

<b>COMMITTEE MINUTE RECORD</b>	
<b>Minute of:</b>	Ark Housing Association Board of Management
<b>Date Held:</b>	24 August 2023, 1.30pm
<b>Venue:</b>	Hybrid – Priory Board Room and Zoom
<b>Chair:</b>	Graham Mitchell
<b>Secretary:</b>	Bobby Duffy
<b>Present:</b>	Mr Graham Mitchell (Chair), Mr Neil McKnight (Depute Chair), Ms Catriona Clarke, Mr Dave Proudfoot, Dr Darcey Black, Ms Donna Downie (Co-optee), Mr Craig Unsworth (Co-optee), Mr David Belfall (Co-optee)
<b>Remote:</b>	Mr Ian Logan, Ms Caryn Innes (Director of Development & Customer Experience),
<b>In Attendance:</b>	Mr Bobby Duffy (Chief Executive Officer), Ms Victoria Knox (Director of People & Organisational Development), Mr Mark Hall (Director of Care & Support), Mr Stuart Green (Director of Finance & Digital Improvement), Ms Mary Bell (PA to CEO) (Minutes)
ITEM	
	<b>Board Session – Board Portal</b> A pre session took place regarding the Board Portal.
1.	<b>Welcome</b> The Chair welcomed all attendees to the 24 August 2023 Board of Management meeting.
2.	<b>Apologies:</b> Ms Kayleigh Bryan, Ms Joanna Mansell, Mr Oliver Saint, Ms Lucy Robertson
3.	<b>Declaration of Interest</b> It was noted that Mr Neil McKnight and Ms Catriona Clarke are also members of Ark Commercial Investment Limited (ACIL) Board.
4.	<b>Items for Approval</b>
4.1	<b>Minutes of Previous Meeting held on 29 June 2023</b> The Chair enquired if Members had any comments or queries regarding the 29 June 2023 Board of Management meeting minutes. An error was identified at item 10.4 and this will be removed from the minutes. <b>Further to the amendment Members approved the 29 June 2023 Board of Management meeting minutes</b>
4.2	<b>Actions</b> The action list was reviewed, and the following was noted: - 23/02/23 Item 7, Chairs Remarks – BoM reporting plan is on today’s agenda for discussion and agreement, this action will be removed. Item 9.1, Property Development and Strategic Asset Management – Windsor Square new build development revised business case is on today’s agenda for approval and will be removed from the action list. 29/06/23 Item 4.1, Voices Group Minutes – The DPOD advised that the 30 May 2023 Voices Group minutes had not been finalised yet and noted that she will share with Members prior to the next BoM Meeting. Item 7, CRR – It was noted that all amendments had been addressed, this action will be removed. Item 10.2, Corporate Objectives are on today’s agenda as part of BoM reporting, this action will be removed. <b>Members noted the updates and status of the action list</b>
5.	<b>Policies for Approval</b> ❖ CS08 Medication Policy, G13 Openness & Confidentiality Policy, G20 Fraud Policy, G35 FOI & EIR Policy ❖ The DOPD noted that she was requesting approval for CS08, G13, G20 and G35 adding that these were all cyclical updates, and the changes were noted in the policy cover sheets. The DPOD advised that at the beginning of September 2023 that TIAA are carrying out an audit of the policy review process and this will be reported through the Audit Sub-Committee. <b>Members approved Policies CS08 – Medication, G13 – Openness &amp; Confidentiality, G20 – Fraud and G35 FOI &amp; EIR</b>
6.	<b>Annual Accounts</b> <b>Summary Report, Audit Report, and Technical Update, Ark HA, Letter of Rep, Letter of Support</b> <b>Ark Services Ltd and Ark Commercial Investments Ltd</b>

