

**Minutes of Shire Board Meeting
Held on 30 April 2025
at 18:00 via Teams**

PRESENT: S Roberts (Chair), W Gallacher (Vice Chair), N Allan, I McKnight, A Sutherland, 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: H Carr, L Logan and B Cuthbertson

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 H Carr, L Logan and B Cuthbertson. The Board acknowledged W Paterson's ongoing Leave of Absence, which was approved by the Board on 26 March 2025.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minute of the Meeting held on 26 March 2025</u> The Chair presented the minute, including the confidential minute, and invited any comments or corrections. The Board approved the minute as a true and accurate record of the meeting held on 26 March 2025.	
1.4	<u>Action Plan</u> [FOISA Status- Exempt under Section 36 (Confidentiality)] ➤ Item 3.1: Group Structure The DH advised the Board that the meeting with East Ayrshire Council (EAC) and East Ayrshire Health and Social Care Partnership (HSCP) has been pushed back to 30 May 2025 due to EAC staff absence.	CE

Item	Action
<p>The Board noted the content of the Action Plan.</p> <p>1.5 <u>Matters Arising</u> None.</p> <p>1.6 <u>Notifiable Events</u> ➤ Gas Safety Incident at New Cumnock - January 2025 The CE advised that he has had a discussion with Dean Reynolds, Regulation Manager at Scottish Housing Regulator, who has confirmed that the Notifiable Event will be closed if no response is received from the Health and Safety Executive over the next few weeks. If required, the Notifiable Event can be reopened. The CE will update the Board as and when required.</p> <p>The Board noted the verbal update.</p> <p>1.7 <u>Membership Report</u> None.</p> <p>1.8 <u>Health & Safety Report</u> 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 March 2025. The AM confirmed that no general office related Health and Safety issues have occurred since the last meeting in March 2025.</p> <p>The AM advised the Board that a Health and Safety Audit is scheduled to take place, and Board are required to review and sign the most recent Health and Safety Manual. The Board agreed that their digital signatures can be used on the document once they have reviewed and agreed to signing. The Health and Safety Manual will be distributed to the Board in due course.</p> <p>The Board noted the content of the Health and Safety report.</p> <p><i>I McKnight joined the meeting at this point.</i></p> <p>2.0 Items Requiring a Board Decision</p> <p>2.1 <u>Establishment of a Development Sub-committee</u> The CE presented the report to the Board. The purpose of the report was for the Board to consider establishing a new Development Sub-committee.</p> <p>The Board agreed that a sub-committee was required given the scale of the two projects and the importance of ensuring robust and effective governance over these projects.</p> <p>The DCOR advised that H Carr had indicated that he would like to be part of the Sub-committee. Following discussion, the Board agreed that the</p>	<p>CE</p> <p>AM</p>

Item		Action
2.2	<p>following Board members would form the sub-committee, with N Allan taking the position of Chair:</p> <ul style="list-style-type: none"> • N Allan (Chair) • H Carr • W Gallacher • A Sutherland <p>The Board also agreed that an exercise to recruit at least one new Board member with relevant skills and knowledge of construction projects would be beneficial.</p> <p>The Board approved the establishment of a new Sub-committee to oversee the Craigens Road and new office projects.</p> <p><u>Management Accounts</u></p> <p>The DCOR presented the report to the Board. The purpose of the report was to present Board Members with the Management Accounts for the year ended 31 March 2025.</p> <p>The DCOR confirmed that the buybacks consisted of:</p> <ul style="list-style-type: none"> • 4 in a block property, giving the Association full ownership of the block. • Semi-detached property, where Association owns adjoining property. <p>The Board noted that the favourable variance in reactive repairs is due to a lower average price than budgeted rather than a reduced number of repairs.</p> <p>The DCOR advised that the additional EWI works, which Board approved an additional £150,000 budget for, did not come to fruition. As such, the additional funds were utilised for gas central heating. The Board noted that this year's budget allocation has taken this into account, with funds being redirected to EWI.</p> <p>The Board noted that Care and Repair funding remains unclear beyond November 2025.</p> <p>The Board approved the Management Accounts for the year ended to 31 March 2025. The Board also approved the submission of these Management Accounts to RBS.</p>	CE
	<p>2.3 <u>Lone Working Policy Review</u></p> <p>The DH presented the report to the Board. The purpose of the report was to present the updated Lone Working Policy for approval by Board.</p>	

