



Minutes of the Board Meeting held on 14 October 2008 at 4.00 pm at 2c New Mart Road, Edinburgh.

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Present:	Mr R Robertson (Chairman)	In attendance:	Ms W Barrett
	Mr E Banks		Mrs H Bayne
	Mr T Clark		Mr C Culross
	Mr A Colston		Mrs B Higgins
	Ms W Hayhurst		Ms E Johnston
	Mr J Hinton		Ms M Middleton
	Mr C Macneill		Mr J Pollock
	Mr D McMillan		Mr C Sanderson
	Mr J O'Neill		Ms J Wilson (Minutes)
	Ms M Sibbald		

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## BUSINESS

### Action

#### 1. DECLARATIONS OF INTEREST

None

#### 2. APOLOGIES

Apologies were received from Mr Foreman, Mr Esslemont, Mr Reidford and Mr Leask.

The Board unanimously approved a request for a Leave of Absence from Mr Esslemont up to and including the December 2008 Board meeting.

#### 3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> SEPTEMBER 2008

The minutes were approved subject to the following amendment:

##### 5.5.3 Pensions

To delete the penultimate paragraph as it was agreed that there was no value in Link stating that it would not be responsible for a subsidiary's pension liabilities as this not competent in terms of the Pensions Regulations.

Moved: Mr Clark  
Seconded: Ms Sibbald

#### 4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> AUGUST 2008

#### **4.1 Millarston Drive, Paisley**

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#### **4.2 Glasgow Strategic Opportunity**

Mrs Higgins advised the Board that Glasgow City Council did not benefit from any additional funding from the Scottish Government, consequently the opportunity to purchase properties would not proceed unless Glasgow City Council did receive additional funding.

#### **4.3 Larkfield Committee Meetings**

The Board noted that Mr Roberston and Mr Foreman had attended the Larkfield AGM In September and Mr Robertson would attend the December Committee meeting.

On behalf of the Larkfield Committee, Mr McMillan thanked those who had attended the AGM in September.

#### **4.4 Data Protection and Freedom of Information Policy**

The Board noted that staff access data on the central system using 3G or wireless connections and data is not downloaded or stored on the laptops. All laptops have firewalls installed to ensure their connection is not being monitored illegally. In a worst case scenario if a laptop was lost or stolen then there would be no loss of personal data.

#### **4.5 Health and Safety**

The Board noted that amendments had been made to the strategy regarding "near misses" and the action plan has been altered to provide more specific dates / timescales with regard to the 'on-going issues'.

The Board also noted that under the Occupational Road Risk policy Link requires employees to sign on employment that they will ensure "that the vehicle will be correctly serviced at intervals as required by the manufacturer's instructions". The same statement is also signed off on an annual basis by employees.

#### **4.6 Link 30 Year Projections**

The Board noted that a further report would be made to the December Board meeting advocating how Link should finance its development programme. **JNH**

#### **4.7 LinkLiving Voluntary Severance**

The Board noted that 16 people have asked for estimated figures for voluntary severance and the closing date for applications for those who wish to take up the offer is 28 November 2008.

#### **4.5 Any Other Matters Arising**

##### **4.5.1 Minutes**

The Board agreed that in view of the length of recent minutes, future **JW**

minutes would be recorded as “decision only” with relevant and appropriate narrative with regard to matters noted and matters discussed..

## **5. LINKLIVING TERMS AND CONDITIONS**

The Board considered the previously circulated report

It was noted that as the LinkLiving Board had not had an opportunity to discuss this matter, no decision would be taken.

The LinkLiving Board will discuss the matter at its meeting on 23 October 2008 and the Link Group Board will discuss the matter further at its November meeting.

EJ

## **6. OWNERSHIP OPTIONS**

*The Board approved the request to support the development of a shared ownership pilot scheme through investing up to £1M, and to enter into developing a formal partnering arrangement with Ownership Options.*

## **7. PRE ACQUISITION RISK ASSESSMENT REPORT FROM LINKWIDE BOARD.**

Mr Robertson updated the Board on the recommendations of the Risk Management Meeting held earlier that day.

The Risk Management Committee recommended acceptance of the following projects:

The Crescent, Oakwood, Cumbernauld Village  
Millar Drive, Bishopbriggs, East Dumbarton  
Cadzow Avenue, Bowness  
Rosneath Road, Rosneath  
Park Terrace, Brightons

*The Board approved that the five projects listed above would be progressed further.*

BH

## **8. LINSTONE**

### **8.1 Progress Report**

The Board considered and noted the previously circulated report.

### **8.2 Independence And Responsibilities Agreement**

The Board considered the previously circulated report and agreed to defer approval of the Independence Agreement until the November meeting when the Rules and draft Business Case would also be available for consideration.

JP

## **9. ROYAL BANK OF SCOTLAND INTERNET BANKING**

*The Board considered and approved the previously circulated report and nominated Mr Robertson as the authorised signatory.*

JNH

**MS HAYHURST AND MR O'NEILL LEFT THE MEETING AT THIS POINT**

- 10. GROUP STRUCTURE**
- Discussion on this item was held over until the November meeting. **JNH**
- 11. PENSIONS**
- Discussion on this item was held over till the November meeting. **HB**
- 12 STRATEGY DAY AND BUSINESS PLANNING CYCLE**
- 12.1 Strategy Day Priorities**
- The Board considered and discussed the previously circulated report.
- The Board agreed the proposed timescales of all of the objectives with the exception of the operational objective "Responsibilities among Subsidiaries". The suggested timescale was February 2009 and the Board agreed that as this was more urgent it was agreed that the timescale should be brought forward to December 2008. **CS**
- 12.2 Business Planning Cycle**
- The Board considered and noted the previously circulated report.
- 13. FINANCE AND CORPORATE SERVICES**
- The Board considered and noted the previously circulated report.
- 14. EXECUTION OF LEGAL DOCUMENTS**
- The Board considered and noted the previously circulated report.
- 15. ANY OTHER BUSINESS**
- 15.1 Commonwealth Games Village**
- The Board noted that Link is part of a consortium led by Broadway Maylan which has made the final four in the bid for the Commonwealth Games Village. This will be reduced to two and eventually to one by the Spring 2009.
- 15.2 OLDER PERSONS ADVICE PROJECT (OPAP)**
- The Board noted that the OPAP service had been commended nationally in a competition. Link had been invited to attend a lunch in London later this month where the award would be given.
- 15.3 Staff Conference 2008**
- The Board noted that Link had held its Annual Staff conference in Dunblane Hydro on 3 October 2008. Since many of Link's staff did not know anything about the Members of the Link Group Board the Board agreed that pictures and a CV of every Board member would be made available on the Intranet. **JW**
- 16. DATE OF NEXT MEETING**

Tuesday 11<sup>th</sup> November 2008 at 4:00pm in the Sievwright Suite, 2c New Mart Road, Edinburgh.

The Meeting closed at 6.40 pm.