	<ul style="list-style-type: none"> <li>○ The DFDI provided an overview of the summary report informing that in terms of the audit process no significant issue had been highlighted and noted that there are still some presentational adjustments to be made. The DFDI explained how the final results are determined noting that the biggest impact has been the year-end adjustment in the pension scheme. In addition, the DFDI advised that the release of the LA creditor position was another adjustment made and advised how this had transpired and how this will be dealt with in the future. The DFDI added that some late adjustments had been made noting what these had included.</li> <li>○ A discussion ensued regarding the finance paperwork that was shared with the BoM, and it was noted that the Ark HA financial statements had been omitted. The Chair asked the PA to issue the appropriate papers and that any comments or queries be forwarded to her prior to Wednesday 30 August 23. The Chair added that if there are no comments received Members approval will be assumed. The DFDI confirmed that he will exclude ASL and ACIL accounts for the re-issued papers as the Subsidiaries approve their own accounts and go to the BoM for information only.</li> <li>○ A discussion ensued in relation to the audit summary report and the DFDI noted that if there were specific questions, he would be happy to comment but added that in his opinion, there were no material issues to highlight adding that the report has been discussed in detail at other governance meetings. Mr Proudfoot noted that the report had been discussed at the Finance Sub-Committee and Audit Sub-Committee meetings adding the actions identified are being taken forward and will subsequently be reported through both committees as appropriate and this will provide assurance to the BoM. The Chair added that the auditor had provided an unqualified opinion and that the accounts are solid and this provides assurance to the BoM.</li> </ul> <p><b>Members noted that the full set of Annual Accounts will be shared for comment and if no comments come forward by Wednesday 30 August 23 approval will be assumed for the Annual Accounts 2022-23; that Members have confirmed that the financial statements have been appropriately prepared using the going concern basis; and delegated authority to the Director of Finance &amp; Digital Improvement to approve any non-material changes to the accounts has been provided; and approval for the Chair to sign the Letter of Representation and Letter of Support from Ark HA to ACIL.</b></p> <p><b>Note: On issuing the annual accounts no further questions were received from the Board.</b></p>
7.	<p><b>Items from Chair/CEO</b></p>
	<p><b>Chairs Remarks</b></p> <ul style="list-style-type: none"> <li>○ The Chair informed that he had conducted most BoM reviews this year noting that the feedback was varied and interesting. The Chair advised that he would share details with Members at the 28 September 23 meeting as he stills has a couple of Members to catch up with. In addition, the Chair noted that there is an emphasis on Members having more input into the organisation linking into their own talents and professional backgrounds to utilise BoM operations rather than them going through a series of sequences of agreeing to papers instead of having a more thought focussed approach. The Chair added that BoM development was highlighted regarding what this might incorporate to have them more knowledgeable about the completeness of Ark. The Chair added that there was also a suggestion regarding refreshers in terms of roles and responsibilities being carried out on an annual basis. The Chair thanked the Members he had met so far for their input.</li> <li>○ The Chair encouraged Members to attend the 28 September 23 AGM in person if possible, noting that it would be a good time for Members to start to reconnect as an entity. The Chair added that the AGM will take place in the Priory and will be modest giving Members time for discussion.</li> <li>○ The Chair noted that he has had ongoing weekly catch ups with the CEO to keep him abreast of all Ark business and advised regarding succession planning that the Depute Chair has had a change in circumstance and has informed that he is not in the position to take on the role of Chair. The Chair advised that further to this he has had conversations with Mr Logan regarding taking on the role of Chair from the BoM meeting taking place after the AGM. The Chair advised that Mr Logan has accepted the position and asked for his comments. Mr Logan extended his thanks to the Chair and ET for choosing him for the role noting that he is grateful and honoured to have been offered the position and that he is looking forward to working with everyone. Mr Logan added that he has been a supporter of utilising Members talents and looks forward to exploring this further. Mr Logan apologised for not being at the meeting in person.</li> <li>○ A discussion ensued in relation to the attendees at the AGM and the CEO informed the situation with Ark Members noting that one of the attendees is a former Chair. The Chair noted that questions are always welcome at the AGM and if any of the BoM Members have any questions relating to Ark, please forward to the CEO prior to the AGM to allow for an appropriate response to be prepared.</li> </ul> <p><b>Members noted the Chairs remarks</b></p>
8.	<p><b>CEO Remarks</b>  <b>AGM</b></p>

