

Jan 31, 2023

Cloch Housing Association
Minutes of Board Meeting
held on Wednesday 21 September 2022 at 7.30pm
at the Broomhill Community Hub and online via Zoom
(Following the AGM)

Present: Kelly Ferns, Eileen Tamburrini, Jackie Smith
David Brown, Eleanor Robertson,
Ken Robertson (via MS Teams)

Attending: Liz Bowden (Head of Corporate Services)
Shonaid Musgrove (Corporate Services Officer) (Minute Taker)

Apologies: Heather Thomson

1.	<p>Apologies & Declarations of Interest</p> <p>Apologies had been received from H Thomson. There were no declarations of interest noted.</p>
2.	<p>Election of Office Bearers</p> <p>The HofCS took charge of the meeting as all office bearers had been stood down at this point in the meeting.</p>
2.1	<p><u>Election of Chair</u></p> <p>The HofCS advised that the current Chair was willing to stand for re-election and asked if there were any other nominations. There were none.</p> <p>RESOLUTION</p> <p>K Ferns nomination for the position of Chair was proposed, seconded and approved.</p>
2.2	<p>Election of Vice Chair</p> <p>The Chair took control of the meeting and advised that the current Vice-Chair was willing to stand for re-election and asked if there were any other nominations. There were none.</p> <p>RESOLUTION</p> <p>H Thomson's nomination for the position of Vice-Chair was proposed, seconded and approved.</p>

2.3	<p>Election of Secretary</p> <p>The Chair advised that the current Secretary was willing to stand for re-election and asked if there were any other nominations. There were none.</p> <p>RESOLUTION</p> <p>E Tamburrini's nomination for the position of Secretary was proposed, seconded and approved.</p>
3.	<p>Role Descriptions</p> <p>3.1 to 3.6 The HofCS advised that, as the papers had been sent out in advance of the meeting, they would be taken as a group for approval.</p> <p>One Board member commented that the "buddy" system as part of the Board Induction programme needs to be followed through. They had not been paired with a "buddy" when they joined the Board.</p> <p>The HofCS apologised for this oversight and stated that some Board members have declined to be paired. However, it was important that if a Board member wants to have a "buddy" that this is implemented. It was agreed that a checklist needs to be completed to ensure procedures are not missed.</p> <p>A Board member stated that the "buddy" also needs to be made aware of what the role is in and what is expected of them in order to be able to help the new Board member.</p> <p>The HofCS acknowledged these points and that the Induction process also needs to evolve. All Board members are expected to read, understand and sign the relevant codes and policies. The HofCS stated that it is hoped to do this with the new Adobe sign tool</p> <p>ACTION</p> <p>The HofCS to ensure the buddy system is implemented and that a checklist to be prepared and kept updated of the induction process.</p> <p>RESOLUTION</p> <p>The Board proposed, seconded and approved the various role descriptions en masse.</p>
4.	<p>Timetable for Meetings</p>

	<p>The HofCS advised that the Board now had time to look at the proposed dates and asked if there was any that were problematic.</p> <p>RESOLUTION</p> <p>The Board approved the timetable of meetings.</p>
5.	<p>Policies and Remits due for review</p> <p>5.1 to 5.6 The HofCS advised that these policies had been reviewed comprehensively last year but that the Association is required to review them annually.</p> <p>It was noted that the Association now has a Register of Interests.</p> <p>All Board members are expected to read, understand and sign the relevant policies. The HofCS stated that it is hoped to do this with the new Adobe sign tool.</p> <p>RESOLUTION</p> <p>The policies and remits (Board Remit, Standing Orders, Rules of the Association & Eligibility, Remit of Housing & Property Services, Remit of Finance & Corporate Services and Scheme of Delegation) were approved en masse.</p>
6.	<p>Choice of Sub-Committees</p> <p>The HofCS advised that it is expected that Board members will sit on at least one sub-committee. They also mentioned that by the nature of their positions the Chair, Vice Chair and Secretary must sit on the F&CS sub-committee.</p> <p><u>Housing & Property Services Sub-Committee</u></p> <p>D Brown, E Robertson, K Ferns and E Tamburrini.</p> <p><u>Finance & Corporate Services Sub-Committee</u></p> <p>K Ferns, H Thomson, E Tamburrini, K Robertson, J Smith</p> <p>It was noted that those on both sub-committees will only do so until the Board membership is at a fuller capacity and they can then stand down from one of them.</p>
7.	AOCB

	None
8.	Date of Next Meeting 11 October 2022. The meeting closed at 8pm.