

## Board Meeting

Viewpoint Housing Association Ltd.  
4 South Oswald Road  
Edinburgh EH9 2HG

Agenda for a private meeting of the Board to be held on 7 December 2021 at 5:30pm in the Melting Pot (Timings shown are approximate. Expected finish is 7:30pm)

### Board members

Mr I Thompson (Chair)	Mr T Roehricht (Vice-Chair)	Mr D McIntosh
Mr J Muir	Ms K Kennedy	Ms P Russell
Mr J Clyne	Ms C Lumsden	Mr C Jardine

### Attending

Jean Gray, Chief Executive Officer	Helen McMorran, Director Business Support
Ann Wood, Director of Care	Esther Wilson, Director Housing and Support
Howard Vaughan, Director of Finance	Bianca Culbert, Corporate Support
Tom Hainey, Interim Director of Assets	Administrator (Minute)
Karen Fitzsimons, Indigo House	

### Apologies

### Agenda

Item	Subject	Lead	Paper	Estimated Timing (min)
0	Welcome to Board Meeting / Introductions Declarations/Conflicts of interest	Chair	N	
	<i>Presentation of Validation Report prior to official business - Summary Report to follow</i>	KF	Y	20
	<b>Board and Administrative Matters</b>			
1	Minutes of previous meeting and matters arising <ul style="list-style-type: none"> <li>Minutes of Board Meeting 29 October 2021</li> <li>Minutes of Board Meeting 9 November 2021</li> <li>Minutes of Board Meeting 9 November 2021 (Private Matter - Item 3)</li> <li>Outstanding Actions Log</li> </ul>	Chair	Y	15
	<b>Strategic Matters – Decision</b>			
2	Operational Governance Action Plan / Validation	CJ/CEO	N	10
3	Finance – October Management Accounts	DF	Y	10
4	Risk Register Review	CEO	Y	10
	<b>Matters for Discussion, Noting &amp; Approval</b>			
5	CEO Update Report	CEO	Y	10
6	Q2 Performance Report	EXEC	Y	10
7	Q2 Procurement Report	DF	Y	5
8	Internal Management Plan (IMP) Q2 Update & Away Day Actions Update	Exec	Y	15

9	Governance Report	DBS	Y	5
10	Policy Updates	DF/DBS	Y	10
	<ul style="list-style-type: none"><li>• Procurement Policy &amp; Strategy</li><li>• Lone Working Policy</li></ul>			

AOCB: Please advise the Chair at the start of the meeting

**Date of Next Meeting - 8 February 2022 @ 5:30pm at  
TBC**