	<ul style="list-style-type: none"> <li>○ The CEO advised that the 28 September 23 AGM and BoM meeting will take place in the Priory Boardroom noting that it will Mr Mitchells last duty as Chair. The CEO advised that the AGM would start from 11.30-12.15, lunch will be supplied and the BOM meeting will start at 1pm. The CEO advised that the BoM meeting will be used for appointing the new Chair, Depute Chair, and the various committee Members.</li> </ul> <p><b>October Strategic Development Day</b></p> <ul style="list-style-type: none"> <li>○ The CEO noted that the 26 October 23 strategic development day will also be held at the Priory and will commence with a BoM development Session led by Linda Ewart. The CEO noted that the session will be created based upon a guidance document that she has written for the SFHA, around “Getting the balance right between Strategic and Operational Matters.” The CEO advised that there will be a Corporate Strategy Review Session in the afternoon and detailed proposals will be created for the BoM to consider for the organisational review.</li> </ul> <p><b>Board reflections on ASL visit and Compliance Issues</b></p> <ul style="list-style-type: none"> <li>○ The CEO informed that detailed papers have been produced for ASL Members to consider in relation to the plans to improve the quality of services and properties we provide to Ark Services; however, the meeting was unable to go ahead today. The papers produced outline the progress of priority works and planned future works and the DDCE will provide Members with an update at item 9.8.</li> <li>○ The CEO added that it has also been reported previously about the electrical compliance failings and the measures that have been put in place to address these issues and this forms part of the detailed review of the self-assessment report. The CEO noted that the Chair has shared the general concern that Members are quite rightly expressing noting that there may be other issues that they need to be made aware of as they are only hearing now about the issues at ASL now and they appear to have been going on for several years. The CEO assured Members that Management are working with them in an open and transparent way and are not holding back but reporting findings to Members when becoming aware of them. The CEO added that in his view it is testament to the way Management and Members work together that these discussions are taking place and hopefully this will provide assurance to the Board that we will make the necessary improvements within a timely order.</li> <li>○ The CEO confirmed that he has been in regular communication with the family who are having issues, noting that he has been back up to Aberdeen meeting with them, the care provider and contractor and agreeing the works to be taken forward adding that the family had been appreciative of him going back to them. The DDCE informed that there is now a good relationship with the family, and they are in full control of how and when the work will be carried out adding that a start date has been agreed for 25 September 23. In addition, the DDCE informed that financial support will be provided to decant the tenant to a void property or for a family holiday when the work is being undertaken. The DDCE informed that construction defects have been identified at Provost Mitchell Circle noting that works will be accelerated, and she will be pursuing the contractor. In addition, the DDCE advised that the CI issues have been completed at Provost Mitchell Circle and that there has been positive feedback regarding contractor interaction with the supported people.</li> <li>○ The CEO advised that the external compliance audit report will be received in September 23 and shared with Members in October 23 and that Management will be transparent and inform Members on how it is planned to address any issues that arise noting that the DDCE will provide an update on that work at item 9.8.</li> </ul> <p><b>Members noted the CEO’s remarks</b></p>
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<b>Items for Discussion/Approval</b>	
9.	<b>Session 22/23</b>
	<b>Strategic Focus</b>
9.1	<p><b>Board Reporting</b></p> <p>Business Reporting - Corporate Objectives</p> <ul style="list-style-type: none"> <li>○ The CEO noted that in previous years Members received quarterly corporate objectives reports on the delivery of milestones contained within the annual plan adding that this did not appear to be a good use of their time and that the item usually came for noting at the end of the meeting and did not create much discussion. The CEO advised that he had set out a summary paper with 3 appendices relating to the reporting plan for all upcoming BoM meetings underpinned by the corporate objectives that will be brought forward for approval. The CEO informed that the paper summaries two reports prepared for the Board and a timeline for reporting for ordinary BOM business and delivery of the annual corporate objectives. The CEO noted that appendix 1 sets out the timetable for ordinary business reporting throughout the calendar year that will allow Members to see what</li> </ul>

