

# OFFICIAL MINUTES

## NOTE TO READER:

SBHA publishes the minutes of its Board of Management meetings, unless it considers, at the time of publication, that the minutes or part of the minute are exempt from disclosure under the Freedom of Information (Scotland) Act 2002. Where minutes or part of the minutes are not published, this is noted in these minutes.

**MEETING: SBHA BOARD OF MANAGEMENT – Board Away Day**

DATE:	TIME:	VENUE:
27.10.23	10.00am	Head Office, Selkirk and via Teams

## PRESENT: In Person

Robin Hill - Chair (RH)  
Philippa Brosnan – Vice Chair (PB)  
Ian McDonald – Board Member (IMcD)  
Tracey Glover – Board Member (TG)  
Matt Foreman – Board Member (MF)  
Michael Grieve – Board Member (MG)  
Anthony Burnette – Board Member (AB)  
Kenny Simpson – Board Member (KS)  
Bill Truin – 4Point2 (BT) for part  
Elaine Bryne – Arneil Johnston (EB) – for part

**IN ATTENDANCE:** Julia Mulloy, Chief Executive (CE)  
Maria Lyle - Chief Operating Officer (CO)  
Carly Stewart - Director of Finance (DoF)  
Caroline Purcell - Director Property Services (DPS)  
Emma Garry - Director of Development (DoD)  
Catriona Notman - Governance Officer (GO)

*The Chair opened the event at 10.06am and welcomed all in attendance.*

## 1.0 Apologies for absence

Apologies were received in advance of the meeting from Board Members Michael Levack , David Cressey, John Paton-Day and team member Henry Coyle.

## 2.0 Declaration of Interest

No declarations were advised.

*The Board Members then received a series of presentations as part of the Board Awayday – this was an un-minuted discussion that provided strategic overview for the development of future strategy.*

*The Chair called the meeting at 3.15pm to resume as a formal Board meeting. Slides on key outcomes are shared for information.*

## 10.0 Equalities, Diversity and Inclusion Strategy

CO presented the strategy titled, More Inclusive Steps. She highlighted the 3 main themes, summarising challenges and opportunities. Members sought clarity on how the data would be collected, maintained and reported to Board. It was confirmed that change would be measured through the impact of projects alongside statistical shifts such as statistical data and tenant insight reported to the Customer Board. The potential of using technology to provide updating opportunities was also discussed.

**RECOMMENDATIONS:** The Board of Management:

- a) considered and approved the 2023-26 More Inclusive Steps Equalities, Diversity & Inclusion Strategy and
- b) noted that the supporting Action Plan will be presented at the next Board meeting.

## **11.0 Assurance Statement**

CO presented the Assurance Statement 2023 that had been prepared for submission to Scottish Housing Regulator by 31 October 2023. The Statement has been drafted based on the review by the Governance Work Group of the framework, alongside Internal Audit reports, as previously agreed by the Board.

**RECOMMENDATIONS:** The Board of Management:

- a) noted the audit report from the Internal Auditor on compliance with Regulatory Standards 5, 6 & 7 as detailed in **Appendix 1** considered by the Audit & Compliance Sub-Committee at its meeting in March 2023;
- b) approved the 2023-24 Assurance Action Plan at **Appendix 2**; and
- c) considered and agreed the 2023 Annual Assurance Statement at **Appendix 3** for signing by the Chair and submitting to the SHR by 31 October 2023

## **12.0 Tender Approval – Minute of discussion on this Agenda Item redacted**

*Minute of discussion on this Agenda Item redacted*

**RECOMMENDATIONS:** The Board of Management:

*Minute of discussion on this Agenda Item redacted*

## **13.0 Any Other Competent Business**

- 13.1 Members were advised that the Board Member appraisals are being conducted face to face and will be held during November and December. All forms will be sent directly to members for completion.
- 13.2 CE advised that there are two potential candidates for the appointed Board vacancy. PB and IM will proceed to meeting with the candidates, dates to be arranged.

## **14.0 Date of Next Meeting – 7 December 2023**

*The Chair thanked all Members for their attendance and contribution, closing the meeting at 3.35pm.*