

**Minutes of Shire Board Meeting
Held on 26 March 2025
at 18:00 via Teams**

PRESENT: S Roberts (Chair), W Gallacher (Vice Chair), B Cuthbertson, L Logan, I McKnight, W White-Finnigan, M Youd.

CHAIR: S Roberts (Chair)

IN ATTENDANCE: J Munro (Chief Executive, CE)
C Donnelly (Director of Corporate Services, DCOR)
J Allison (Director of Housing, DH)
M Scott (Asset Manager, AM)
J McLelland (Minute Secretary, MS)

APOLOGIES: N Allan, H Carr, and A Sutherland

ABSENT: R Patterson

Leave of Absence: W Paterson

The meeting commenced at 18.00.

The Chair welcomed members to the meeting.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> Apologies were received from N Allan, H Carr, and A Sutherland. The CE advised that W Paterson requires a Leave of Absence, for an initial three-month period, beginning with immediate effect [FOISA Status-Exempt under Section 36 (Confidentiality)]	
1.2	The Board approved a three-month Leave of Absence for W Paterson. <u>Declaration of Interest</u> ➤ The CE declared an interest in item 2.3 of the agenda. It was agreed that the CE will absent himself from the meeting for this item. The Board agreed that this item will be taken at the end of the meeting, after Item 5.1.	
1.3	<u>Minute of the Meeting held on 26 February 2025</u> The Chair presented the minute and invited any comments or corrections. The Board approved the minutes as a true and accurate record of the meeting held on 26 February 2025.	
1.4	<u>Action Plan</u> ➤ Item 4.2: IT and Digital Project	

Item		Action
1.5	<p>The DCOR confirmed that the HomeMaster system went live at the beginning of March. The Board noted that the service level from HomeMaster has been very good, with any issues being picked up and dealt with promptly.</p> <p>➤ Item 2.6: EVH Salary Ballot</p> <p>The CE advised the Board that 89% of EVH members voted in favour of the proposed deal. The CE has been assured that his feedback regarding more involvement at an earlier stage of the process has been passed to the negotiation committee for future years.</p> <p>The Board noted the content of the Action Plan.</p> <p><u>Matters Arising</u></p> <p>➤ Item 3.2: Failure by a Tenant to give the Association Access to Complete Repairs [FOISA Status- Exempt under Section 36 (Confidentiality)]</p>	DH
1.6	<p><u>Notifiable Events</u></p> <p>The CE provided a verbal update on the December 2024 carbon monoxide incident and advised the Board that the Association has not yet heard back from the Health and Safety Executive (HSE). Given the potential timescale for a response, and the possibility of no response being issued, the CE will discuss potentially closing the Notifiable Event with the Scottish Housing Regulator, with the view of this being reopened if necessary.</p> <p>The Board noted the verbal update.</p>	CE
1.7	<p><u>Membership Report</u></p> <p>None.</p>	
1.8	<p><u>Health & Safety Report</u></p> <p>The AM presented the report to the Board. The purpose of the report was to update Board Members on Health and Safety matters since the last report on 26 February 2025. The AM confirmed that no general office related Health and Safety issues have occurred since the last meeting in February 2025.</p> <p>The Board noted the content of the Health and Safety report.</p>	
2.0	<p>Items Requiring a Board Decision</p>	
2.1	<p><u>30 Year Financial Plan</u></p> <p>The DCOR presented the report to the Board. The purpose of the report was to provide the Board with an updated 30 Year financial plan, which will be provided to RBS and will form the basis of the Five-Year Financial Plan submission to the Scottish Housing Regulator.</p> <p>The DCOR confirmed that the existing 30-year plan has been rolled forward one year, and the approved year one (2025/26) budget input. Other</p>	

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	<p>changes have been kept to a minimum to retain the validity of the work undertaken by David Tolson Partnership (DTP).</p> <p>The Board discussed the Net Zero assumptions and agreed that these were reasonable.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Approved the assumptions applied and therefore the 30-year model. • Approved that the model can be provided to RBS under the terms of the Facility Agreement. • Approved that the model can be used as the basis of the Five-Year Financial Plan submitted to the Scottish Housing Regulator. <p><i>W White-Finnigan joined the meeting at this point.</i></p>	
2.2	<p><u>Draft Development Strategy</u></p> <p>The CE presented the report to the Board. The purpose of the report was to allow the Board to consider the draft Development Strategy.</p> <p>The Board discussed the importance of the strategy aligning with both national and local government policy and legislation. It was agreed that the policy will be amended to reflect this.</p> <p>The Board approved the draft Development Strategy, subject to the above amendment.</p>	CE
2.3	<p><u>Chief Executive's Remuneration Policy and Approval</u></p> <p><i>This item was taken after Item 5.1. The CE absented himself from the meeting at this point.</i></p> <p>The DCOR presented the report to the Board. The purpose of the report was to provide the Board with an updated Chief Executive's Remuneration Policy and to provide details of the Chief Executive's proposed salary for 2025/26. The Board noted that it is a regulatory requirement for the Board to annually approved the Chief Executive's salary.</p> <p>The Board approved the Chief Executive's Remuneration Policy and salary for 2025/26.</p>	
2.4	<p><u>Approval of Risk Map</u></p> <p>The DCOR presented the report to the Board. The purpose of the report was to present the updated Risk Map for Board Members to review.</p> <p>L Gallacher confirmed that the Audit Committee reviewed the Risk Map at their meeting on 20 March 2025 and are recommending to the Board for approval.</p>	