	<p>is planned for future meetings and determine if the timing and the volume of items at each meeting is appropriate. In addition, the CEO noted that appendix 2 sets out how the ET propose to report delivery of the corporate objectives to the BOM throughout the calendar year to June 2024 and appendix 3 is provided for information and to demonstrate the alignment between the new corporate objectives and those agreed by the BoM. The CEO added that the ET will monitor delivery of the key milestones and at the planned time will bring the objectives that are due to be reported at each meeting.</p> <ul style="list-style-type: none"> <li>○ Mr Belfall informed that he would like an annual report for complaints added to the reporting plan. The CEO noted that this is for Members to decide adding that a complaints quarterly report is produced for the Audit Sub-Committee, and this is being constantly refreshed adding that the complaints processes had been audited last year with substantial assurance being awarded. Mr Belfall proposed that an annual complaints report be presented to the BoM. As complaints matters are referred to the Audit Sub-Committee its Chair noted that complaints reporting is covered well at the Audit Sub-Committee meetings and their role is to ensure the process is working properly and comments can be made on the nature of the complaints. A discussion took place regarding complaints reporting and Mr Proudfoot seconded Mr Belfalls' noting that complaints are a key area in any organisation and Arks are at a low level. Further discussion ensued and Members agreed with the discussions and noted that a summary annual complaints report should be added to the reporting plan. The Chair of the Audit Sub-Committee noted that in addition to highlighting issues and how they are being dealt with, that a trend analysis would be useful for Members.</li> <li>○ In addition, Mr Belfall highlighted the Customer, Communications and Engagement Strategy that is planned to be created for March 24 noting it's importance and that it would be beneficial for Members to review and contribute before the final document is submitted for approval. The CEO noted that this could be an area where earlier work is shared with interested Members for feedback.</li> <li>○ The DDCE informed that a performance report is completed for the regulators for October of each year and noted what this included adding that KPI's around complaints performance and the impact on customers are now being gathered. The DDCE suggested that work can be done to determine what is reported now to ascertain the gap to avoid duplication of work. The Chair noted Managements workload and asked that paperwork from last year's SHR submission be brought to the strategic development day for discussion and agreement regarding further information required. The CEO asked Members to approve the Reporting Timeline with the addition of an annual complaint's summary report and the Corporate Objective Reporting.</li> </ul> <p><b>Members noted the addition of an annual complaints summary report and approved the BoM reporting timeline and the Corporate Objective Reporting</b></p>
9.2	<p><b>Windsor Square Business Case</b></p> <ul style="list-style-type: none"> <li>○ The DDCE noted the purpose of the report was to provide an update on contractor procurement and seek approval of the revised financial appraisal of the Business Case. In addition, the DDCE provided background information regarding the development, informed the property design and housing mix. The DDCE advised that the Finance Sub-Committee were happy to support the revised financial appraisal subject to Scottish Government grant being allocated.</li> <li>○ Mr Belfall questioned if any of the general need's properties were available to homeless people and the DDCE informed that the Scottish Government require the design of properties to be identified as either specialist needs or general needs and confirmed that the Windsor Square development was for general needs. The DDCE advised the homeless position with Mid Lothian Council (MLC) noting that Ark will generate its' own waiting list for the new build properties and that work is also carried out with MLC in terms of Arks legislative requirements. In addition, the DDCE advised that Ark currently don't have a formal obligations agreement with MLC, but the Housing Team will put this in place in preparation for the new build development. The DDCE confirmed that MLC can nominate people for allocations and the Head of Housing will ensure all allocations are carried out in accordance with Ark's allocation procedure.</li> <li>○ A discussion ensued regarding the summary paper and recommendations, it was noted that this had not been issued to the Members and the Chair asked the PA to issue the appropriate papers and that any comments or queries be forwarded to her prior to Wednesday 30 August 23. The Chair added that if there are no comments received Members approval will be assumed.</li> </ul> <p><b>Members noted that the full set of Papers for Windsor Square Business Case will be shared for comment and if no comments come forward by Wednesday 30 August 23 approval will be assumed for proceeding with the</b></p>

