

Board Meeting

Tuesday 31st October 2023 at 5:30pm

51 North Bridge Street, Hawick /
Virtual via Microsoft Teams Conference Call

Light refreshments will be available from 5:00pm

AGENDA

Item	Description	Approval/Noting
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Minutes of previous Board Meeting (27.9.23) <ul style="list-style-type: none"> • Ratification of Alan Brown joining the AICC 	Approval
4.	Board Action Point Tracker	Noting
5.	Upper Langlee – Progress Report	Noting
6.	Review of Annual Budget (Forecast) & Cashflow 2023/24	Approval
7.	Gaining Annual Assurance <ul style="list-style-type: none"> a) AAS – SHR Guidance Letter 3 July 2023 b) AAS – SHR Guidance Letter 13 October 2023 c) Annual Assurance Letter – Unsigned 	Approval
8.	Mid-year Review of KPI targets 2023/24	Approval
9.	Review of Handbooks, Policies, Strategies & Plans <ul style="list-style-type: none"> a) Housing Services Handbook 5yr review b) Allocations Policy c) BHN Domestic Abuse Policy 	Approval
10.	Governance – Annual reviews: <ul style="list-style-type: none"> a) Chairs Annual Review Report b) Board Members Annual Review Report c) Board Members Annual Skills Audit Report d) Board Members Skills Audit Matrix e) Board Self-Assessment Survey Report 	Noting
11.	Board Succession Planning	Noting
12.	Scottish Borders Council Framework Notification	Noting
13.	Performance Reports: <ul style="list-style-type: none"> a) September 2023 Monthly Reports b) July-September 2023 Quarterly Report 	Noting
14.	Chair's Items	Noting
15.	Chief Executive's Items	Noting

16.	<u>Minutes of Committee Meetings</u> <ul style="list-style-type: none"> AICC Meeting on 17.10.23 	Noting
17.	<u>Conferences, External Meetings and Training</u>	
18.	<u>Equality Impact Assessment</u> Consideration of any potential Equality Impact issues resulting from discussion during the meeting.	
19.	<u>Risk Assessment</u> Consideration of any potential risks resulting from discussions during the meeting.	
20.	<u>Communications to Stakeholders</u> Consideration of any issues arising during discussions which need to be communicated to staff/stakeholders.	
21.	<u>Notifiable Events</u> Consideration of any issues arising during discussions which need to be notified to Statutory/Strategic partners.	
22.	<u>For Information</u> These items are circulated for information purposes only, and are not for discussion: <ul style="list-style-type: none"> SHARE's October – December 2023 brochure re Personal and Professional Development Brochure Scotland's Housing Festival, 5-6 March 2024 via email on 4.10.23. SHARE's Training Opportunities – Oct 23 – Mar 24 via email on 16.10.23. Scottish Borders Council – Strategic Housing Investment Plan Strategic Housing Investment Plan (SHIP) 2024-2029 Scottish Borders Council (scotborders.gov.uk) 	
23.	<u>Date of Next Meetings:</u> Development Session - Tuesday 28 th November 2023 – 3:00-5:00pm Board Meeting – Tuesday 28 th November 2023 – 5:30pm	