Item		Action
<p>3.0</p> <p>3.1</p>	<p>The DCOR confirmed that there is no separate documented operational risk register and confirmed that staff received training around operational risk last year.</p> <p>The CE advised the Board that separate risk registers for Craighens Road, and the Office Project will be developed. The Board noted that a proposal to establish a sub-committee for these projects will be presented to the Board in April 2025.</p> <p>The Board noted the feedback from the Audit Committee and approved the Risk Map as reflecting the Association's current risk status.</p> <p>Items for Discussion</p> <p><u>Green Homes' Systems – Westgate House Proposal</u></p> <p>The DH presented the report to the Board. The purpose of the report was to present the results of the retrofit feasibility study at Westgate House, Newmilns and the Green Homes System proposal.</p> <p>The DH highlighted that carrying out the proposed works would move the properties from rating of red to amber in the Association's Asset Sustainability Matrix.</p> <p>The AM advised that SP Energy Network has confirmed funding for the project. SP Energy Network also asked if they could carry out a case study on the project.</p> <p>The Board noted that Historic Environment Scotland has requested more detailed drawings, which Green Homes' Systems are in the process of producing. The Board noted that £200,000 was budgeted for the project, with Shire's indicative costs being £190,760 It was agreed that the additional £10,000 can be utilised to cover any additional costs associated with providing additional information if required.</p> <p>The AM confirmed that there will be no requirement for tenants to be decanted during the works. However, the Association will use a void property at Westgate House as a 'drop-in house.' A member of Shire staff and a tenant liaison from Green Homes' Systems will be on hand at the 'drop-in house.'</p> <p>The AM will share before and after pictures, along with plans and drawings, with the Board.</p> <p>The Board welcomed the report and felt strongly that the Association highlight the project, along with other significant achievements, as part of a wider marketing exercise. W Pring will provide details of a local journalist.</p> <p>The Board noted the results of the retrofit feasibility study at Westgate House, Newmilns and the associated next steps.</p>	<p>CE</p>
	<p>The Board noted the results of the retrofit feasibility study at Westgate House, Newmilns and the associated next steps.</p>	<p>AM</p>

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3.2	<p><u>Asset Strategy Action Plan</u> The DH presented the report to the Board. The purpose of the report was to provide the Board with an update on the Asset Strategy Action Plan 2023-28.</p> <p>The Board noted the annual update on the progress of the Asset Management Strategy Action Plan for 2023-28.</p>	SLT
3.3	<p><u>Eviction Decree, and Electrical Installation Condition Report (EICR) Compliance</u> The DH presented the report to the Board. The purpose of the report was to provide information to the Board on a legal action case where a Decree for Repossession was awarded and the associated impact against the properties EICR that will be reported as an abeyance in the annual ARC return.</p> <p>The Board noted the content of the report.</p>	
4.0	<p>Reports for Information Only</p>	
4.1	<p><u>Equalities Recruitment Analysis</u> The DCOR presented the report to the Board. The purpose of the report was to provide the Board with a recruitment analysis for the Asset Assistant post.</p> <p>The Board noted the report.</p>	
4.2	<p><u>Verbal Report on the Audit Committee Meeting of 20 March 2025</u> The CE provided the Board with a verbal update on the meeting of the Audit Committee on 20 March 2025 and confirmed that the following areas were reviewed:</p> <ul style="list-style-type: none"> ➤ Internal Audit Review – Treasury Management (Strong Assurance) ➤ Internal Audit – Follow up Report (Strong Assurance) ➤ Internal Audit – Audit Needs Assessment (Approved) ➤ External Audit Plan (Approved) ➤ Review of Risk Map (Recommended for Board Approval) <p>L Gallacher confirmed to the Board that it was a positive meeting, with strong levels of assurance being provided.</p> <p>The Chair thanked Audit Committee members for their time and commitment.</p> <p>The Board noted the verbal update on the Audit Committee Meeting of 20 March 2025.</p>	
4.3	<p><u>Update on Craighens Road, and New Office Project</u></p>	

Item		Action
	<p>The CE presented the report to the Board. The purpose of the report was to provide the Board with an update on negotiations to develop 49 new homes at Craigens Road, Cumnock, and the construction of a new office.</p> <p>The CE confirmed that a proposal will be brought to the Board in April 2025 around the formation of a sub-committee to strengthen the governance of these projects.</p> <p>The Board noted the report and the progress with both projects.</p>	CE
4.4	<p><u>ARC Validation Report</u></p> <p>The DH presented the report to the Board. The purpose of the report was to present the outcomes of the annual ARC validation process carried out by CD Consultancy.</p> <p>The DH advised the Board that a more intensive review will take place next year given the implementation of the new housing management software.</p> <p>The Board noted that the issues around emergency repairs completion times has now been rectified in the contractor's portal.</p> <p>The Board noted the ARC validation report completed by CD Consultancy at Q3 for financial year 2024/25 and the scheduled 2025/26 validation visit. The Board approved 3 days' work from Scottish Housing Network in May 2026.</p>	DH
5.0	Confidential Reports	
5.1	<p><u>Confidential Staffing Update</u></p> <p>See confidential minute.</p>	
6.0	<p>Training</p> <p>None.</p>	
7.0	<p>Deferred Items</p> <p>None.</p>	
8.0	<p>AOCB</p> <p>None.</p>	
9.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> Wednesday 30 April 2025 <p>Venue: Teams</p> <p>Meeting concluded at 19.47.</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair_____</p>	