

## Board Meeting

Paper 00, 24 May 2022

Agenda for a private meeting of the Board to be held on 24 May 2022 at 5:30pm at Viewpoint Head Office (Timings shown are approximate. Expected finish is 7:30pm)

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

### Board members

Mr I Thompson  
Mr T Roehricht  
Mr J Clyne

Ms K Kennedy  
Ms C Lumsden  
Ms C Jardine

Mr D McIntosh  
Ms P Russell  
Mr Lee Parry (virtual)

### Attending

Jean Gray, Chief Executive Officer (CEO)  
Ann Wood, Director of Care (DC)  
Howard Vaughan, Director Finance (DF)  
Tom Hainey, Director of Assets(DA)

Esther Wilson, Director Housing & Support (DHS)  
John Bain, Director Business Support (DBS)  
Bianca Culbert, Corporate Administrator (minute)

### Apologies

Mr J Muir (leave of absence)

Alan Kennedy, Knowledge Partnership – *item 1*

## Agenda

Item	Subject	Lead	Paper	Estimated Timing (min)
0	Welcome to Board Meeting / Introductions Declarations/Conflicts of interest	Chair	N	
1	Tenant Satisfaction Survey outcomes Presented by Alan Kennedy, Knowledge Partnership	AK	N	30
<b>Board and Administrative Matters</b>				
2	Minutes of previous meeting and matters arising <ul style="list-style-type: none"> <li>· Minutes of Board Meeting 15 March 2022</li> <li>· Outstanding Actions Log</li> <li>· Risk &amp; Audit Meeting (verbal update)</li> <li>· Operations Committee Meeting (verbal update)</li> </ul>	Chair	Y	20
<b>Strategic Matters – Decision</b>				
3	Business Plan 2022 - 2025	CEO	Y	5
4	Financial Papers ( <i>to follow after FR SLWG 20.5.2022</i> ) <ul style="list-style-type: none"> <li>a. Final March 2022 Management Accounts</li> <li>b. Draft April 2022 Management Accounts</li> <li>c. Five Year Financial Plan for submission to SHR</li> <li>d. Loan Portfolio return</li> </ul>	DF	Y	15
<b>Matters for Discussion, Noting &amp; Approval</b>				
5	CEO Update Report	CEO	Y	10

6	ARC Return 2021/22 and Q4 Performance Report a. ARC Comparison b. KPI Targets c. ARC Charter Return d. Q4 Performance Report	DBS	Y	10
7	KPIs Targets for 2022/23	Exec	Y	5
8	Internal Management Plan (Q4)	DBS	Y	5
9	Procurement Report a. Contracts Awarded Q3-4 2021/22	DF	Y	5
10	Governance Report	DBS	Y	5
11	Write-off Report	DHS	Y	5
12	Policies for approval a. Unacceptable Actions Policy	DBS	Y	5
13	b. Treasury Management Policy	DF		
13	AOCB: Please advise the Chair at the start of the meeting			

**Date of Next Board Meeting - 28 June 2022 @ 5.30pm**  
**Board Room, Head Office, South Oswald Road.**