

COMMITTEE MINUTE RECORD

Minute of: Ark Board of Management
Date Held: 15 December 2022, 1.45pm
Venue: Via Zoom
Chair: Graham Mitchell
Secretary: Bobby Duffy

Present: Mr Graham Mitchell (Chair), Mr Neil McKnight (Depute Chair), Ms Catriona Clarke, Mr Dave Proudfoot, Dr Darcey Black, Ms Lucy Robertson, Mr Nikolas Koutris
In Attendance: Mr Bobby Duffy (Chief Executive Officer), Mr Mark Hall (Director of Operations), Ms Caryn Innes (Director of Development and Business Improvement), Mr Stuart Green (Director of Finance), Ms Mary Bell (PA to CEO) (Minutes)
Observing: Ms Donna Downie, Mr Craig Unsworth, Mr David Belfall

ITEM	
1.	<p>Welcome The Chair welcomed all attendees to the 15 December Board of Management meeting noting that this was the last meeting to be held in 2022.</p>
2.	<p>Apologies: Ms Kayleigh Bryan, Mr Ian Logan, Ms Joanna Mansell, Mr Oliver Saint, Ms Victoria Knox</p>
3.	<p>Declaration of Interest It was noted that Ms Lucy Robertson is a Member of Ark Services Ltd (ASL) Board, Ms Lucy Robertson, Mr Neil McKnight and Ms Catriona Clarke are Members of Ark Commercial Investment Limited (ACIL) Board.</p>
4.	<p>Items for Approval</p>
4.1	<p>New Board Member Recruitment The Chair advised that there had been 3 successful candidates for Co-optee Membership of the Board of Management, Ms Donna Downie, Mr Craig Unsworth and Mr David Belfall and that they were in attendance today to observe their first meeting. The Chair noted that he will ask for approval at the end of today’s meeting for the 3 Members to be co-opted onto the Board until full Membership comes into effect at the 2023 AGM. Members noted the New Board Member Update</p>
4.2	<p>Minutes of Previous Meeting held on 25 August and 29 September 2022 The Chair enquired if Members had any comments or queries in regards to the 25 August 2022 Board of Management meeting minutes. Members agreed that the content of the minutes are an accurate reflection of the meeting. The Chair enquired if Members had any comments or queries in regards to the 29 September 2022 Board of Management meeting minutes held after the AGM at the Hilton Edinburgh Carlton hotel. Members agreed that the content of the minutes are an accurate reflection of the meeting. The Chair thanked Members for appointing him for his 5th year as Chair noting that the process dictates that after 5 years as Chair he will be eligible for retirement at the 2023 AGM and Mr McKnight will take up the role from his retirement. Members approved the 25 August and 29 September 2022 Board of Management meeting minutes and noted the Chairs thanks</p>
4.3	<p>Actions The action list was reviewed and the following was noted:- 26/05/22 o Item 9.1 Finance – SG confirmed that a column has been added to the accounts report for today’s meeting, this action will be removed from the list. 25/08/22 o Item 11.1 Finance – MH confirmed that a paper in regards to the impact the cost of living is having on Ark’s tenants is on today’s agenda for discussion and noting. This action will be removed from the list. 29/09/22 o There were no actions noted from 29 September 2022 meeting. Members noted the updates and current status of the action list</p>

