

## Strategic Board meeting (post AGM) Meeting minutes

<b>Date</b>	13/09/2021
<b>Time</b>	17:50 - 18:10
<b>Location</b>	Zoom
<b>Chair</b>	Company Secretary to start then Chair once appointed
<b>Explanation</b>	Present: Miss Helen Boath - Board Member Mrs Sandra Stock - Board Member Mr Martin Fleming - Board Member Mrs Lynne Pascal - Board Member Mr Colin Miller - Board Member Mr Ron Eldridge - Board Member Mrs Fiona Barr - Board Member Mr Laurie Boles - Board Member Mr Stephen Clark - Board Member Mrs Esther Robertson - Board Member

In attendance:  
Mrs Nicki Donaldson - Chief Executive (CE)  
Mr Derek Banks - Director of Finance, Governance and Assets (DoFGA), Company Secretary  
Mrs Caroline O'Donnell - Director of Operations (DoO)  
Miss Laura Grieve - Chief Executive and Governance Assistant (CEGA)

### 1 Procedural

*Minutes:*

Mr Banks, Company Secretary, took the Chair and welcomed everyone to the meeting.

#### 1.1 Election of Chairperson

Presenter: Company Secretary

*Minutes:*

Miss Boath declared her willingness to remain as Chairperson for the coming year. There were no other nominations.

Agreed: The Board unanimously approved Miss Boath as Chairperson.

## **1.2 Election of Vice Chairperson**

Presenter: Chair

*Minutes:*

Mrs Stock declared her willingness to remain as Vice Chairperson for the coming year. There were no other nominations.

Agreed: The Board unanimously approved Mrs Stock as Vice Chairperson.

## **1.3 Election of PACT Enterprises Limited (subsidiary) Chairperson**

Presenter: Chair

*Minutes:*

Mrs Stock declared her willingness to remain as Chairperson for the coming year. There were no other nominations.

Agreed: The Board unanimously approved Mrs Stock as Chairperson for PACT Enterprises Limited.

## **1.4 Election of Audit and Risk Committee Convener**

Presenter: Chair

*Minutes:*

Mr Boles declared his willingness to stand as Convener for the coming year. There were no other nominations.

Agreed: The Board unanimously approved Mr Boles as Audit and Risk Committee Convener.

## **1.5 Welcome and Apologies**

Presenter: Chair

Apologies were received from Mr Derek Adam, Mr Brian Gallacher and Mrs Beverley Graham.

## **1.6 Declaration of Interest**

Presenter: Chair

*Minutes:*

There were no declarations of interest received.

## **1.7 Minute of the previous meeting 16 August 2021**

Presenter: Chair

*Minutes:*

There were no amendments to the previous meeting minute.

Agreed: The minutes from the previous meeting were unanimously approved.

**1.8 Matters Arising**

Presenter: Chair

**1.9 Action points**

Presenter: Chief Executive

*Minutes:*

The Chief Executive advised that all actions are due to be completed within the agreed timescales.

**2 For Decision**

**2.1 Standing Committees for 2021/22**

Presenter: Chief Executive and Governance Assistant

<b>Audit and Risk</b>	<b>Colleague &amp; Governance</b>	<b>Emergency</b>
Laurie Boles (Convenor)	Sandra Stock (Convenor)	Sandra Stock (Convenor)
Derek Adam	Colin Miller	Helen Boath
Ron Eldridge	Derek Adam	Stephen Clark
Martin Fleming	Lynne Pascal	Fiona Barr

*Minutes:*

Agreed: The Board considered and unanimously approved the composition of the three committees and the appropriately nominated members.

**2.2 Board Annual Assurance Statement**

Presenter: Chair

*Minutes:*

The Chair asked Members to discuss and approve the attached Annual Assurance Statement (AAS) which was drafted following the meeting held on 30 August 2021.

The Vice Chair invited any Board members who were not present

at the meeting on 30 August 2021 the opportunity to provide any comments or feedback and no comments were received.

Agreed: Board members unanimously approved the AAS 2021 for submission to the Scottish Housing Regulator by the deadline of 31 October 2021.

**3 Other**

**3.1 AOCB**

**3.2 Date of next meeting**

Monday 29 November @ 4pm  
TBC

*Minutes:*

The Chair asked Board members to provisionally hold the full day of 29 November 2021 if possible as it is proposed to hold a Board meeting between 10am - 12pm followed by a Board Christmas lunch.