**Monday 9 December 2024**

##### **Note of actions**

**Attendance**

Chair of the GBM forum Freya Lees (Grampian HA) welcomed 25 attendees to the meeting.

**Actions from the previous meeting**

Alan Stokes (SFHA) provided an overview of actions from the previous meeting, which had all been completed.

**Governing body member remuneration**

Alan provided an overview of GBM remuneration within the sector before a group discussion. Alan asked for views on whether SFHA guidance in this area would be helpful for those considering payment. Whilst there was support for producing guidance, it was highlighted by members that - as the number of organisations who currently pay any GBMs is low (approx. 7) - it was important to ensure that such guidance was a priority. If guidance were to be produced, attendees were keen that it covered:

* Legal and regulatory context
* A clear framework for how to consider payment of GBMs and what would need to be in place if taken forward
* Potential barriers to payment - including cultural perceptions, charity law restrictions and potential implications for those in receipt of benefits
* Potential drivers for payment – such as concerns about skills gaps and recruiting younger/specialist members

**Action 1 –** SFHA to circulate background presentation slides to the group.

**Action 2 –** SFHA to seek further input from its wider membership before progressing with any further guidance to ensure that this would be helpful.

**Get Governance guidance review**

Linda Ewart provided an update on the ongoing review of the following SFHA documents, and thanked the small working group of members who had fed into their development:

* [Governing Body Succession Planning and Recruitment](http://www.sfha.co.uk/our-work/policy-category/governance-and-regulation/sub-category/governance/policy-article/sfha-governing-body-member-succession-planning-and-recruitment-guidance)
* [Senior Staff Succession Planning](http://www.sfha.co.uk/our-work/policy-category/governance-and-regulation/sub-category/governance/policy-article/sfha-senior-staff-succession-planning-guidance---now-available)
* [Governing Body Member Annual Review](http://www.sfha.co.uk/our-work/policy-category/governance-and-regulation/sub-category/governance/policy-article/sfha-governing-body-members-annual-review)

**Action 3 –** SFHA to refresh case studies for each of the three documents, including contacting all of those who previously submitted contributions and seeking new additional examples.

**Action 4** – SFHA to publish revised editions of each of the three documents in January and circulate these to the group.

**Action 5 –** SFHA to seek further volunteers for a working group considering the review of the Model Entitlements, Payments and Benefits Policy (to begin in January 2025).

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**SFHA Governing Body Members’ Conference**

Alan provided an overview of the programme for the upcoming SFHA Governing Body Members’ Conference and thanked members of the conference working group for their input. The conference will take place on Friday 7 February 2025 at the Studio in Glasgow. More details, including how to book, are available here: [SFHA Governing Body Members' Conference](https://www.sfha.co.uk/whats-on/event-details/governing-body-members-conference).

**Action 6** – SFHA to seek feedback at the next forum meeting from those who attend the conference and highlight any emerging issues relevant to the forum.

**Future topics for breakout discussions/presentations**

The group suggested potential topics, including:

* Constructive challenge and staff relationships.
* Amplifying the tenant voice.
* Senior officer/CEO appraisals.
* Ensuring data accuracy presented to boards.
* Partnership working and community development.
* Best practices on rent consultation

**Action 7** – SFHA and Chair to agree topic for group discussion/presentation from those identified and share with the forum in advance of next meeting.

**Any Other Business**

Alan provided a summary of [SFHA’s briefing note on the Law Commission’s consultation on the Co-operative and Community Benefits Societies Act](https://www.sfha.co.uk/our-work/policy-category/governance-and-regulation/sub-category/model-rules/policy-article/briefing-on-law-commission-ccbs-act-2014-consultation), which was developed within input from TC Young. He outlined Law Commission proposals to: amend the definitions of both Co-operatives and Community Benefits Societies; to require all GBMs to be subject to the directors' duties in the Companies Act 2006; and to publish the names of officers in the Mutual Public Register.

**Action 8** – SFHA to submit response to consultation reflecting member feedback by Tuesday 10 December and share this with members of the forum.

**Next meeting**

The date for the next meeting is **Thursday 15 May at 11am** (via Zoom). Forum members can register to attend here: [GBM Forum](https://www.sfha.co.uk/whats-on/event-details/gbm-forum-3).