		<p><b>development of 12 new affordable homes at Windsor Square, Penicuik up to the total project cost, for committing Ark Housing Association funds to meet the private finance element of the overall development cost and subject to Scottish Government Grant Approval, Ark can enter into a Building Contract and Purchase Agreement with Connect Modular for the total contract sum.</b></p> <p><b>Note: The full set of papers for the Windsor Square Development were issued and no further comments were received from the Board.</b></p>
9.3	<p><b>Development Update</b></p> <ul style="list-style-type: none"> <li>○ The DDCE advised that work is progressing well at Crusader Rise with no issues to report with the on-site staff. The DDCE added that a meeting had taken place with the contractor regarding the extension of time for completion and she is confident in Ark’s position that there will be no financial penalties. The DDCE added that within the contract the risk of non-completion sits with the contractor. The DDCE noted that meetings have commenced with the internal project team adding that there is an extensive waiting list for the West Lothian Council area. In additions the DDCE informed that some care packages have been lost at Livingston and that the new properties will be occupied by current supported people. The DDCE noted the Talent and Engagement Co-Ordinator’s pilot project and how this has improved recruitment in Edinburgh and the Lothians and can be replicated in other areas where that are understaffed.</li> <li>○ The DDCE advised that the Priory disposal planning application will be submitted by the end of September 2023 adding that the design work has been completed. In addition, the DDCE noted that the surveys will be completed by mid-September noting that land valuation and designs are market driven.</li> </ul> <p><b>Members noted the Development Update</b></p>	
9.4	<p><b>Digital Strategy Implementation – Systems Replacements</b></p> <ul style="list-style-type: none"> <li>○ The DFDI advised that the Capita system used for Housing and Finance is dated and that Rubixx is replacing this noting that this product is a newly built system that is cloud based and explained how this was set up. The DFDI noted that the system was based on value for money and will go live in 16 days. In addition, the DFDI noted how the system will replicate functionality and will process efficiencies in the future. In addition the DFDI noted that a customer and suppliers’ portal will be included along with a complaints management system. The DFDI advised that a cross over time for a full data cleanse and inputting the data into Rubixx will end in March 2024 and Capita will be obsolete. The DFDI noted that Rubixx is a forward-thinking system and will generate flexible reporting. A discussion ensued regarding Rubixx and it was noted that using this system is moving in the right direction for Ark.</li> </ul> <p><b>Members noted the Digital Strategy Implementation Update</b></p>	
<b>Performance Reporting</b>		
9.5	<p><b>SHR Self-Assessment Framework Outcome Report</b></p> <ul style="list-style-type: none"> <li>○ The CEO noted that the paper details the process the ET and SLT have gone through to determine compliance or otherwise with the Regulatory Framework adding that the documents that have been provided demonstrates the same process followed each year, that had received substantial assurance following last year’s audit by TIAA. The CEO added the Management position is that a robust self-assessment has been carried out.</li> <li>○ The CEO advised that following the assessment there is one guidance statement that has been assessed as not having in place sufficient evidence to be fully compliant; that is standard statement C, which is detailed in the paper. In addition, the CEO noted that there are several compliance areas that must be adhered to and at this time Ark are not fully compliant with regards to the electrical safety testing and it has been assessed that it is material non-compliant. Detail of why Ark have found this to be non-compliant was explained and the CEO advised that work has been ongoing and will continue to go on till the end of August 2023 to achieve full compliance within this area. The CEO advised that when considering non-compliance of statement C, the key issue is one of materiality and whether the issue is of such seriousness the scenarios described in 3.3 in the paper could occur. The CEO added that it is the view of the ET that the scenario set out in 3.3 (a) could occur and as such it has been consider that this an area of material non-compliance. The CEO added that the final point to note is following completion of the self-assessment process, Ark is then expected to publish its Annual Assurance Statement (AAS) between April and October each year, to declare compliance with the regulatory framework and issues of material non-compliance should be set out within the AAS along with details of how we will work towards compliance in the areas identified. The CEO informed that the DDCE has set out a clear plan to ensure all outstanding electrical safety checks will be completed and all certificates will be received by the</li> </ul>	