5.	<p>Policies for Approval</p> <ol style="list-style-type: none"> 1. HR34 – Student Placement Policy - TO BE OBSOLETE 2. HR35 - Volunteer Policy - TO BE OBSOLETE 3. HS11 – Managing Aggression Policy 4. HS12 – Lone Working Policy 5. HS13 – Work and Lifting Equipment Policy 6. HS15 – Safety Aspects of Building Maintenance Policy - TO BE OBSOLETE 7. HS20 – Stress at Work Policy <p>The CEO noted that as per the normal process that Policy cover sheets have been issued to Members adding that there has been no material changes to each. The CEO advised that there were 3 Policies to be made obsolete, 2 of which, HR34 & HR35, were changed to procedures and 1, HS15 is being made obsolete as the information is contained in other Policies.</p> <p>Members approved that Policy Numbers HR34, HR35 and HS15 become obsolete and Approved the review of HS11, HS12, HS13 and HS20</p>
6.	<p>“Redacted for Security”</p>
6.1	<p>“Redacted for Security”</p>
7.	<p>Items from Chair and CEO</p>
	<p>Chairs Remarks</p> <ul style="list-style-type: none"> ○ The Chair asked that he be updated in relation to Members and Chair appraisals paperwork. The PA will contact the DPOD to confirm the position with the Chair. ○ The Chair advised that the recent round of Board Member recruitment had gone well, welcomed the 3 successful candidates who are in attendance today noting that they have a broad range of experience and knowledge to share. ○ The Chair highlighted today’s agenda, noting that there was a high volume of paperwork for consideration and approval. In addition the Chair advised that if Members don’t conclude the agenda at today’s meeting the outstanding items will be carried forward. The Chair asked the CEO to note that a discussion in regards to the volume of papers for Board meetings will take place at the next Board Pre-Meet. <p>Members noted the Chairs Remarks</p>
8.	<p>CEO’s Remarks</p> <ul style="list-style-type: none"> ○ Well-Being & Recognition – The CEO advised that a paper had been prepared that proposed a wellbeing and recognition payment of a £50 voucher, thank you card and £15 per head for each team to hold a wellbeing event for Finance Sub-Committee approval. The CEO informed that the Finance Sub-Committee had approved this gesture and thanked them for their support adding that the cards had been issued to all staff this week and the feedback received was positive. ○ The CEO highlighted an incident that had occurred as a result of mould in the person’s home and advised that the SHR had issued a letter to all RSL’s in Scotland to ensure CEO’s and Governing Bodies have the right systems and processes in place to monitor and tackle this issue if it exists within their properties. The DDBI advised that an initial desk top assessment of all properties is being carried out and all comments or complaints in regards to dampness or condensation are being appraised. In addition, the DDBI noted that the Housing Service have completed their annual house visits and as part of general housing knowledge she has instructed the Head of Asset Management to pull together a valuation report by the end of this calendar year. The DDBI advised that an action plan will be developed to resolve any issues within the relevant timelines and a risk register will be developed that will be updated, managed and monitored by Asset Management. The DDBI added that an article including guidance will be prepared for the next edition of the newsletter and Ark are pro-actively procuring an external specialist surveyor to carry out a full survey of all properties although there is no timeline in place as yet. The DDBI noted that an update will be provided to Members for 30 March 2023 Board meeting. ○ The CEO informed Members that Ark had received its final draft internal audit report for the C&S Quality Assurance System and the outcome from the Audit was substantial assurance. The CEO added that from the 3 internal audits carried out this year substantial assurance had been awarded for each. <p>Members noted the CEO & DDBI Remarks</p>
	<p>Items for Discussion/ Decision</p>
9.	<p>Session 21/22</p>

