



## BOARD MEETING

28 September 2023

### MINUTES

#### Attendance

<b>Board Members:</b>	Angus MacRae (Chair) Frances Wood William Smalley David Leaf Cath Strachan Brian McLaren Margaret Moore (via Teams)
<b>Officers:</b>	Lynne Douglas Debbie Collins Andrea Paterson Nikki Ritchie Tracey Howatt
<b>Admin:</b>	Michelle Breen (Minutes)

ITEM	NOTE	ACTION
<b>1</b>	<b>APPOINTMENT OF CHAIR &amp; VICE CHAIR</b>	
	Board Members were asked to appoint the Chair Paul Edie and ask for any nominations for Vice Chair. Cath Strachan proposed the appointment of Paul Edie and Angus MacRae seconded.  Angus MacRae agreed to Chair the meeting in the absence of Paul Edie.  It was noted a Vice Chair will not be appointed at this time.	
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received from Paul Edie, Derek Breingan and Dougie Peters.	
<b>3</b>	<b>DECLARATION OF INTERESTS</b>	
	There were no declarations of interest.	
<b>4.</b>	<b>GOVERNANCE</b>	

4(i)	Board & Committees Membership & Corporate Calendar 2023-24	Approval
<b>REPORT SUMMARY</b>	<p>The Board received Report B/4(i)/SEPTEMBER/23 from the Chief Operating Officer.</p> <p>The paper asks Board members to consider and approve the membership of the Committees of the Board and appoint a Chair for each committee for 2023/24 until the next AGM.</p> <p>The annual schedule of meetings for the remainder of 2023 and 2024 are set out for Board consideration and approval.</p>	
<b>DISCUSSION</b>	<p><b>Business Development Committee:</b> Angus MacRae to Chair. Proposed by Brian McLaren and Seconded by Frances Wood.</p> <p><b>People Committee</b> Brian McLaren to Chair. Proposed by Angus MacRae and Seconded by Cath Strachan.</p> <p><b>Audit, Performance &amp; Risk Committee</b> David Leaf to Chair. Proposed by Cath Strachan and Seconded by Brian McLaren.</p>	
<b>DECISION</b>	<p>The Board considered the terms of this paper and:</p> <ul style="list-style-type: none"> <li>• <b>approved</b> the membership of the Committees of the Board.</li> <li>• <b>approved</b> the Board representation at the Partnership Forum.</li> <li>• <b>elected</b> Chairs for each committee.</li> <li>• <b>approved</b> the Meeting Schedule for 2023-24.</li> </ul>	
4(ii)	<b>SHR Assurance Statement</b>	
<b>REPORT SUMMARY</b>	<p>The Board received Report B/4(ii)/SEPTEMBER/23 from the Chief Operating Officer.</p> <p>The Assurance Toolkit was prepared and is presented by the Executive Management Team for review by the full Board. As agreed in July there has been a review and scrutiny of Regulatory Standards 1 and 4 for the Boards' consideration.</p> <p>The Board opted to review these standards in full as many members are new and this process helps to have everyone included to ensure there is adequate scrutiny and understanding so that the assurance statement can be signed by the Chair.</p>	

<b>DISCUSSION</b>	<p>A Board member queried why there was no reference to the new Board Sub Committee and it was noted this is because the statement is for last year when the Committee wasn't in place.</p> <p>There were no further questions at this point.</p>	
<b>DECISION</b>	The Board <b>noted</b> the scrutiny of standards 1 and 4 and agreed to discuss the process to ensure compliance with the submission of Assurance statement in October 2023.	
<b>5.</b>	<b>ITEMS FOR APPROVAL</b>	
<b>5 (i)</b>	<b>Confidential - Redacted</b>	
<b>6.</b>	<b>DATE OF NEXT MEETING</b>	
	<p>Tuesday 28 November 2023 (3pm Board Meeting)</p> <p><b>October meeting to be reconvened as need Board assurance framework approved.</b></p>	
<b>7.</b>	<b>ANY OTHER BUSINESS</b>	
	<b>NONE</b>	