

**Minute of meeting of River Clyde Homes' Board
held in the Tontine Hotel, Greenock on Tuesday 21st August 2018 at
5.30pm**

	Name	Designation
Present	Albert Henderson (AH) Jillian Moffat (JM) Jenny Speck (JeS) Graeme Brooks (GB) Craig McGinn (CMcG) Chris Curley (CC) Elizabeth Grant (EG) Tom Ferrier (TF) (from item 5.1)	Board Member (Chair) Board Member Board Member Board Member Board Member Board Member Board Member Co-optee
Apologies	Marilyn Beveridge (MB) Sheila Adamson (SA)	Board Member Co-optee
Others in Attendance	Kevin Scarlett (KS) Sandra McLeod (SMcL) Gary Wilson (GW) Richard Turnock (RT) Siobhan O'Kane (SO) Alison Smith (AS) (item 6.5 only)	Chief Executive Executive Director (Customer Services) Executive Director (Property Services) Executive Director (Group Services) Minute Taker Board Support and Development Consultant
1. Sederunt, welcome introduction and apologies		
AH welcomed all and sederunt as outlined above.		
He advised the Board that we will deal with item 6.5 first to allow AS to leave the meeting.		
2. Declarations of Interest		
AH and JM declared that they both sit on the RCPM Board.		
In relation to item 6.2, GB declared that he owns a property in a block that is self-managed however, one of the properties is owned by RCH.		
TF declared an interest during discussions at item 5.2.		
6.5 Board Member Appraisals 2018 (Confidential Item)		
Contained in the Confidential Minute.		
3.1 Minute and Confidential Minute of meeting held on 29th May 2018		
The Board:		
<ul style="list-style-type: none"> • Approved the minutes as a true record. 		
3.2 Confidential Minute of meeting held on 7th June 2018		

Approved 25 September 2018

The Board:

- **Approved the minutes as a true record.**

3.3 Action Tracker

Board

Action 1 – this action has been completed and can be removed from the tracker.

Action 2 – RT advised that this action will be covered at the Business Planning Weekend, however, if time does not permit this matter to be discussed we will amend the tracker accordingly.

Action 3 – RT advised that this action will be covered at the Business Planning Weekend, however, if time does not permit this matter to be discussed we will amend the tracker accordingly.

Action 4 – this action has been completed and can be removed from the tracker.

AH then asked for an update on any outstanding matters in relation to the Committee action trackers.

Audit & Finance Committee

Action 2 – GW advised that this action has not yet been completed and asked for the anticipated completion date to be amended to September.

Performance & Services Committee

SMcL reported that all actions are on track.

5.1 Group Structure (Confidential Item)

Contained in the Confidential Minute.

5.2 Development Strategy and New Build Programme Update

The Board requested that this item should be categorised as confidential and therefore the discussions in relation to this will be covered in the Confidential Minute.

6.1 Approval of Financial Statements 2017/18

6.1.1 AH reminded the Board that these Financial Statements have been reviewed and scrutinised by the Audit & Finance Committee.

6.1.2 RT advised that there is significant detail within these documents and informed the Board that this is the first year we have produced consolidated accounts. He advised that appendices 2 and 3 are group financial statements and that appendix 4 is the standard letter of representation.

6.1.3 CC enquired as to how we are dealing with fluctuations in the pension scheme and RT advised that every member is experiencing the same challenge, however, assured the Board that pension risks will be discussed at the

November Business Planning Event.

The Board:

- **Noted the Final Management Report prepared by external auditors**
- **Noted the recommendation by Audit & Finance Committee to approve the financial statements**
- **Approved the 2017/18 Financial Statements and Letter of Representation for signing**

6.2 Factoring Service Review (Confidential Item)

Contained in the Confidential Minute.

6.3 Major Intervention Areas (Confidential Item)

Contained in the Confidential Minute.

6.4 Property Purchase & Buy Back Policy

6.4.1 GW presented this policy and reminded the Board of the challenges we often face when we are trying to undertake investment works in certain areas of our stock in relation to recovering costs from owners. He advised that this policy would provide us with the flexibility required to buy back properties in certain circumstances where to do so would be strategically and financially advantageous to the business.

6.4.2 CC noted his support for this policy. KS advised that the overall test for buying back a property is extremely rigorous as there has to be strategic grounds for doing so which are aligned to a business case as we require to demonstrate that we can recover the costs. He further advised that it is important that we manage the expectations around the introduction of this policy.

The Board:

- **Approved the policy presented**

6.6 General Membership Application (Confidential Item)

Contained in the Confidential Minute.

7.1 Customer Satisfaction Survey (Confidential Item)

Contained in the Confidential Minute.

7.2 Minute and Confidential Minute of Audit and Finance Committee meeting on 26th June 2018

The Board:

- **Noted the content of the minute.**

7.3 Minute and Confidential Minute of Performance & Services Committee meeting on 26th June 2018

The Board:

Approved 25 September 2018

- **Noted the content of the minute.**

AOB

AH advised that he will be stepping down from the Board at the AGM in September. He expressed that being on the Board has been a pleasure and he is comfortable that the organisation will continue to grow and develop in the years ahead.