

**Minute of meeting of River Clyde Homes' Board  
held in the Beacon Arts Centre, Greenock on Tuesday, 25<sup>th</sup> September  
2018 at 5.30pm**

	<b>Name</b>	<b>Designation</b>
<b>Present</b>	Jillian Moffat (JM)	Board Member
	Jenny Speck (JeS)	Board Member
	Marilyn Beveridge (MB)	Board Member
	Elizabeth Grant (EG)	Board Member
	Graeme Brooks (GB)	Board Member
	Craig McGinn (CMcG)	Board Member
	Chris Curley (CC)	Board Member
	Tom Ferrier (TF)	Board Member
<b>Others in Attendance</b>	Kevin Scarlett (KS)	Chief Executive
	Sandra McLeod (SMcL)	Executive Director (Customer Services)
	Richard Turnock (RT)	Executive Director (Group Services)
	Gary Wilson (GW)	Executive Director (Property Services)
	Siobhan O'Kane (SO)	Minute Taker
	Christopher Morgan (CM)	Observer

**1. Sederunt, welcome introduction and apologies**

KS welcomed all and sederunt as outlined above.

He advised the Board that Inverclyde Council have yet to confirm the nominated Councillors who will replace Stephen McCabe and Chris McEleny, however, we expect to receive this information by the end of the week.

RT advised the Board that item 5.2 should have been classified as Confidential and not public as per the report.

**2. Declarations of Interest**

JM declared an interest in any matters arising pertaining to RCPM given that she is a Director of the Company.

**3.1 Appointment of Chair of the Board**

**The Board:**

- **Approved Jillian Moffat as Chair of the Board**

**3.2 Appointment of Vice-Chair of the Board**

3.2.1 KS advised that MB is the only Board member who has noted interest in the position of Vice-Chair and confirmed that she is prepared to fill the role during this transition period until the group structure is fully developed.

**The Board:**

- **Approved Marilyn Beveridge as Vice Chair of the Board**

Approved 23.11.18

### **3.3 Appointment to Committees**

#### **3.3.1 The Board:**

- **Approved the following Committee membership:**

#### **Audit & Finance**

**Craig McGinn**

**Chris Curley**

**Tom Ferrier**

**Jillian Moffat**

**Other nominated Councillor**

#### **Performance & Services**

**Marilyn Beveridge**

**Jenny Speck**

**Elizabeth Grant**

**Graeme Brooks**

**Other nominated Councillor**

#### **Personnel Committee**

**Jillian Moffat**

**Marilyn Beveridge**

**Tom Ferrier**

**Jenny Speck**

### **3.4 Appointment of Chairs of the Committees**

#### **The Board:**

- **Approved Craig McGinn as Chair of the Audit & Finance Committee;**
- **Approved Marilyn Beveridge as Chair of the Performance & Services Committee;**
- **Approved Jillian Moffat as Chair of the Personnel Committee.**

### **3.5 Appointment of Company Secretary**

#### **The Board:**

- **Approved Richard Turnock as Company Secretary**

### **3.6 Appointment of Co-optees**

#### **The Board:**

- **Appointed Antony Smith as a Co-optee.**

### **4.1 Minute and Confidential Minute of meeting held on 21<sup>st</sup> August 2018**

- 4.1.1 GB advised that the declaration he made at item 2 should state that he owns a property in a block that is self-managed however, one of the properties is owned by RCH.

Approved 23.11.18

4.1.2 CC also noted that at item 6.5 the Board had not approved the introduction of a 360° degree feedback system but had agreed to discuss the matter further.

**The Board:**

- **Approved the minutes as a true record subject to the above amendments.**

**4.2 Action Tracker**

**4.2.1 Board Actions**

RT advised that the actions will be completed at the Business Planning Event, however, if the agenda does not permit this we will organise suitable alternatives.

**4.4.2 Audit & Finance Committee Actions**

GW advised that there has been a delay to completion of action 2 as a result of the lease negotiations for the Springkell Street depot, however, assured the Board that a letter of comfort has been issued to Graftons and they will be taking over this role in November/December. He advised that interim measures for stock control are in place.

RT advised item 4 will be covered during the Risk Workshop.

**4.4.3 Performance & Services Committee**

In respect of action 1, GW advised that we have consulted with a group of customers in relation to our Home Safety Booklet and confirmed that this will be published alongside our Annual Report.

GW advised that in relation to action 4, this information is now available on our website.

He also confirmed that we are still exploring funding possibilities for community Wi-Fi in Broomhill as per action 5, however, it should be noted that this may be an expensive exercise.

**5.1 Single Supplier Framework (Confidential Item)**

Contained in Confidential Minute.

**5.2 Development Programme (Confidential Item)**

Contained in Confidential Minute.

**5.3 Customer Senate Report – Customer Repairs Journey**

5.3.1 SO reminded the Board that the Customer Senate had attended the Board meeting in May to present their findings and recommendations in respect of this investigation. She noted that at that time GW requested to meet with the Senate prior to formal Board approval to allow for further clarification in respect of two of their recommendations.

5.3.2 She confirmed that representatives from the Senate have since met with GW and have agreed to amend recommendations 1 and 7. She advised, if approved, the Senior Management Team will be required to produce an action plan to be presented and monitored by the Performance & Services Committee.

**The Board:**

- **Approved recommendations 1-10 as amended.**

**6.1 Gifts and Hospitality Register**

6.4.1 SO advised that the relevant extract of the register is available for consideration by Board members and that following conclusion of this meeting KS and JM will consider the content of the extract and sign it accordingly.