<p>9.1</p>	<p>Windsor Square Revised Proposal</p> <ul style="list-style-type: none"> ○ The DDBI provided a brief overview of the revised proposal for Windsor Square noting that the principle purpose of the paper is concluding the options appraisal and advised that the preferred option is to move forward with procuring a contractor to build a full business case for approval by the Bard of Management at its 30 March 2023 meeting. In addition the DDBI informed that the business case will be based on modern methods of construction by way of off-site pre-fabrication and the noted the next stage of the process. ○ The DDBI clarified that there is no financial exposure to Ark as all cost have been covered to date and noted that the Scottish Government and Midlothian Council are fully supportive of the project. In addition the DDBI informed that the project has been moved forward into the mainstream new build programme, noting that as far as she was aware, the current commitments for new builds will be committed and delivered. ○ Ms Clarke advised that the Finance Sub-Committee considered the costs in finer detail and were comfortable with the projects progression. ○ The DDBI informed that the Scottish Government Public Contract Scotland and procurement routes have changed and that Ark’s procurement policies will be brought in line with the Scottish Government position. The DoF added that the policy and procedure are due for renewal this year and all options for procurement will be considered and captured if appropriate when the review takes place. The DDBI advised that Ark are currently in discussions with a solicitor for legal advice on the form of contract and to ensure a safe procurement process and this will fully inform the Members prior to making a decision. The DDBI noted that the target for the full business case was for the 30 March 2023 meeting subject to the external procurement process. <p>Members approved the principles of the revised development proposal and preferred procurement route</p>
<p>9.2</p>	<p>Development Progress Report</p> <ul style="list-style-type: none"> ○ The DDBI confirmed that work on site had commenced again at Crusader Rise in late October 2022 and is progressing well noting that work was paused due to the delay in the stage two building warrant. The DDBI informed that Ark are currently working with the contractor to agree an extension of time and the current position is that it is time only with no cost associated from either party. A fuller update will be provided for the 30 March 2023 meeting. <p>Members noted the Development Progress Report</p>
<p>9.3</p>	<p>West Adam Street Options Appraisal Report</p> <ul style="list-style-type: none"> ○ The DDBI provided a brief overview of the West Adam Street Options report noting that the purpose of the report is to provide Members with a progress update on the option appraisal currently underway at 2-4 West Adam Street and 14 Richmond Place, Edinburgh and highlighted the next key activities. The DDBI informed that phase 1 had highlighted that there is no easy solution to reconfigure the student accommodation without impacting the social tenancy blocks and consideration for capital investment is required. The DDBI asked for support from Members to move on to phase 2 of the option appraisal process to consider a refurbishment of the whole building to reach the best option for Ark’s asset and for the customers. The DDBI noted that she is mindful that phase 2 may highlight that capital investment does not deliver financial viability and in this event disposal may be the only option. A discussion ensued in relation to items to be considered for the options report and the DDBI informed that the asset management strategy and portfolio disposal framework will be in place by the time a decision is required and added that the SHR has issued their new asset management guidance and this will be included. The DDBI noted that a fully informed appraisal will be created for the 30th March 2023 meeting. ○ Mr McKnight, Chair of ACIL, explained the background to the properties and how these are used, noted the issues with the mix of tenants, that the letting agent has been changed and Ark are now receiving a better service. Mr McKnight added that ACIL was created to support Ark as a company and that he agrees with the next steps to phase 2. <p>Members provided acknowledgement and their support to move to Phase 2</p>
<p>9.4</p>	<p>Interim Disposal Guidance</p> <ul style="list-style-type: none"> ○ The DDBI noted that the interim guidance will be embedded into the emerging Asset Management Strategy, which is scheduled to be presented to Board of Management for approval in March 2023. The interim Guidance has been brought forward to highlight approach and processes currently being undertaken by the Strategic Asset Management Group and to support the decision making process of the proposed disposal of 10 Woodside Close, Buckie. The DDBI informed that the parameters around quantifying the decision making process will form part of the portfolio analysis matrix and clarified what is carried out noting that any voids beyond 12 months will be the benchmark for the disposal process to commence. <p>Members approved the Interim Disposal Guidance</p>
<p>9.5</p>	<p>10 Woodside Close, Buckie Disposal</p> <ul style="list-style-type: none"> ○ The DDBI provided background information in regards to the purchase of 10 Woodside Close in Buckie noting that when the property was ready to provide a service, Moray Council had no suitable people to engage in the service and the