Item		Action
	<p>The Board approved the updated Lone Working Policy.</p>	
2.4	<p><u>Policy Approval – Neonatal Care Leave and Pay</u></p>	
	<p>The DCOR presented the report to the Board. The purpose of the report was to present the new policy for approval.</p>	
	<p>The Board approved the new Neonatal Care Leave and Pay Policy.</p>	
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Business Plan – Strategic Delivery Plan Update</u></p>	
	<p>The DH presented the report to the Board. The purpose of the report was to present an update on progress with the agreed Strategic Delivery outcomes from the 2021-26 Business Plan up to 31 March 2025.</p>	
	<p>The DH confirmed that the majority of the objectives are complete and on target.</p>	
	<p>The CE advised the Board that a Strategic Planning Day will be organised over the coming weeks, with the date likely to be in October/November 2025. The Board agreed that the Association should engage Alison Smith, of Allanpark Consultants, to lead the Strategic Planning Day.</p>	SLT
	<p>The Board welcomed the positive report. The Board requested that the Association publicise the softer evidence behind the Strategic Delivery Plan to highlight the achievements of the Association.</p>	SLT
	<p>The Board noted the progress with the Strategic Delivery Plan up to 31 March 2025.</p>	
3.2	<p><u>Quarter 4 Performance Report 2025</u></p>	
	<p>The DH presented the report to the Board. The purpose of the report was to provide the Board with an update on Key Performance Indicators (KPI) and the outcomes at the end of Q4 and end of the financial year.</p>	
	<p>The DH confirmed that, despite increases in some KPIs during quarter 4, overall performance continues to meet or exceed targets except for current arrears which have ended the year over target. The DH advised that, while this is disappointing, arrears level remains at a low percentage within the sector.</p>	
	<p>The DH advised the Board that Eydent have established a Service Improvement Group which will enable analysis of performance Pan-Ayrshire, comparing and learning from each other and improving practice and performance.</p>	
	<p>The CE advised the Board that HomeMaster are working to get the anomaly affecting the Right First-Time indicator resolved.</p>	
	<p>The Board noted the Performance Update for Quarter 4 and the end of the financial year 2024/25.</p>	

Item		Action
3.3	<p><u>Asset Management Report, Quarter 4</u></p> <p>The AM presented the report to the Board. The purpose of the report was to provide the Board with an update on Asset Management for the year 2024-25.</p> <p>The AM advised the Board that the kitchen contract will be reprocured for subsequent years due to several contractor failings during the project.</p> <p>The Board noted the physical and financial progress of Asset Management delivery for the 2024/25 financial year.</p>	
4.0	Reports for Information Only	
4.1	<p><u>Scottish Housing Regulator – Shire HA Engagement Plan 2025/26</u></p> <p>The CE presented the report to the Board. The purpose of the report was to report the Scottish Housing Regulator’s Engagement Plan for 2025/26.</p> <p>The Board noted the draft Engagement Plan for 2025/26.</p>	
4.2	<p><u>Craigens Road and Office Project Updates</u></p> <p>The CE presented the report to the Board, providing Board Members with an update on negotiations to develop 49 new homes at Craigens Road, Cumnock, and the construction of a new office.</p> <p>The Board noted the report and progress with both projects.</p>	
4.3	<p><u>HomeMaster Acquisition by Aareon</u></p> <p>The CE presented the report to the Board. The purpose of the report was to make the Board aware that HomeMaster has been acquired by Aareon, and to highlight the risks this presents.</p> <p>The CE advised that the DCOR will attend the in-person stakeholder meeting on 22 May 2025 and will provide the Board with an update at the May Board meeting.</p> <p>The Board noted the acquisition of HomeMaster by Aareon.</p>	CE/ DCOR
4.4	<p><u>Customer Service Excellence 12-month Review</u></p> <p>The DH presented the report to the Board. The purpose of the report was to inform the Board of the Association’s successful review of Customer Service Excellence.</p> <p>The Board welcomed the report and asked for their thanks and congratulations to be passed on to the staff team.</p> <p>The CE advised that the Association would issue a press release over the coming days to publicise the Association’s achievement.</p> <p>The Board noted the success of the 12-month review of our Customer Service Excellence with the additional 4 areas of Compliance Plus.</p>	CE
5.0	Confidential Reports	
5.1	None.	

Item		Action
6.0	Training None.	CE
7.0	Deferred Items None.	
8.0	AOCB	
8.1	<u>Board Appraisals</u> The CE will liaise with the Chair and commence the Board Appraisal process in due course.	
8.2	<u>Disclosure Scotland</u> The DCOR confirmed that changes to legislation regarding disclosures took effect on 1 April 2025. As part of these changes, PVG membership became a legal requirement for all regulated roles with children and protected adults. As a result, the Association has been endeavouring to establish what is required in light of the new regulations. Membership bodies have been of little assistance. At this juncture, it is suspected that Care and Repair staff will require PVG's. The DCOR confirmed that the Association will be required to register as an accredited body with Disclosure Scotland. To be approved, the Association would need to have various policies in place. The Board agreed that the draft policies can be issued out with the Board meeting cycle for approval to allow the DCOR to progress this matter.	DCOR
8.3	<u>May Board Meeting</u> The DCOR requested that Board members let her know if they are able to attend the face-to-face Board meeting in May. Given the difficulties with a hybrid meeting, a decision will be made on whether the meeting in May is held face-to face or virtually once responses are received.	BOARD
9.0	Date of Next Board Meeting: <ul style="list-style-type: none"> Wednesday 28 May 2025 Venue: Cumnock's Creative Arts Hub Meeting concluded at 19.25 <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair_____</p>	