

## **THE RIVERSIDE GROUP LIMITED**

### **IRVINE HOUSING ASSOCIATION**

Special Meeting of the Board held at 6.30 p.m. on Wednesday 20 September 2023 at the Fullarton Connexions Community Centre, Church Street, Irvine

#### **Minutes**

Present: Mr J. Strang (In the Chair), Mrs M. Burgess, Mr S. Easton, Mrs J. Galbraith, Mr R. Hill, Mr P. Lynn, Mr T. McInnes and Mr S. Stewart.

In attendance were Mrs D. MacLean, Mrs H. Anderson, Mrs D. Boyle and Mrs M. Hutchinson.

#### Apologies for Absence

Apologies for absence were received from Mr G. Darroch, Mr P. New and Mrs S. Petrie.

#### Declarations of Interests

Mr J. Strang declared an interest as the previous Chair of the Board and a Group Customer Experience Committee Member. Mr R. Hill, Mr T. McInnes and Mrs M. Burgess declared interests as the current Chair and Committee Members of the Audit & Risk Committee.

#### 1. **Election of Chair**

In accordance with Rule 47(a), Board Members were invited to elect the Association's Chair, to hold office up to and including the next Annual General Meeting in 2024. The Board unanimously agreed to appoint Mr J. Strang as Chair on the motions of Mrs M. Burgess and Mr T. McInnes.

#### 2. **Committee Memberships**

The Board:

a) approved the membership of the Audit & Risk Committee as follows:

Mr R. Hill – Chair  
Mr G. Darroch  
Mr T. McInnes  
Mrs M. Burgess

- b) agreed to continue with the nomination of Mr J. Strang as Riverside Scotland's nominee to Group's Customer Experience Committee.

The Chair advised of proposed changes to Group's Customer Experience Committee's Terms of Reference which would mean that the Association's Chair, rather than a nominated representative, would be the Association's representative on this Committee once agreed.

### 3. **Audited Financial Statements Return**

Mrs M. Hutchinson apologised that Group's Finance Team had been unable to prepare the Return in time for the Board Meeting due to the delay to the receipt of the signed-off audited accounts from the external auditor, BDO.

Due to the tight timescales involved in arranging Board's approval of the Return and its submission to the Scottish Housing Regulator by the prescribed deadline, the Board AGREED to DELEGATE AUTHORITY to the Chair to approve the 2023 Audited Financial Statements Return and authorise its submission to the Scottish Housing Regulator.

### 4. **Board Appraisal Review**

Mrs D. Boyle advised that given this was year 2 of the Group appraisal cycle, both individual appraisals and a group appraisal were carried out. Following review of the outcomes from the appraisal documentation, the proposed improvement actions and training programme for the year ahead were presented for Board consideration.

Following review of the appraisal outcomes from the 2022/23 appraisal process and the results of the Board Skills Audit Matrix, the Board AGREED the proposed improvement actions and training programme for 2024.

### 5. **Value for Money Statement**

Mrs M. Hutchinson advised that the proposed Value for Money Statement had been produced to align with the Association's Corporate Plan and it was intended that it would be subject to review, following the introduction of the next 3 year Corporate Plan. Mrs Hutchinson advised

that the Statement had been drafted following consultation with G8 benchmarking peers on their approach and followed a similar format.

Mrs Hutchinson highlighted that the comments made as part of the customer consultation process did not, unfortunately, relate specifically to the consultation questions, and, due to the consultation being an anonymous survey, the issues raised could not be followed up on and actioned.

Following a query from Mr T. McInnes, Mrs D. MacLean confirmed that there was no regulatory requirement to publish a Value for Money Statement in Scotland, however, there was in England. This was, however, now being recommended as good practice in Scotland.

Mr R. Hill commented that the low level response to the consultation on the Statement did not give an appropriate level of confidence of customers' satisfaction with its content.

The Board discussed the format and content of the Statement and were of the view that the Statement should be concise and easy to understand and that it should contain the appropriate measurements. It was therefore AGREED that the contents of the Statement should be considered further, with Board Members forwarding any comments on the Statement to the Senior Management Team to allow revised Statement options to be considered further at the Board Strategy Day in October 2023.

## 6. **Formal Registers**

Mrs D. Boyle referred to the formal registers which had been uploaded to the Convene library and were also tabled at the meeting to demonstrate the Association's processes in place for the of recording any actual or suspected frauds, declarations of interests, the provision or receipt of gifts and hospitality and the granting of any benefits to Association employees, Board Members or those closely connected to them.

Following a query from Mr T. McInnes, Mrs D. MacLean clarified the reporting arrangements for recording the provision of gifts or hospitality. Mrs Boyle thereafter undertook to re-issue a copy of the Entitlements, Payments and Benefits Policy to Board Members for information.

The Board thereafter NOTED the entries in the Declarations of Interest, Fraud & Loss, Gifts & Hospitality and the Grant of Benefits Registers.

## 7. **Any Other Business**

The were no other items of business for discussion.

8. **Date of Next Meeting**

Special Board Meeting – 9.30 a.m. on Saturday 28 October 2023, at Riverside Scotland's offices, 44-46 Bank Street, Irvine, KA12 0LP.

D MacLean  
Secretary  
21 September 2023  
DMcL/db

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