

## Strategic Board meeting

Monday, 04 February 2019 at 4pm

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

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

### AGENDA

Chair – Mrs M Garvie

#### Procedural

1. **Welcome and apologies** *Verbal*
2. **Declaration of Interest** *Verbal*
3. **Minute of the previous meeting held 12 December 2018** *Enc*
4. **Matters Arising** *Verbal*
5. **Action points** *Enc*

#### Updates

6. **Chairpersons report** *Verbal*  
*Maureen Garvie*
7. **Chief Executive's report (standing item)** *Enc*  
*Nicki Donaldson*
8. **Audit & Risk committee update from November meeting (standing item)** *Verbal*  
*Derek Adam*
9. **Governance Report** *Enc*  
*Nicki Donaldson*
10. **Management Accounts for period ending 31 December 2018** *Enc*  
*Derek Banks*

#### For Decision

11. **CONFIDENTIAL** *Enc*  
*Derek Banks*
12. **Policies for approval:**
  - Service Charge Policy – *Su Bramley* *Enc*
  - Social Corporate Responsibility Policy – *Su Bramley* *Enc*
  - Colleague Handbook – *Caroline O'Donnell* *Enc*

#### For Noting

13. **Performance Dashboard**  
*Su Bramley*
14. **Register of Deeds** *Enc*  
*Derek Banks*

**15. Operational Workplan Quarter 3** *Enc*  
*Nicki Donaldson*

**16. Notiable Events (standing item)** *Enc*  
*Derek Banks*

**17. Minutes for noting**  

- Health and Safety meeting 13 December 2018 *Enc*
- PACT Meeting held 21 January 2018 *Enc*

**For Homologation**

**18.**

- Audit and Risk Committee 29 November 2018 *Enc*

**Other**

**19. AOCB**

**20. Date of next meeting:**  
Monday, 25 March 2019 at 4pm  
Conference Room, 7 Pitreavie Court, Dunfermline, KY11 8UU