

**Minutes of Shire Board Meeting Held on Wednesday 21 September 2022  
at 20.00 at Ochiltree Community Hub**

**PRESENT:** L Campbell, H Carr (remotely), N Allan (remotely), W Gallacher, R Irvine, S Lowrie, W Paterson, A Rae, S Roberts

**CHAIR:** J Munro (As Secretary)

**IN ATTENDANCE:** J Munro (Director/Secretary), C Donnelly (Head of Corporate Services), L McCurdy (Minute Secretary)

**The meeting commenced at 19.51**

Item		Action
<b>1.0</b>	<b>Formal Business</b>	
1.1	<u>Election of Chair and Vice Chair</u>	
	J Munro opened the Board meeting as Secretary.	
	L Campbell confirmed that he is willing to stand for re-election as Chair.	
	<b>As there were no other nominations or objections the Board duly approved L Campbell as Chair. This will be L Campbells 5<sup>th</sup> year as Chair. Under rule 60.11, the Chairperson can be re-elected but must not hold office continuously for more than five years.</b>	
	S Roberts confirmed that he is willing to stand for re-election as Vice Chair.	
	<b>There were no further nominations or objections received therefore the Board duly approved S Roberts as Vice Chair.</b>	
1.2	<u>Apologies</u>	
	R Morris and K Hair.	
1.3	<u>Declaration of Interest</u>	
	None.	
<b>2.0</b>	<b>Items Requiring a Board Decision</b>	
2.1	<u>Members of the Audit Committee</u>	
	The Chair advised the Board that the Audit Committee requires to be elected for 2022/2023.	
	<b>H Carr, S Roberts, A Rae, W Gallacher confirmed that they will serve as Audit Committee members for 2022/23. The Audit Committee will elect a Convenor at their first meeting. R Morris was not present to confirm.</b>	

Item		Action
2.2	<p><u>Board Members Code of Conduct</u> The Director presented the paper to the Board and advised that members are required to adhere to the principles contained within the Code of Conduct.</p> <p><b>Board members confirmed that they have completed the pro-forma and have returned this to the Governance Assistant. Board members who have not returned their pro-forma will do so as soon as possible.</b></p>	
2.3	<p><u>Declaration of Interest</u> The Director advised that the Management Board are required to check the list of firms, attached as an appendix to Item 2.3, with whom Shire Housing Association trades and confirm that they have no interest either financial or non-pecuniary in any of the firms listed. Any member who is unsure of whether a conflict of interest exists should register their interest or discuss the matter with the Director.</p> <p><b>Board members confirmed that they have completed the pro-forma and have returned this to the Governance Assistant. Board members who have not returned their pro-forma will do so as soon as possible.</b></p>	
2.4	<p><u>Declaration Regarding Eligibility to Serve</u> The Director presented the paper to the Board who agreed to accept the responsibilities and obligations placed upon them by the Association's Rules.</p> <p><b>Board members confirmed that they have completed the pro-forma and have returned this to the Governance Assistant. Board members who have not returned their pro-forma will do so as soon as possible.</b></p>	
2.5	<p><u>Declaration in Relation to Charitable Status</u> The Director presented the paper to the Board who agreed to accept the responsibilities and obligations placed upon them from the Charities and Trustee Investment (Scotland) Act 2005.</p> <p><b>Board members confirmed that they have completed the pro-forma and have returned this to the Governance Assistant. Board members who have not returned their pro-forma will do so as soon as possible.</b></p>	
2.6	<p><u>The Requirements in Writing (Scotland) Act 1995</u> The Director presented the paper and requested that the Board resolve to approve that the Office Bearers are duly nominated to sign within the guidelines of the finance policy all important contracts and documents. Head of Corporate Services advised that Item C had been removed from the Requirements in Writing.</p>	

Item		Action
	<p><b>The Board resolved to approve the Office Bearers for 2022/2023 be duly nominated to sign within the guidelines of the Finance Policy Manual all-important contracts and documents. The Chair and Vice Chair signed their proforma and returned to the Governance Assistant for filing.</b></p> <p>The Convenor of the Audit Committee will sign the proforma following their election at the first meeting of the Audit Committee.</p>	
3.0	<p><b>Items for Discussion</b> None.</p>	
4.0	<p><b>Reports for Information Only</b> None.</p>	
5.0	<p><b>AOCB</b></p> <ul style="list-style-type: none"> <li>➤ Barbieston Road – [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</li> <li>➤ Rent caps – a discussion was held regarding the Scottish Governments rent freeze proposal until March 2023. It was noted this has a risk to business. The Director has advised that the SFHA are gathering information to present to the Scottish Government. Discussions are due to take place at Parliament on the 5<sup>th</sup>/6<sup>th</sup> October 2022. Head of Corporate Services is issuing a sensitivity analysis to the SFHA.</li> </ul>	
6.0	<p><b>Date of Next Board Meeting: Wednesday 28 September 2022.</b> <b>Venue: Remotely – MS Teams.</b></p> <p><b>Meeting Concluded at 20.20</b> I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair _____</p>	