	<p>property has been predominately void since 2015. In addition the DDBI explained all aspects involved in the decision making process of selling the property. The DDBI confirmed that there is likely to be a loss on the sale, however, will improve Arks cash position, noting that this property is not part of Ark Housing Association stock portfolio in terms of social tenancies or the Care & Support services and there are restrictions for its use. In addition, the DDBI noted that the sale will mitigate the ongoing cost involved in keeping the property. The DDBI informed that the Regulator will look for best value and they will attain satisfaction knowing that a market valuation has been carried out and a sales process has been followed. The DDBI added that the SHR have changed their process for disposal notifications to be reported after the event. The DDBI noted that a mixture of in-house and external specialist consultants are used for the options appraisal depending on the complexity of the project.</p> <p>Members supported and approved the disposal of 10 Woodside Close, Buckie and assigned delegated authority to the Director of Development and Business Improvement to appoint a selling agent and manage the sales process to conclusion</p>
9.6	<p>Priory Pre-Planning Application Report</p> <ul style="list-style-type: none"> ○ The DDBI provided a summary in regards to the Priory, noting that throughout the last during 18 months the office had been declared as surplus to operational requirements adding that Ark are now going through the process of the options appraisal to understand the planning position. The DDBI noted that the purpose of the report was to share how the progression of the pre-app planning process had happened adding that Ark still require to resolve title discrepancies between Ark and CEC. The DDBI advised that the Priory sits in a conservation area and Historic Environment Scotland, (HES) would not support a full demolition but would consider a hybrid option noting that the Planners and HES are principally supporting the change of use to residential, and with a qualitative design solution, they are likely to support partial demolition with the core building refurbished and a provision of new build on the wider site and/or connected to the core building. The DDBI noted that the likely planning outcome will be that Savills will do an update on the market appraisal and will come along to present the preferred options at the 30 March 23 meeting. A discussion ensued in regards to contractors being attracted to a hybrid approach of building and the DDBI confirmed that Savills had informed that there are a number of developers who would be attracted to a conversion and new build. The DDBI explained the costs associated with each option and confirmed that the strips of land within the red line are currently being valued noting that a rate has been supplied by CEC based on amenity land. ○ A discussion took place in relation to the resources required for the amount of work that is ongoing and the DDBI noted that the priority items will be discussed at item 9.7 adding that the ET require to ensure that they can deliver with the available resources. ○ The DDBI noted that the Asset Management strategy is in draft format and is due to come to the Board of Management for approval at its meeting being held on 30 March 2023 adding that a portfolio analysis is being produced around property and also the Care & Support business as there are interaction between the two. The DDBI advised that going forward, this will be assessed on an annual basis and this will identify the annual priorities. ○ The DoF confirmed that the budget for the option of pre-planning has been added to each for feasibility studies and investigation and discussions to finesse the numbers will take place in 23/24. ○ A discussion ensued in regards to Ark’s obligations to maximise the asset value feasibility option and the DDBI noted that it would be a challenge for the Regulator if selling under book value and advised how the proceeds would be utilised. <p>Members noted the Priory Pre-Planning Application Report</p>
	<p>Strategic Focus</p>
9.7	<p>Strategic Priorities 2023-2026</p> <ul style="list-style-type: none"> ○ The CEO provided a briefing in regards to the creation of the strategic priorities for 2023-26 advising that Ark’s Business Plan had been launched in October 2020 and noted that discussions have been ongoing throughout 2022 around realigning Ark’s priorities to what the emerging issue and priorities have been over the last two years. The CEO informed that from discussions with Members that the ET had committed to providing more detail, in draft, to the priorities for today’s meeting. In addition, the CEO noted that the priorities for the next 3 years have been set out and that the ET are seeking agreement that these should be the areas to focus upon to allow them to create a more substantial document for consideration and final agreement at the 23 February 2023 meeting. The CEO noted that resources will be considered when allocating delivery and summarised the proposed themes, noting improving quality, addressing some of the emerging priorities, focus on growth in relation to Care and Housing and a response to increasing demands to regulators from a compliance perspective. ○ The DO noted that the financial environment is the most significant challenge for Care & Support at present and allied to that is the Scottish Governments aspiration for the National Care Service that is receiving resistance from Social Care providers. The DO highlighted that staffing is a huge challenge for all Social Care providers and there are a couple of pilot

