

## Board Meeting

## Paper 00, 19 November 2025

Agenda for a private meeting of the Board to be held on 19 November 2025 the formal business will commence at 4.00pm at Viewpoint Head Office. A short tour of the Care Homes is arranged for 2.45pm which will be followed by a presentation on our GDPR Action Plan at 3.30pm.

Coffee/tea available from 3.20pm (Timings shown are approximate)

### Board Members

Mr D McIntosh (Chair)  
Mr J Clyne  
Mr L Parry

Ms P Russell  
Mr M Kerr  
Ms Y Preen

Mr S Robertson  
Mr A Sheridan  
Ms M Hogan-Smith

### Attending

Jean Gray, Chief Executive (CEO)  
David Aitken, Director of Finance (DF)  
Tom Hainey, Strategic Development Director (SDD)  
Simon Haile, Director of Assets (DA)  
Sue Shone, Director of Housing and Care (DHC)  
Dave Lyons, IT Consultant (ITC)  
Joanna McMinn, Finance Manager (FM)  
Megan Macdonald, Governance and Compliance Officer (GCO) (minute taker)

### Apologies

Mr R Whitehouse    Mr M Dalziel

### Leave of Absence

Ms L Peaty

### Agenda

**Prior to the formal meeting Claire Bekley of RGDP LLB, our Data Protection Officer will be giving a 20 presentation from 3.30pm on our GDPR Action Plan and will take any questions from the Board.**

Item	Subject	Lead	Paper	Est. Time
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1. Welcome to Board Meeting and Introductions	Chair	N
a) Apologies		
b) Declarations/Conflict of Interest		

## **Board & Administrative Matters**

2. Minutes of previous meeting and matters arising:	Chair	Y	5
a) Minutes of Board meeting 13 August 2025			
b) Minutes of Board meeting 23 September 2025			
c) Outstanding Actions Log			
d) FRAC update	PR	N	10

## **Strategic Matters - Decision**

3. CEO Update Report	CEO	Y	20
4. Finance Papers			
a) Management Accounts to 30 September 2025	DF	Y	5
b) Q2 Reforecast 2025/26	DF	Y	5
c) Rent & Service Charge Proposed Increase (including affordability data)	DHC	Y	15
d) Proposed Care Home Fees 2026/27 (including trend analysis)	DHC	Y	15
e) Draft Budget 2026/27 (including proposed salary increases)	DF	Y	15
5. Property Disposals	SDD	Y	10
6. Q2 Performance Report	CEO	Y	10
7. Policies	CEO	Y	5
a. Data Protection Policy			

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

8. Governance Report	DF	N	5
a. Proposed 2026 Governance Meeting dates			
9. AOCB	Chair	N	
(please advise Chair of any other business prior to start of formal meeting)			
10. Date of Next Meeting – 17 December 2025 @ 9.30am. The meeting is scheduled for 1.5 hours followed by a tour of 3 Viewpoint complexes. The Board are invited to Christmas Lunch at 1pm at the Black Ivy.			