

## BOARD OF MANAGEMENT MEETING MINUTE

Wednesday, 15 December 2021 at 6.30pm via video call on Microsoft Teams

### Attendance:

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

**Staff/Advisor(s):** Anne Marie Brown, Chief Executive  
Carla Cameron, Finance and Corporate Services Team Leader  
Arlene Dickson, Care Services Manager  
Graeme Bruce, Finance Agent  
Julie-Ann Cloherty, SHARE (Agenda Item 7.2 only)  
Elaine Byrne, Arneil Johnston (Agenda Item 9.3 only)

Minutes prepared by J Shute, Corporate Services Assistant (Temp) from the meeting recording.

ITEM	NOTE	ACTION
	<p><b>WELCOME AND ORDER OF BUSINESS</b></p> <p>C Edward welcomed everyone to the meeting and advised that items 7.2 and 9.3 have been brought forward.</p> <p>L Lester also advised that they may need to step out during the meeting for 20 minutes.</p>	
1.0	<p><b>APOLOGIES</b></p> <p>Apologies were received from:</p> <p>G Laurie, M Cameron, N Gerrard and D Wilson, Customer Services Team Leader.</p>	
2.0	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Members were asked if there were any declarations of interest.</p> <p>J Henderson declared that they work for Arneil Johnston, although they were not part of the team working on the rent affordability assessment under item 9.3, and that they would leave the meeting during this item if the Board requested it. The Board advised they were happy for J Henderson to remain in the meeting during this item.</p> <p>The Board agreed to discuss items 7.2 &amp; 9.3 earlier in the meeting.</p>	
7.2	<p>Annual Board Appraisal Feedback Report, October 2021 by SHARE</p>	

**Report  
Summary**

[Redacted text block]

[Redacted text block]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

[Redacted text block]

**[Redacted]**

[Redacted text block]

[Redacted text block]

[Redacted text block]

**Decision**

Following consideration, the Board:

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

[Redacted text block]

[Redacted text block]

Discussion

[Redacted text block containing multiple paragraphs of discussion content]

Decision

[Redacted text block containing decision content]

AMB/CC/DW

3.0 MINUTES

3.1 Minute of previous meeting (20 October 2021)

The minutes were approved on a proposal by I Lennox and seconded by K Johnson.



[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

**Discussion**

[Redacted text block]

[Redacted text block]

[Redacted text block]

[REDACTED]

[REDACTED]

[REDACTED]

Decision

[REDACTED]

**5.0 BOARD MATTERS ARISING SCHEDULE**

**Report Summary**

Members were advised that there was only one item to report on - number 21, which is the DOSCG funding for the plot shed from the Flight path fund and apologised that they had not been able to get confirmation about this prior to tonight's meeting.

**Discussion**

It was that we were unable to apply however they are not aware of the criteria and reason why and will confirm at the next meeting.

AD

**Decision**

Following consideration of the update the Board:  
  
**Noted** the Matters Arising Schedule.

**6.0 CHIEF EXECUTIVES PROGRESS UPDATE – CONFIDENTIAL**

See Confidential Minutes.

**7.0 GOVERNANCE**

**7.1 Governance and Financial Management Improvement Plan**

**Report Summary**

The Board were advised that all Board minutes have now been uploaded onto the website. It was also advised that website layout has been amended to ensure

	that the minutes are easier to find.	
	It was also advised that the minutes from 20 October 2021 that were approved at tonight's meeting, will also be uploaded to the website by the end of the week.	
<b>Discussion</b>	No discussion.	
<b>Decision</b>	Following consideration, the Board: <b>Approved</b> the updated GFMIP at <b>Appendix 1</b> .	
<b>7.3</b>	<b>Equality &amp; Human Rights Action Plan – 6 Monthly Update Report</b>	
<b>Report Summary</b>	Members were advised that the feedback has now been received from Wylie Bisset and that they were assured there is now a detailed achievable action plan in place. It was advised that following conversations with the internal auditor, they are happy with the progress and that the draft report is a strong assurance level which is the highest that can be achieved [REDACTED] [REDACTED] [REDACTED]	
<b>Discussion</b>	No discussion.	
<b>Decision</b>	Following consideration, the Board: <b>Approved</b> the updated Equality & Human Rights Action Plan as attached at <b>Appendix 1</b> .	
<b>8.0</b>	<b>STRATEGY</b>	
	No reports.	
<b>9.0</b>	<b>FINANCE</b>	
<b>9.1</b>	<b>Debt Write Offs</b>	
<b>Report Summary</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	
<b>Discussion</b>	No discussion.	
<b>Decision</b>	Following consideration, the Board: <b>Noted</b> the contents of the report. <b>Approved</b> the debt write off contained in <b>Appendix 1</b> [REDACTED].	
<b>9.2</b>	<b>Rent &amp; Service Charge Consultation 2022/2023</b>	
<b>Report Summary</b>	This was discussed in tandem with item 4.2 above.	
<b>Discussion</b>	As per 4.2 above.	AMB/CC
<b>Decision</b>	Following consideration, the Board: <b>Noted</b> the content of this report and appendices. <b>Agreed</b> [REDACTED]	