	<p>projects have commenced to look into addressing this situation. The DO informed that opportunities are available for growth and summarised how this transpires. The DO highlighted that Ark have kept a steady amount of Care & Support hours over the past several years and when people are moving on there is a continuous stream of business.</p> <ul style="list-style-type: none"> ○ The DO advised that the plan is to actively look at how Ark will grow business and he will be approaching internal colleagues to for discussions in regards to models of growth that are appropriate to the organisation. ○ The DO informed that the ET have taken a strategic approach to digital development that will change the way support is delivered and the review of this to assess if it has been working well and enhancing people’s quality of live and the new builds will be trialling technology for the people who move in, to consider if their level of support can be reduced. The DO highlighted that CCPS and the SFHA have tech forums and Ark are present in both, noting that a couple of providers have gone forward with technological modification and their learning will be shared through these forums. ○ The CEO agreed that there was a lot of work included within the report and that the ET will fully consider staff resources when allocating timeframes for completion. <p>Members approved the draft 2023-26 Strategic Priorities</p>
9.8	<p>Equality, Diversity, Inclusion & Human Rights Strategy</p> <ul style="list-style-type: none"> ○ The CEO informed that Ark had approached TIAA to carry out an audit on its approach to Equality, Diversity, inclusion and Human Rights (EDIHR) across the organisation and this had identified that Ark did not have an overarching strategy in place that covered this particular area. The CEO noted that since the audit EDIHR has become more of a focus for Ark and the SHR and the work that is already in place has been incorporated in the strategy and other actions have been identified to embed a culture of EDIHR across the organisation. It was noted that this is an impressive piece of work carried out by the DPOD and the CEO asked for Members approval of the EDIHR Strategy and that the ET implement the associated action plan. ○ A discussion ensued in regards to EDI&R from a Board recruitment perspective and the Chair noted that consideration is given during Board recruitment, adding that the DPOD has kept and minuted all information aligned to EDI&HR. ○ The CEO advised that the EDIHR strategy will be shared with new Members once approved. ○ The CEO confirmed that Board membership is open to everyone through the established processes, however, there has always been a gap with tenant and customer participation. The CEO noted that if Members determine that they want to see a number of different areas represented on the Board this would be an area to drive forward. <p>Members approved the Equality, Diversity, Inclusion and Human Rights Strategy and that the ET Implement the associated Action Plan</p>
9.9	<p>Treasury Management Strategy</p> <ul style="list-style-type: none"> ○ The DoF advised that the Treasury Management strategy was the outcome of review of Ark’s Policy & Procedures around treasury management and the updated guidance released by the SFHA. The DoF noted that the strategy will be updated on an annual basis and will allow focus on the cash impact and the funding of approved objectives within the 5 year plan. A discussion took place about a sub-strategy for the Brewin Dolphin investment and the DoF confirmed that if it is decided to keep the funds in the Brewin Dolphin investment for a longer period of time that there is a pro-forma document for BoM to review and sign on an annual basis for major investments. The DoF added that Brewin Dolphin had carried out a client service review and at present Ark don’t adopt an exclusionary policy. The Chair noted that a pro-forma agreement should be put in place if funds are deposited with Brewin Dolphin for more than 12 months and asked that this be actioned for the 23 February 2023 Board of Management meeting. ○ Ms Clarke noted that the Treasury Management Strategy had been discussed in finer detail by the Finance Sub-Committee. ○ Mr Proudfoot highlighted that the format of the 2 strategy documents presented for today’s meeting was not consistent and the CEO noted that this has been discussed by the ET and that a format for all strategy documents will be addressed. <p>Members approved the Treasury Management Strategy</p>
9.10	<p>Group Financial Resources</p> <ul style="list-style-type: none"> ○ The CEO provided a summary of Ark’s financial resources paper that was recommending to the Board of Management that it agrees its position on the use of Group Resources to further the aims and objectives of Ark. The CEO added that discussions had taken place in October 2022 but no final decision had been made, noting that it is recommended to Members to agree that future strategic financial plans aimed at delivering Ark’s objectives, takes into account the investment funds held with Brewin Dolphin and excess funds of Ark Services Ltd. ○ The CEO noted that how and when Ark draw down on the investment funds will be investigated further and proposals will be presented to the Finance Sub-Committee and Board of Management as part of the annual Treasury Management Strategy. In addition, the CEO advised that if agreement is made to use the Ark Services Ltd. excess funds that he will

