

**Minutes of Shire Board Meeting Held on Wednesday 22 September 2021  
at 18.30 via Microsoft Teams Application (Covid-19)**

**PRESENT:** L Campbell, H Carr, N Allan, W Gallacher, R Irvine, D MacLeod, A Malik, W Paterson, A Rae, S Roberts

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

**IN ATTENDANCE:** J Munro (Director/Secretary), C Donnelly (Head of Corporate Services), J Allison (Head of Housing), J McLelland (Minute Secretary)

**The meeting commenced at 18.30**

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.</b>  H Carr confirmed that he is not planning to stand for re-election as Vice Chair.  S Roberts confirmed that he is willing to stand for election as Vice Chair.  <b>There were no further nominations or objections received therefore the Board duly nominated S Roberts as Vice Chair.</b>  The Chair and the Director thanked H Carr on behalf of the Management Board and staff team for his support and dedication during his time as Vice Chair.	
1.2	<u>Apologies</u> None.	
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 2021/2022.</p> <p>N Allan advised the Board that he is willing to remain part of the Audit Committee to bolster numbers until such times as additional members are secured.</p> <p><b>H Carr, S Roberts, A Rae and W Gallacher and N Allan confirmed that they will serve as Audit Committee members for 2021/22. The Audit Committee will elect its Convenor at its first meeting.</b></p>	
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>	

Item		Action
2.6	<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> <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.</p> <p><b>The Board resolved to approve the Office Bearers for 2021/2022 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 at the November Board meeting, 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>	
5.1	<p><u>Barbieston Road</u> The Director confirmed that the Board will be provided with an update at the Board meeting on 29 September 2021.</p>	
5.2	<p><u>Gas Crisis</u> The Board requested that this issue is discussed at the Board meeting on 29 September 2021.</p>	
6.0	<p><b>Date of Next Board Meeting: Wednesday 29 September 2021.</b></p>	
	<p><b>Venue: Remotely.</b></p>	
	<p><b>Meeting Concluded at 19.00</b></p>	
	<p>I confirm this Minute is a true and accurate record of the meeting: -</p>	
	<p>Chair _____</p>	