

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

### Board Meeting

Agenda for a private meeting of the Board to be held on 8 February 2022 at 5:30pm in the Melting Pot (Timings shown are approximate. Expected finish is 7:30pm)

### Board members

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

### Potential Board Member

Mr Lee Parry (observer)

### Attending

Jean Gray, Chief Executive Officer	Esther Wilson, Director of Housing and Support
Ann Wood, Director of Care	John Bain, Director of Business Support
Howard Vaughan, Director of Finance	Tom Hainey, Director of Assets
	Bianca Culbert, Corporate Administrator (minute)

## Agenda

Item	Subject	Lead	Paper	Estimated Timing (min)
0	Welcome to Board Meeting / Introductions Declarations/Conflicts of interest	Chair	N	
	<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 7 December 2021</li> <li>Private Minute 7 December 2021</li> <li>Outstanding Actions Log</li> <li>RAC Meeting (verbal update)</li> </ul>	Chair	Y	10
		TR	N	5
	<b>Strategic Matters – Decision</b>			
2.	Governance Improvement Action Plan	CJ/CEO	Y	10
3. (a)	Rent Consultation Outcome Report	DHS	Y	10
3. (b)	Salary increase (verbal)	CEO/DF	N	10
3. (c)	Finance – Management Accounts to 31 December 2021/ Reforecast to 31 <sup>st</sup> March 2022/ Draft budget 2022/23 Finance SLWG Feedback	DF	Y	20
4.	Draft Business Plan 2022/25	CEO	Y	10

### **Matters for Discussion, Noting & Approval**

5.	CEO Update Report	CEO	Y	10
6.	Q3 Performance Report	DBS	Y	10
7.	Q3 Procurement Report	DF	Y	5
8.	Governance Report	DBS	Y	5
9.	Write Off Report	DHS	Y	5
10.	Policies for approval <ul style="list-style-type: none"><li>• Rent &amp; Service Charge Policy</li></ul>	DHS	Y	10
11.	AOCB: Please advise the Chair at the start of the meeting	Chair		
12.	<b>Date of Next Meeting - 15 March 2022 @ 5.30pm</b> <b>Venue - TBC</b>			