	<p>provide a paper setting out the governance framework relative to the decision for the 30 March 2023 meetings to provide comfort to the Board of Management and the Board of Ark Services Ltd.</p> <ul style="list-style-type: none"> Ms Robertson informed that there had been an Ark Services Ltd. meeting on Monday 12 December 2022 and it had been agreed that a proposal will come back to the Ark Services Ltd. Board and that they were comfortable that what is being requested is fundable and reasonable. <p>Members approved that future strategic financial plans aimed at delivering Ark’s objectives, takes into account the investment funds held with Brewin Dolphin and excess funds of Ark Services Ltd.</p>
9.11	<p>Cost of Living Impact - Ark Tenants</p> <p>The DO provided a summary of the findings in regards to the impact that the cost of living pressures are having on Ark’s tenants and the potential risk of reduced income through tenants falling in to arrears. The DO advised that Housing Services’ Officers carry out house visits with every tenant on an annual basis noting the purpose of these visits. The DO informed that the Housing Management team have an ongoing issue with arrears and have a procedure in place to address any issues as they arise, noting that Ark’s target is to keep arrears below 2%, and added that there is usually a spike at the end of September due to local authorities who pay four weekly being out of step with the monthly payers. The DO noted that the findings demonstrate that rent arrears are broadly consistent with previous years and that he has been re-assured that there is no deepening concern at this stage and that Ark are not witnessing a marked increase in rent arrears that could be attributed to the increased cost of living. The DO highlighted the financial questions that were asked of Tenants and noted that the general trend is that Ark are not receiving feedback that there are significant issues. In addition the DO informed that the Housing Team will continue their visits and stay in contact with anyone facing difficulties and hardship. The DO noted that Ark had received vouchers from the Energy Redress fund to help people who were experiencing hardship but have not been successful for this year therefore he had asked the ET if they would support a proposal to create a small fund to make monies available to Tenants who were experiencing extreme hardship and he will be working with the Housing Team to develop the proposal. The DO noted that he will provide a quarterly update to the Board of Management</p> <p>Members noted the Cost of Living Impact on Tenants Update</p>
	<p>Performance Reporting</p>
9.12	<p>Q2 Progress Report</p> <ul style="list-style-type: none"> The CEO noted that the Q2 progress report demonstrates that there were 14 milestones to complete, 10 of which have been completed and the 4 that are outstanding are a result of external contractors. The CEO noted that to date 17 milestones have been completed 2 area completed within the timescale. Appendix 1 & 2 in order please specific one working on in that period, take a look at this otherwise excellent <p>Members noted the Q2 Progress Report</p>
9.13	<p>Housing & Property Working Group – Summary Annual Update</p> <ul style="list-style-type: none"> Ms Robertson informed that the HPWG meetings have been very helpful with some excellent discussions taking place and noted that the opportunity to meet with Members of the Tenant Scrutiny group and a Member of TIS had provided a better insight to the issues and challenges encountered. <p>Members noted the Housing & Property Working Group Summary Annual Update</p>
10	<p>Items for Noting</p>
10.1	<p>Period 7 Management Accounts</p> <ul style="list-style-type: none"> The DoF noted that there were no major issues to point out to Members and that the updated forecast is based on the current position to date. <p>Members noted the Period 7 Management Accounts</p>
10.2	<p>Compliance Performance</p> <ul style="list-style-type: none"> The CEO advised that the Compliance Performance Report is issued to the Board of Management for information on a quarterly basis. <p>Members noted the Compliance Performance</p>
10.3	<p>Corporate Risk Register (CRR)</p> <ul style="list-style-type: none"> The CEO advised that the CRR was presented at the 16 November 2022 Audit Sub-Committee meeting as part of their remit to confirm that the review process had been completed and that it is presented to the BoM two times a year for approval. The DDBI confirm that both ASL and ACIL CRR were reported and approved by each Board of Management. <p>Members approved the Corporate Risk Register</p>
10.4	<p>Audit Sub-Committee Minutes 10 August 2022</p> <ul style="list-style-type: none"> There were no comments noted in regards to 10 August 2022 Audit Sub-Committee meeting minutes <p>Members noted the content of the 10 August 2022 Audit Sub-Committee Meeting Minutes</p>
	<p>Finance Sub-Committee Minutes 17 August 2022</p>

