

**BOARD MEETING**

Agenda for a meeting of Viewpoint Board to be held on Wednesday 20 March 2024 at 4.00pm in Head Office Board Room.  
 (Timings are approximate. The target closing time for meeting is 6.00pm)

**Committee Members**

Iain Thompson (IT)	Tom Roehricht (TR)
David McIntosh (DM)	Jack Clyne (JC)
Pam Russell (PR)	Lee Parry (LP)
Stuart Robertson (SR)	Stuart Roy Mclvor(SM)

**New Committee Members (pending co-option)**

Lesley Anderson (LA)	Jennifer Brown (JB)
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**Attending**

Jean Gray, Chief Executive (CEO)  
 Esther Wilson, Director of Housing & Care (DHC)  
 Howard Vaughan, Director of Finance & Business Support (DFBS)  
 Tom Hailey, Director of Assets (DA)

**Apologies**

None

**Agenda**

We will be joined by Claire Beckley of RGDP LLB, our Data Protection Officer for the first 30 minutes. Claire will present our GDPR Action Plan and take any questions from the Board.

Item	Subject	Lead	Paper	Est Time (mins)
1	Welcome to Board Meeting a. Apologies b. Declarations / Conflicts of Interest	Chair	N	5

**Board and Administrative Matters**

2	Minutes of Previous Meeting and Matters Arising	Chair	Y	5
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a. Minutes of previous meeting held on 21 February 2024	TO FOLLOW			
b. Outstanding Actions	TO FOLLOW			
c. Operations Committee Update (verbal)	PR	N		5
d. Co-option of Board members	DFBS	Y		5

### Strategic Matters for Board Decisions

#### 3 Finance Papers

a. Management Accounts to 31 January 2024	DFBS			10
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### Matters for Discussion, Noting and Approval

4	CEO Update Report	CEO	Y	5
5	Governance Report	DFBS	Y	5
6	Internal Management Plan – Q3	DFBS	Y	5
	a. Net Zero Roadmap – slide deck	DA	Y	10
	b. Zero Carbon Roadmap – A3 version			
7	Risk Management	CEO	Y	10
	• Risk Cover Paper			
	• Risk Register			
8	Write off Report	DHC	Y	5
9	Policies for Review	DFBS/ DHC	Y	15
	a. Complaints Handling Policy	DFBS		
	b. Data Retention Policy	DFBS		
	c. Standing Orders	DFBS		
	d. Infection Prevention and Control Policy	DHC		
	e. Future Care Planning Policy	DHC		
	f. Palliative Care and End of Life Care Policy	DHC		
	g. Asset Management Policy	DA		
	h. Housing Repairs and Maintenance Policy	DA		
10	A O C B	Chair	N	5

Please advise Chair of items prior to start of formal meeting.

#### 11 Date of Next Meeting

The next meeting is scheduled for Wednesday 29 May 2024 at 4pm