		<p>end of August 2023, at which point Ark will be 100% compliant with the regulatory framework. The DDCE added that the garden maintenance contract was the first area of work that the scrutiny group had completed and that this group will evolve. In addition, the DDCE noted that the scrutiny group have met up with the HPWG and it is planned to have them attend a BoM meeting at some point. The DDCE added that a performance report is shared with the Tenants quarterly noting that the work with the Tenant information service is going well.</p> <ul style="list-style-type: none"> <li>○ The CEO noted that he had shared the AAS with the SHR and that they were content with the statement adding that they had fed back that Ark had provided a great example of governance in action and had also provided very good assurance. The CEO proposed that Members allow this work to be completed and that the statement is brought back to the 28 September 2023 BoM meeting for approval and signing.</li> </ul> <p><b>Members noted the Self-Assessment Framework Outcome Report and that it will be presented for approval and signing at the 28 September 2023 BoM meeting</b></p>
	9.6	<p><b>Compliance Assurance Q1 Report</b></p> <ul style="list-style-type: none"> <li>○ The CEO invited questions and comments from Members, no queries were raised and it was noted that they were happy with the detail included within the report.</li> </ul> <p><b>Members noted the Compliance Assurance Report</b></p>
	9.7	<p><b>Management Accounts P3 &amp; Q1 Forecast</b></p> <ul style="list-style-type: none"> <li>○ The DFDI noted that there are no areas of concern to highlight within the P3 accounts and advised that the cashflow has assumed that the monies have not been transferred this month in both ASL and Ark HA and that this has factored in a slight concern regarding borrowing. In addition, the DFDI advised that the Brewin Dolphin monies have been received.</li> </ul> <p><b>Members noted the Management Accounts P3 and Q1 Forecast</b></p>
	9.8	<p><b>External Compliance Audit</b></p> <ul style="list-style-type: none"> <li>○ The DDCE advised that the external compliance audit is underway with no major flags apart from the electrical failures. The DDCE advised that she will provide a progress update report at the 26 October 2023 strategic development day.</li> </ul> <p><b>Members noted the External Compliance Update</b></p>
	9.9	<p><b>Care &amp; Support Update</b></p> <ul style="list-style-type: none"> <li>○ The DCS provided a high-level summary to Members and asked for comments or feedback now or after today's meeting. Mr Proudfoot noted that the C&amp;S update was a very good report and was very welcome with great content and this provides comfort to Members. Members agreed with Mr Proudfoot's comments.</li> </ul> <p><b>Members noted the Care &amp; Support Update</b></p>
10.	<b>Standing Items</b>	
	10.1	<p><b>Ark Services Ltd</b></p> <ul style="list-style-type: none"> <li>○ The DDCE suggested adding a standing item to the BoM agenda for a verbal report from the Ark Services Ltd Chair to share any live information or issues as they arise.</li> </ul> <p><b>Members noted and agreed that a verbal update from the Chair of Ark Services Ltd will be added to the BoM agenda as a standing item</b></p>
	10.2	<p><b>Ark Commercial Investments Ltd</b></p> <ul style="list-style-type: none"> <li>○ The DDCE suggested adding a standing item to the BoM agenda for a verbal report from the Ark Commercial Investments Ltd Chair to share any live information or issues as they arise.</li> <li>○ The DDCE confirmed that the student let tenants are progressing as planned.</li> </ul> <p><b>Members noted and agreed that a verbal update from the Chair of Ark Commercial Investments Ltd will be added to the BoM agenda as a standing item</b></p>
11.	<b>Items for Discussion/Noting</b>	
	11.1	<p><b>Audit Sub-Committee Annual Report</b></p> <ul style="list-style-type: none"> <li>○ Mr Black (Audit Sub-Committee Chair) noted that Members had achieved their remit for year and noted the items highlighted for the year.</li> </ul> <p><b>Members noted the Audit Sub-Committees Annual Report</b></p>
	11.2	<p><b>Finance Sub-Committee Annual Report</b></p> <ul style="list-style-type: none"> <li>○ Mr Logan (Finance Sub-Committee Chair) informed that the annual report sets out an analysis on the focused aspects of finance and the competing demands and highlighted the main content of the report. Mr Logan added his thanks to the BoM Members who are standing in at the 16 August 2023 Finance Sub-Committee meeting and extended thanks to the Finance Team for their high-quality information.</li> </ul>

