



## BOARD MEETING

23 October 2024

Board Room, 79 Hopetoun Street, Edinburgh at 3 pm

### MINUTES

#### Attendance

<b>Board Members In Person:</b>	Paul Edie (Chair) William Smalley David Leaf Brian McLaren Robert Fernie Isabel McGarvie Graeme Russell Gillian Merrett
<b>Board Member Via Teams:</b>	Angus MacRae
<b>Officers:</b>	Debbie Collins, Acting Chief Executive Officer Tracey Howatt, Director of Customer Experience Drew Moore, Director of Assets Jim Aird, Interim Director of Finance Jonathan Fairgrieve, Governance & Assurance Manager
<b>Officer via Teams:</b>	Nikki Ritchie, Director of People & OD
<b>In Attendance via Teams:</b>	Freya Lees, North Star
<b>Admin:</b>	Michelle Breen (Minutes)

The Chair advised there would be a half hour Board only time at end of meeting as recommended in Governance review.

ITEM	NOTE	ACTION
<b>1.</b>	<b>Apologies for Absence</b>	
	Apologies were offered on behalf of Frances Wood (Vice Chair), Margaret Moore, Derek Breingan, Katie Smart and Lynne Douglas (Chief Executive Officer).	
<b>2.</b>	<b>Declaration of Interest</b>	
	William Smalley declared an interest at item 4.1.	
<b>3.</b>	<b>Minutes</b>	
<b>3.1</b>	<b>Approval of the Previous Meeting Minutes</b>	
	The Minutes of the meeting held on 12 September 2024, having been previously circulated, were approved and signed by the Chair.	

<b>4.</b>	<b>Governance</b>	
<b>4.1</b>	<b>Confidential - Redacted</b>	
<b>4.2</b>	<b>Confidential - Redacted</b>	
<b>4.3</b>	<b>Confidential - Redacted</b>	
<b>4.4</b>	<b>Confidential - Redacted</b>	
<b>4.5</b>	SHR Annual Assurance Statement	
<b>REPORT SUMMARY</b>	<p>This report set out the 2024 Annual Assurance Statement for Bield for approval by Board. The Board must be satisfied that Bield are compliant with all requirements as detailed in the SHR Regulatory Framework, published on 1 April 2024.</p> <p>The Annual Assurance Statement must be approved by Board and submitted to SHR no later than 31 October each year.</p>	
<b>DISCUSSION</b>	<p>The Governance and Assurance Manager confirmed Board agreed the comprehensive evidence bank; with highlighted changes in red from Board consultation. The improvement plan will provide ongoing assurance and will be contained within the Governance Report on a regular basis at Board meetings. It was noted SHR required the Annual Assurance Statement and not the evidence bank.</p> <p>A Board member requested assurance if the evidence bank was challenged there would be no issues. The Governance &amp; Assurance Manager assured Board the SFHA Assurance Toolkit was used as a base and everything suggested was included in the evidence bank, as well as additional evidence and assured the Board there would be no areas of concerns. The recently completed Governance review also provides assurance.</p> <p>Following a query, the Acting Chief Executive confirmed a register of policies will be shared at the November Board meeting. The key document approval process is underway.</p> <p>A Board Member asked if there is a formal contracts register. The Acting Chief Executive Officer confirmed there is a procurement contracts register, overseen by our Procurement Manger and there is a Risk Register in place.</p> <p>A Board member thanked the staff for pulling the Annual Assurance statement and supporting evidence together.</p>	Governance & Assurance Manager
<b>DECISION</b>	<p>The Board:</p> <ul style="list-style-type: none"> <li>• <b>approved</b> the Annual Assurance Statement 2024;</li> <li>• <b>noted</b> the Annual Assurance Statement Evidence Bank;</li> <li>• <b>noted</b> the Annual Assurance Statement Improvement Plan; and</li> </ul>	

	<ul style="list-style-type: none"><li>• <b>authorised</b> the Chair of the Board to sign the Annual Assurance Statement on behalf of the Board for submission to the Scottish Housing Regulator by the end of October 2024.</li></ul>	
<b>5.</b>	<b>Any Other Business - Redacted</b>	
<b>6.</b>	<b>Date of Next Meeting – 25 November 2024</b>	