	<ul style="list-style-type: none"> There were no comments noted in regards to the 17 August 2022 Finance Sub-Committee Minutes <p>Members noted the content of the 17 August 2022 Finance Sub-Committee Meeting Minutes</p>
10.5	<p>Board Meeting Dates 2023</p> <ul style="list-style-type: none"> The Board of Management Meeting dates were noted. A discussion took place in regards to another meeting date to be added between September and December. A few suggestions were highlighted for the October or November and it was agreed that the ET would review their corporate calendar for the year and come back Members with a proposal. <p>Members noted the 2023 Board of Management Meeting Dates and that an additional meeting will be Planned</p>
10.6	<p>Entitlements, Payments and Benefits</p> <ul style="list-style-type: none"> The CEO advised that Members require to complete an entitlements, payments and benefits form on an annual basis as per Ark's rules. The PA will forward the appropriate paperwork for completion and return. <p>Members noted that the Entitlements, Payments and Benefits Form would be forwarded for Completion and Return</p>
11.	AOB
11.1	<p>Co-opting of New Board Members</p> <ul style="list-style-type: none"> Donna Downie David Belfall Craig Unsworth <p>Members welcomed and approved the Co-optee Membership to the Board of Management for Ms Donna Downie, Mr David Belfall and Mr Craig Unsworth</p>
	<p>The Chair advised that Mr Koutris is resigning from the Board of Management after today's meeting, thanked him for his valued contribution and welcomed him to become a Member again if suitable. Mr Koutris noted that being a Board Member for 3 years had been a wonderful experience and that he is quite sad to have to resign due to his new job. Members wished Mr Koutris well in his new ventures.</p>
	There was no other business to discuss and the meeting was closed at 4.00pm
	It was noted at the end of the meeting that there were no potential impacts identified in relation to people with a protected characteristic.
11.	Date of Next Meeting: Thursday 23 February 2023

2023 Dates for Board of Management Meetings – commencing 14.00
Board Member Only sessions will commence at 13.30 unless agreed otherwise

- 📅 30 March
- 📅 25 May
- 📅 24 August
- 📅 28 September (AGM & BoM meetings)
- 📅 26 October
- 📅 14 December

ACTIONS

Meeting Date	Agenda Number	Action	Who	Status
15/12/22	6.1 Employment Law Update	Update to be provided to members when known	BD	
	7 Chairs Remarks	Update in relation to appraisals to be provided to the Chair - The PA will highlight to the DPOD. Meeting paper volume to be discussed at next Pre-meet.	MB BD	Complete Complete
	9 EDIHR Strategy	To be shared with new Members	MB	Complete

	9.9 Treasury Management Strategy	Pro-forma agreement to be put in place with Brewin Dolphin	SG	
	9.11 – Cost of living Impact on Tenants	Update to be provided for 30 March 2023 meeting	MH	
	10.5 2023 BoM Meeting Dates	ET Corporate Calendar to be reviewed and an additional meeting date to be proposed to Members	ET	Complete
	10.6 Entitlements, Payments & Benefits	To be forwarded to Members for completion and return	MB/Members	