

**Minutes of Shire Board Meeting Held on Wednesday 20 September 2023  
at 20.00 at The Dumfries Arms Hotel**

**PRESENT:** S Roberts, N Allan, H Carr (remote), B Cuthbertson, W Gallacher, S Lowrie, W Paterson

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

**IN ATTENDANCE:** J Munro (Chief Executive, CE)  
C Donnelly (Director of Corporate Services, DCOR)  
J McLelland (Minute Secretary, MS)

**The meeting commenced at 20.05**

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.	
	N Allan nominated S Roberts to stand for election as Chair. This was seconded by S Lowrie.	
	S Roberts confirmed that he was willing to stand for election as Chair.	
	<b>As there were no other nominations or objections the Board duly approved S Roberts as Chair.</b>	
	N Allan nominated W Gallacher to stand for election as Vice Chair. This was seconded by S Lowrie.	
	W Gallacher confirmed that he was willing to stand for election as Vice Chair.	
	<b>There were no further nominations or objections received therefore the Board duly approved W Gallacher as Vice Chair.</b>	
1.2	<u>Apologies</u>	
	R Morris.	
1.3	<u>Declaration of Interest</u>	
	None.	
<b>2.0</b>	<b>Items Requiring a Board Decision</b>	

Item		Action
2.1	<p><u>Members of the Audit Committee</u> The Chair advised the Board that the Audit Committee requires to be elected for 2023/2024.</p> <p><b>H Carr, W Gallacher, R Morris and B Cuthbertson confirmed that they will serve as Audit Committee members for 2023/24. The Audit Committee will elect a Convenor at their first meeting.</b></p>	
2.2	<p><u>Board Members Code of Conduct</u> The CE 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 CE 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 CE.</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 CE 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 CE 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</b></p>	

Item		Action
2.6	<p><b>members who have not returned their pro-forma will do so as soon as possible.</b></p> <p><u>The Requirements in Writing (Scotland) Act 1995</u> The CE 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.</p> <p><b>The Board resolved to approve the Office Bearers for 2023/2024 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 5.1	<p><b>AOCB</b> <u>Health and Safety Manual – Digital Signing</u> Board agreed that physical signing of Health and Safety documentation was unnecessary and approved that this could be done electronically going forward.</p>	
5.2	<p><u>Apologies</u> N Allan submitted his apologies for the meeting of 27 September 2023.</p>	
6.0	<p><b>Date of Next Board Meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday 27 September 2023.</b> <b>Venue: Remotely – MS Teams.</b></li> </ul> <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>	