		<b>Members noted the Finance Sub-Committees Annual Report</b>
	11.3	<b>Audit Sub-Committee Minutes</b> ○ Members noted the minutes from 13 March 2023 Audit Sub-Committee meeting. <b>Members noted the 13 March 2023 Audit Sub-Committee Meeting Minutes</b>
	11.4	<b>Finance Sub-Committee Minutes</b> ○ Members noted the minutes from the 22 March 2023 Finance Sub-Committee meeting. <b>Members noted the 22 March 2023 Finance Sub-Committee Meeting Minutes</b>
	11.5	<b>Ark Commercial Investment Ltd Minutes</b> ○ Members noted the minutes from the 30 March 2023 Ark Services Ltd meeting. <b>Members noted the 30 March 2023 Ark Commercial Investment Limited Meeting Minutes</b>
	11.6	<b>Ark Services Ltd Minutes</b> ○ Members noted the minutes from the 30 March 2023 Ark Services Ltd meeting. <b>Members noted the 30 March 2023 Ark Services Limited Meeting Minutes</b>
	11.7	<b>Rule 68 Compliance</b> ○ Members confirmed that they were compliant with Rule 68 <b>Members noted and confirmed Rule 68 compliance</b>
12.		<b>Standing Items</b>
11.		<b>AOB</b>
		There was no other business to discuss, and the meeting was closed at 4.20pm
		It was noted at the end of the meeting that there were no potential impacts identified in relation to people with a protected characteristic.
12.		<b>Date of Next Meeting: Thursday 28 September 2023 AGM and BoM Meetings</b>

**2023 Dates for Board of Management Meetings – commencing 14.00.**

Board Member Only sessions will commence at 13.30 unless agreed otherwise.

- 🚩 26 October – Strategy Day
- 🚩 14 December

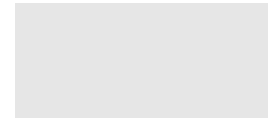
**2024 Dates for Board of Management Meetings – commencing 14.00.**

Board Members Only sessions will commence at 13.30 unless agreed otherwise.

- 🚩 29 February
- 🚩 28 March
- 🚩 30 May
- 🚩 29 August
- 🚩 26 September - AGM & BoM
- 🚩 31 October – Strategy Development Day (TBC)
- 🚩 12 December

**ACTIONS**

Meeting Date	Agenda Number	Action	Who	Status
25/05/23		Members to consider their interest in the Depute Chair position	ALL	Complete
29/06/23	4.1 - 25/05/23 Minutes	30 May 23 Voices Group Minutes to be shared with Members	VK	Verbal update to Board in December



24/08/23	6 – Annual Accounts	Ark HA financial statements to be shared with Members	MB	Complete
	7 – Chairs Remarks	Outcome from BoM Reviews to be shared	GM	
	9.1 – Board Reporting	Annual summary Complaints report to be added to the reporting plan.	BD	Complete
		2022 SHR performance submission to be discussed at the strategic development day	CIN	Complete
	9.8 – External Compliance Audit	Progress update report to be provided for the 26 October 2023 Strategic Development day	CIN	Complete