



## BOARD MEETING

12 September 2024, at 1.30 pm  
 DoubleTree by Hilton, 34 Bread Street, Edinburgh

### MINUTES

#### Attendance

<b>Board Members In Attendance:</b>	Paul Edie (Chair) Frances Wood (Vice Chair) William Smalley Brian McLaren Robert Fernie Isabel McGarvie Graeme Russell Gillian Merrett Katie Smart David Leaf
<b>Officers In Attendance:</b>	Debbie Collins, Acting Chief Executive Officer Nikki Ritchie, Director of People & Organisational Development Tracey Howatt, Director of Customer Experience Drew Moore, Director of Assets Jonathan Fairgrieve, Governance & Assurance Manager (Minutes)

ITEM	NOTE	ACTION
<b>1.</b>	<b>Appointment of Chair and Vice Chair</b>	
	<p><u>Chair</u>            The Company Secretary sought nominations for the position of Chair. Isabel McGarvie nominated Paul Edie; this was seconded by Graeme Russell. No other nominations were received.            Paul Edie accepted the position and took over as Chair of the meeting.</p> <p><u>Vice-Chair</u>            The Chairperson sought nominations for the position of Vice-Chair. Robert Fernie nominated Frances Wood; this was seconded by David Leaf. No other nominations were received.            Frances Wood accepted the position of Vice-Chair.</p>	
<b>2.</b>	<b>Apologies for Absence</b>	
	Derek Breingan, Margaret Moore, Angus MacRae and Lynne Douglas.	

<b>3.</b>	<b>Declaration of Interest</b>																			
	There were no declarations of interest.																			
<b>4.</b>	<b>Minutes</b>																			
<b>4.1</b>	<b>Approval of the Previous Meeting Minutes</b>																			
	The Minutes of the meeting held on 29 August 2024, having been previously circulated, were approved and signed by the Chair.																			
<b>4.2</b>	<b>Approval of the Previous Meeting Confidential Minutes</b>																			
	The Confidential Minutes of the meeting held on 29 August 2024, having been previously circulated, were approved and signed by the Chair.																			
<b>5.</b>	<b>Governance</b>																			
<b>5.1</b>	<b>Board &amp; Committee Memberships &amp; Corporate Calendar 2025</b>																			
<b>REPORT SUMMARY</b>	The report asked the Board to consider and approve the membership of the Committees of the Board and appoint a Chair for each Committee for 2024/25 until the next AGM. The annual schedule of meetings 2025 was set out for consideration and approval.																			
<b>DISCUSSION</b>	<p>Members were content with the proposed Committee membership as follows:</p> <table border="1" data-bbox="416 952 1273 1272"> <thead> <tr> <th><b>Business Development</b></th> <th><b>Audit, Performance &amp; Risk</b></th> <th><b>People</b></th> </tr> </thead> <tbody> <tr> <td><b>Angus MacRae (Chair)</b></td> <td><b>David Leaf (Chair)</b></td> <td><b>Brian McLaren (Chair)</b></td> </tr> <tr> <td>Frances Wood</td> <td>Graeme Russell</td> <td>Robert Fernie</td> </tr> <tr> <td>Robert Fernie</td> <td>Isabel McGarvie</td> <td>William Smalley</td> </tr> <tr> <td>Gillian Merrett</td> <td>Margaret Moore</td> <td>Derek Breingan</td> </tr> <tr> <td>Paul Edie</td> <td>Katie Smart</td> <td></td> </tr> </tbody> </table> <p>The Board agreed that both Tenant Board Members, Gillian Merrett and William Smalley, would remain on the Partnership Forum as Board representatives</p> <p>Following a discussion on the timings and days of Board and Committee meetings, it was agreed the Governance &amp; Assurance Manager would conduct a survey of Board Members to understand availability.</p>	<b>Business Development</b>	<b>Audit, Performance &amp; Risk</b>	<b>People</b>	<b>Angus MacRae (Chair)</b>	<b>David Leaf (Chair)</b>	<b>Brian McLaren (Chair)</b>	Frances Wood	Graeme Russell	Robert Fernie	Robert Fernie	Isabel McGarvie	William Smalley	Gillian Merrett	Margaret Moore	Derek Breingan	Paul Edie	Katie Smart		GAM
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<b>DECISION</b>	<p><b>The Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Approved the membership of the Committees of the Board;</b></li> <li>• <b>Approved the Board representation at the Partnership Forum;</b></li> <li>• <b>Elected Chairs for each Committee; and</b></li> <li>• <b>Agreed a survey regarding the timings of Board &amp; Committee Meetings during 2025 be issued to Board Members.</b></li> </ul>																			
<b>6.</b>	<b>Any Other Business</b>																			
	No business discussed.																			

7.	Date of Next Meeting – 23 August 2024	
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