

**Minutes of the Meeting of the Board of Management  
held on 20 September 2018 at 2.00pm  
the Macdonald Holyrood Hotel, 81 Holyrood Road, Edinburgh**

|                       |                 |                                       |
|-----------------------|-----------------|---------------------------------------|
| <b>PRESENT:</b>       | Mrs S Napier    | Chair                                 |
|                       | Mrs P Dawson    |                                       |
|                       | Mr R Fernie     |                                       |
|                       | Ms I McGarvie   |                                       |
|                       | Mrs M Moore     |                                       |
|                       | Mr G O'Sullivan |                                       |
|                       | Mr D Scobie     |                                       |
|                       | Ms M Sibbald    |                                       |
|                       | Mr W Smalley    |                                       |
| <br>                  |                 |                                       |
| <b>IN ATTENDANCE:</b> | Mr B Logan      | Chief Executive                       |
|                       | Mrs N Harcus    | Interim Director of HR                |
|                       | Mr S Smith      | Director of Finance & ICT Services    |
|                       | Ms H Thomson    | Assistant Director: Property Services |
|                       | Miss C Beesley  | Governance & Administration Manager   |

**3305. Appointment of Chair & Vice-Chairs**

The Governance & Administration Manager advised that, in accordance with normal practice, nominations had been sought in advance of the meeting for the position of Chair of the Board of Management. Mrs Susan Napier was proposed as Chair by Mr D Scobie and seconded by Ms M Sibbald for the period to the end of the Annual General Meeting on 19 September 2019.

In respect of the position of Vice Chair(s) of the Board of Management, Dr Lesley Holdsworth was proposed as Vice Chair by Mr D Scobie and seconded by Mrs P Dawson. In respect of the second Vice Chair position, the Governance & Administration Manager advised that Mr D Scobie was standing down from his role at the meeting. A proposal for Mr R Fernie to take over as Vice-Chair had been received from Mr D Scobie and this was seconded by Mr G O'Sullivan.

The Chair thanked Mr Scobie for his invaluable service and excellent support as Vice Chair for 3 years.

**3306. Apologies for Absence**

Apologies for absence were received from Mrs I Deuling and Dr L Holdsworth.

**3307. Declaration of Interest**

There were no declarations of interest.

**3308. Governance**

(i) Board and Committees

The Board received Report BOM/4(i)/SEP/18 and a report in relation thereto from the Chief Executive.

In respect of the approval of Committee memberships, the Chief Executive highlighted the proposed membership of the Performance & Audit Committee and Remuneration Committee. It was noted that Mrs M Moore would have the opportunity to attend both Committees before deciding which one to serve on.

In relation to the Corporate Calendar, the Governance & Administration Manager advised that, in respect of the Owners' Forum meetings in November, the 'West' meeting was listed as taking place in Edinburgh and the 'East' meeting was listed as taking place in Glasgow. It was proposed that the words 'East' and 'West' be removed from the calendar for all Owners' Forum meetings. In relation to the Owners' Forum meetings due to take place in May 2019, it was noted that the start times should state 10.30am rather than 10.00am.

**The Board of Management considered the terms of the paper and:**

- (i) approved the membership of the Committees of the Board and Working Groups;**
- (ii) noted the procedure for electing the Chairs of Committees to service until the first meeting of the Committee after the AGM in 2019; and**
- (iii) approved the Meeting Schedule 2018-19, subject to the amendments proposed above.**

**3309. Any Other Business**

(i) AGM Feedback

The Chief Executive queried whether the Board had any feedback from that morning's AGM. The following areas were highlighted:

- a query was raised in respect of participation and how this may be encouraged. A suggestion was made that streaming the AGM could be an option. The Chief Executive confirmed that another effort to increase membership could be made through the Bield Bulletin and via the Tenant Participation Officer
- a suggestion was made that the AGM papers could look more appealing in order to encourage membership and attendance
- it was highlighted that having local interest may encourage membership
- the Chair advised that it was good to see so many staff at the AGM

- it was agreed that the catering on the day was good

A suggestion was made to try and book the Radisson Blu in Edinburgh for next year with the Macdonald Holyrood Hotel being a possible second option. A query was raised as to whether the meeting had ever taken place in Glasgow and whether this was an option. The Chief Executive advised that the AGM had not taken place in Glasgow before but that this was something that could be looked at. It was, however, more administratively difficult.

The Board agreed that the presentations made on the day were very good and they thanked staff involved.

(ii) Electronic Board Papers

The Chair confirmed that she was keen to move on the electronic Board papers project. Having spoken with her fellow Board colleagues who had previously attended demonstrations of three systems, they had agreed to take forward the Diligent system. The Chair suggested that a demonstration of the system could be presented to the Board at its Away Day in November.

The Governance & Administration Manager advised that she would have to speak with ICT in order to determine timescales for getting the system up and running. There would also require to be training undertaken by both Board and staff members. It was highlighted that, when finalising details, consideration should be given to ensuring that there are sufficient power sockets in the Boardrooms to ensure devices could be charged during meetings.

The Governance & Administration Manager queried who would require a Biold device to work with. Three Board members in attendance requested this, being, Mr W Smalley, Ms M Sibbald and Mrs P Dawson.

It was noted that the Governance & Administration Manager would take this forward.

**3310. Date of Next Meeting – Thursday 29 November 2018, Airth Castle, Airth, Stirlingshire**

The date of the next meeting was confirmed as Thursday 29 November 2018, Airth Castle, Airth, Stirlingshire. It was noted that there was a provisional date in diaries for an additional Board meeting to take place on 23 October 2018 if this was required to further discuss BR24 and the Rent & Service Charge Review.