



BOARD MEETING

07 March 2024

Via Teams

MINUTES

Attendance

Board Members:	Paul Edie (Chair) Angus MacRae David Leaf Robert Fernie Isabel McGarvie Graeme Russell
Officers:	Debbie Collins Andrea Paterson Nikki Ritchie Tracey Howatt Drew Moore
Admin:	Mariana Eaton (Minutes)

ITEM	NOTE	ACTION
1.	Apologies for Absence	
	<p>Board members: Margaret Moore, William Smalley, Derek Breingan, Dougie Peters, Frances Wood and Brian McLaren.</p> <p>Officers: Lynne Douglas (CEO)</p> <p>The Chair advised that Cath Strachan has tendered their resignation from the Board. The Board expressed gratitude for their contribution thus far.</p> <p>The Chair welcomed the new Director of Assets and thanked the Interim Director of Business Development for all their contribution, as this was their last Board meeting.</p>	
2.	Declaration of Interest	
	<p>All Officers present declared interest in relation to Agenda Item 6.3 Pay Uplift report.</p> <p>The Interim Director of Business Development declared interest in relation to Agenda Item 7.3 Confidential – Redacted.</p>	

3.	Minutes	
3.1	Approval of Confidential Minutes	
	The Confidential Minutes of the meeting held on 25 January 2024, having been previously circulated, were approved and signed by the Chair.	
3.2	Approval of Minutes	
	The Minutes of the meeting held on 25 January 2024, having been previously circulated, were approved and signed by the Chair.	
3.3	Action List	
	The Board reviewed and updated the Action list.	
4.	Strategy & Business Plan	
4.1	Confidential - Redacted	
4.2	Confidential - Redacted	
4.3	Confidential - Redacted	
4.4	Confidential - Redacted	
4.5	Confidential - Redacted	
5.	Audit, Performance and Risk Committee	
5.1	Minutes of Meeting held on 16 November 2023	
	The Minutes of the meeting held on 16 November 2023, having been previously circulated, approved and signed by the Committee Chair, were noted by the Board.	
5.2	Confidential Minutes of Meeting held on 16 November 2023	
	The Confidential Minutes of the meeting held on 16 November 2023, having been previously circulated, approved and signed by the Committee Chair, were noted by the Board.	
5.3	Update from Audit Performance and Risk Committee Chair 22 February 2024	
REPORT SUMMARY	<ul style="list-style-type: none"> • The Chair of the Audit Performance and Risk Committee gave a verbal update of the discussion at the February Committee meeting. Minutes of the meeting would be available for review once approved by the Committee. • The following was discussed at the February meeting: <ul style="list-style-type: none"> ○ Draft External Audit Plan for Year ended 31 March 2023 ○ Internal Audit Care and Support Income Management ○ Internal Audit Planned and Cyclical Maintenance ○ A Treasury Update ○ Q3 Management Accounts and Reforecast ○ Q3 Business Health Performance Report ○ ARC Report – six months performance figures 	

	<ul style="list-style-type: none"> ○ Risk Register Review ○ Freedom of Information and Environmental Information Policy ○ Rent Income Management Policy ○ Former Tenant Balances for Write offs ○ FOI/EIR and Data Protection annual report ○ SHR Regulatory Framework Update ○ Audit Service Tender Outcome 	
DISCUSSION	There were no questions in relation to the update.	
DECISION	The Board noted the verbal update from the Audit Performance and Risk Committee.	
5.4	Confidential - Redacted	
5.5	Confidential - Redacted	
6.	People Committee	
6.1	Minutes of Meeting held on 24 October 2023	
	The Minutes of the meeting held on 24 October 2023, having been previously circulated, approved and signed by the Committee Chair, were noted by the Board.	
6.2	Update from People Committee Chair 20 February 2024	
REPORT SUMMARY	<ul style="list-style-type: none"> • In the absence of the Committee Chair, another Committee member provided a verbal update. • Minutes of the meeting will be available for review once approved by the Committee. • The Committee meeting was not quorate, so decisions expected to be made were presented to the Board for approval. • Items discussed at the last Committee meeting were: <ul style="list-style-type: none"> ○ People Performance Report ○ Pay Award 2024 Proposal ○ Gender Pay Gap Report ○ Sick Leave and Absence Management ○ Strategy and Delivery Plan ○ Our People Work Programme 2023/24 overview ○ Our Journey Project Survey update ○ The Committee Chair requested a more specific update on progress to date instead of using “ongoing” in the Action List. ○ Committee membership numbers were discussed, and an increase is needed due to the last two meetings being non-quorate. 	
DISCUSSION	No questions were raised in relation to the update.	
DECISION	The Board noted the verbal update of the People Committee.	
6.3	Confidential - Redacted	
6.4	Gender Pay Gap Report	

REPORT SUMMARY	<p>The report confirmed our Gender Pay Gap at the snapshot date of 5 April 2023. Bield are required to report this in line with the Equality Act (2010) Regulations 2016. The report provided additional analysis of the figures and future steps which will support further reduction over time.</p> <p>This report was considered by the People Committee on 22 February 2024 and is being recommended for approval by the Board.</p>	
DISCUSSION	No questions were raised in relation to the report.	
DECISION	The Board reviewed and approved the Gender Pay Gap report for publication.	
7.	Business Development Committee	
7.1	Minutes of Meeting held on 26 October 2023	
	The Minutes of the meeting held on 26 October 2023, having been previously circulated, approved and signed by the Committee Chair, were noted by the Board.	
7.2	Update from Business Development Committee Chair 23 January 2024	
REPORT SUMMARY	A verbal update was presented to the Board at its January 2024 meeting.	
DISCUSSION	The Board noted that the next Committee meeting was scheduled for 18 April 2024	
DECISION	The Board noted the verbal update of the Business Development Committee.	
7.3	Confidential - Redacted	
8.	Other Items	
8.1	Duty of Candour Annual Report	
REPORT SUMMARY	<p>Openness and honesty are central to our actions when we are providing care to others. Trust and effective communication can be difficult to maintain and easy to lose when things have gone wrong.</p> <p>The organisational duty of candour is a statutory requirement set out by the organisational duty of candour provisions of the Health (Tobacco, Nicotine, etc., and Care) (Scotland) Act 2016 and the Duty of Candour Procedure (Scotland) Regulations 2018.</p> <p>As part of our legal duty, we are required to publish each year a report specifying details of incidents that have triggered the duty of candour. There were zero incidents over the reporting period.</p>	
DISCUSSION	If any incidents occur before 31 March 2024, they would be communicated to the Board, before the report gets published.	
DECISION	<p>The Board:</p> <ul style="list-style-type: none"> Reviewed and approved the Duty of Candour Report 2023/2024 	

	<ul style="list-style-type: none"> • Approved the Director of Customer Experience publishing the report on Bield's website and submit a copy to the Care Inspectorate by 30 April 2024. 	
9	Governance	
9.1	Confidential - Redacted	
9.2	Confidential - Redacted	
9.3	Confidential - Redacted	
10.	Any Other Business	
10.1	Confidential - Redacted	
11.	Date of Next Meeting – Thursday 6 June 2024	