

## AGENDA ITEM 3.5

### MINUTE OF BOARD MEETING

Wednesday, 14 September 2021 at 7pm, Golden Friendships Community Hall, 18 Nairn Place, Dalmuir, G81 4AU

**Attendance:**

**Board Members:** C Edward (Chair), J Henderson (Vice Chair), G Laurie, I Lennox, K Johnson, L Lester, M Cameron, G Waddell, D McIndoe

**Staff/Advisor(s):** AM Brown, Chief Executive, acting Chairperson for Agenda Item 1 to 3 & Minute taker

ITEM	NOTE	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
<b>1.</b>	<b>APOLOGIES</b> Apologies were received from G Connell, N Gerrard, and M Donnelly is on Leave of Absence.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b> There were no interests declared.	
<b>3.</b>	<b>GOVERNANCE</b>	
<b>3.1</b>	<b>Election of Office Bearers, Sub Committees/Policy Review Working Group membership</b>	
<b>Report Summary</b>	In accordance with the Rule 59.5, the Chairperson and other Office Bearers will be appointed on an annual basis at the next scheduled meeting held after each Annual General Meeting (AGM).  As per Standing Orders, the Board also appoints its Committee and Working Group members and the Chairs of the two Committees at the Board meeting after the AGM.	
<b>Discussion</b>	Office Bearer Nomination forms were issued to Board members in advance of the Board meeting, with members being asked to return completed forms by 12 noon on 7 September 2021.  AM Brown confirmed that C Edward. and J Henderson had been nominated for the position of Chairperson, with the majority of votes being cast in favour of C Edward.  For the position of Vice Chair, J Henderson, K Johnson, and N Gerrard were nominated. AM Brown confirmed that the majority votes cast were in favour of	

J Henderson.

## Decision

### **Chairperson & Vice Chair:**

No other nominations were received for the Chairperson or Vice Chair during the Board meeting. Both C Edward and J Henderson accepted their nominations and were unanimously **elected** by the Board as Chairperson and Vice Chair respectively.

*C Edward took over as Chairperson for the remainder of the meeting.*

### **Audit & Risk Committee**

J Henderson is currently the Chair of Audit & Risk Committee and expressed an interest in continuing. C Edward asked if there were other nominations for Chair of the Committee and there were none. As J Henderson is willing to continue as Chair the Board unanimously **appointed** J Henderson as Chair of Audit & Risk Committee for the year ahead.

The Board also **agreed** the membership for Audit & Risk Committee for the year ahead as: J Henderson (Chairperson), G Laurie, L Lester, I Lennox, G Waddell and D McIndoe. This leaves one position vacant on the Committee.

It was noted that there was an error in the report attached to the agenda, as the report incorrectly noted M Cameron as being a member of Audit & Risk Committee.

### **Staffing Committee:**

L Lester is currently the Chair of Staffing Committee and expressed an interest in continuing. C Edward asked if there were other nominations for Chair of the Committee and there were none. As L Lester is willing to continue as Chair the Board unanimously **appointed** L Lester as Chair of Staffing Committee for the year ahead.

The Board also **agreed** the membership of the Staffing Committee for the year ahead as: L Lester (Chairperson), M Cameron, I Lennox, G Laurie, G Waddell and D McIndoe. This leaves one position vacant on the Committee.

The Board **agreed** that the members who are not already on one of the Committees should be approached by the Chief Executive and asked to consider one of the vacant positions on the two Committees. If the positions remain vacant the Board **agreed** that J Henderson can join the Staffing Committee.

AMB

### **Policy Review Working Group:**

The Board **agreed** the PRWG membership for the year ahead as: G Laurie, C Edward, K Johnson, L Lester, I Lennox and G Connell.

The Board **noted** that the Chairperson of the PRWG will be appointed at the Group's first meeting after the AGM.

<b>Report Summary</b>	To present the finalised meeting schedule for the year ahead to the Board for approval.	
<b>Discussion</b>	<p>It was noted that the dates highlighted in yellow had changed since the last Board meeting in August 2021. AM Brown advised that they would not be attending the Budget Planning session scheduled for 10 November 2021 due to annual leave commitments and similarly, L Lester would not be attending the 26 January 2022 Board meeting.</p> <p>The Board also discussed whether to hold meetings in-person or continue with on-line meetings or have a hybrid approach. AM Brown advised that a hybrid approach was not possible until new technology was installed in the office. Appropriate technology should be installed by early New Year 2022.</p>	
<b>Decision</b>	<p>Following consideration, the Board:</p> <p><b>Agreed</b> the finalised Meeting Schedule for 2021-2022 as attached under agenda item 3.2.</p> <p><b>Agreed</b> to continue with on-line meetings and review early New Year, <b>noting</b> that members will be issued with a Survey Monkey questionnaire about preferences for on-line, in-person or hybrid meetings towards the end of the year.</p>	LG
<b>4.</b>	<b>STAFFING</b>	
<b>4.1</b>	<b>Finance &amp; Corporate Services Team Restructure: Outcome of Consultation</b> <b>Confidential</b>	
<b>Report Summary</b>	The purpose of the report is to present to the Board the recommendations for approval from the Staffing Committee with regard to the outcome of the staff consultation process relating to the Finance & Corporate Services Team (F&CST) restructure proposals.	
<b>Discussion</b>	See confidential Board minute.	
<b>Decision</b>	See confidential Board minute.	
<b>5.</b>	<b>DATE OF NEXT MEETING (S)</b>	
	<p>Meetings due to be held before the next Board meeting on 20 October 2021 @ 6.30pm via Microsoft Teams:</p> <p><b>Audit &amp; Risk Committee:</b> 13 October 2021  <b>PRWG:</b> 27 October 2021  <b>Staffing Committee:</b> 24 November 2021</p> <p>The meeting closed at 8.15 pm</p>	

Signed C Edward Date 20/10/2021

(Chairperson)