard** *Enc*  
*Su Bramley*

#### For Decision

12. **Refinancing Progress** *Enc*  
*Shirley MacDonald / Derek Banks*
13. **Rent Consultation** *Enc*  
*Su Bramley*
14. **Bad Debt Write Off** *Enc*  
*Derek Banks*
15. **Membership and Terminations** *Enc*

*Derek Banks*

**16. Pensions Review**

*Derek Banks*

*Enc*

**17. Boardbookit policies for approval**

- Anti-Fraud Policy
- Treasury Management Policy

*Enc*

*Enc*

*Derek Banks*

**For Noting**

**18. Governance Review**

*Nicki Donaldson / Derek Banks*

*Enc*

**19. Final Audit Findings**

*Derek Banks*

*Enc*

**20. Register of Deeds (standing item)**

*Derek Banks*

*Enc*

**21. Operational workplans Q2 update**

*Nicki Donaldson*

*Enc*

**22. Minutes for homologation:**

- Business Plan Approval – 21 September 2018
- Asset Management Approval – 24 September 2018

*Enc*

*Enc*

**23. Minutes for noting**

- Health & Safety meeting minute from September 18
- PACT meeting – August 2018
- Audit and Risk Committee meeting – August 2018

*Enc*

*Enc*

*Enc*

**Other**

**24. AOCB**

**25. Date of next meeting:**

Wednesday, 12 December 2018 at 9am

Keavil House Hotel, Crossford, Dunfermline KY12 8NN