

**Minutes of Shire Board Meeting  
Held on 30<sup>th</sup> November 2022  
at 18:00 Via Microsoft Teams**

**PRESENT:** L Campbell (Chair), S Roberts (Vice Chair),  
H Carr, W Paterson, A Rae, N Allan, W Gallacher,

**CHAIR:** L Campbell (Chair)

**IN ATTENDANCE:** J Munro (Director, DIR),  
C Donnelly (Head of Corporate Services, HCOR),  
J Allison (Head of Housing, HH),  
M Scott (Asset Manager, AM)  
L McCurdy (Minute Secretary, MS)  
L Shaw (Research Resource),  
R Medley (Ark Consultancy)

**The Vice Chair welcomed attendees and commenced the meeting in place of the Chair (arriving later).**

**Formal business commenced at 18:00.**

**Due to availability of the guest presenters, the agenda items were discussed out of sequence. Running order was as below:**

- **Items 1.1, 1.2, 1.3, 1.4, 1.5, 1.7, 1.8 and 3.2 (18:00-18:22)**
- **Lorne Campbell joined the meeting, the Vice Chair handed the meeting over to the Chair (18:20)**
- **Items 4.1 and 7.0a (18:22-18:30)**
- **Item 3.1 - Lorna Shaw from Research Resource, presented the Tenant and Owner Satisfaction Survey results (18:30-18:57)**
- **Item 2.1 - Richard Medley from Ark Consultancy, presented the draft Asset Strategy (18:58-19:33)**
- **Items 1.6, 2.2, 2.3, 5.0, 6.0, 7.0b, and 7.0c (19:33-20:20)**
- **Item 2.4 – Staff members left the meeting at 20:20 to allow Board members to discuss item 2.4**

Item		Action
<b>1.0</b> 1.1	<b>Formal Business</b> <u>Apologies</u> Apologies received from R Morris, R Irvine and S Lowrie. The DIR advised that a discussion was held with K Hair on attendance/availability as a result of her current work pressures in her new job. She had requested a three month Leave of Absence.  <b>The Board agreed to grant a 3-month Leave of Absence for K Hair.</b>	
1.2	<u>Declaration of Interest</u> None.	

Item		Action
1.3	<p><u>Minutes of the Meeting held on 26<sup>th</sup> October 2022.</u> The Vice Chair presented the minutes and invited any comments or corrections.</p> <p><b>The Board approved the minutes as a true and accurate record of the meeting of 26<sup>th</sup> October 2022.</b></p>	
1.4	<p><u>Action Plan</u></p> <ul style="list-style-type: none"> <li>It was agreed that an Office Working Group meeting should be scheduled after the Scottish Government position on rents is confirmed in January 2023.</li> </ul> <p><b>The Board noted the content of the Action Plan.</b></p>	
1.5	<p><u>Matters Arising</u> None.</p>	
1.6	<p><u>Notifiable Events</u> <u>Gas Service Compliance Failure:</u> The DIR presented the report to the Board. Since issuing of the papers, a 100% audit of property CP12 certificates has been completed, with no further compliance failures found. The Director confirmed that the compliance failure property's boiler was made safe immediately the issue was identified and serviced the next day.</p> <p>The Director provided a detailed analysis of the circumstances that led to the compliance failure. The error was subsequently identified by the Asset Manager whilst undertaking quality assurance checks on CP12 files.</p> <p>A discussion followed on the lessons learned from the incident, and the additional measures, including staff training, that could be introduced to further strengthen controls and mitigations. Discussion included amending the process of instructing gas safety jobs on the Capita software and revising quality assurance procedures when changes are made to service jobs. It was agreed that the Director will produce a further report looking at these matters and which will be presented to the Board in January 2023 for further discussion.</p> <p><b>The Board noted the failure to comply with the gas safety deadline for the property in Craighens and the delay in identifying this.</b></p> <p><b>A further report will be presented to the Management Board in January 2023 to allow further discussion on how to prevent this issue reoccurring with the implementation of an Action Plan.</b></p>	DIR
1.7	<p><u>Membership Report</u> None.</p>	

Item		Action
1.8	<p><u>Health &amp; Safety Report</u> The AM presented the report to the Board and advised that no general office related Health and Safety issues have occurred since the last meeting in October 2022.</p> <p><b>The Board noted the content of the Health and Safety report.</b></p>	
2.0 2.1	<p><b>Items Requiring a Board Decision</b></p> <p><u>Asset Strategy 2023-2028</u> HH introduced R Medley from Ark Consultancy to the meeting, who presented the draft Asset Strategy to the Board. R Medley advised that the brief was two-fold:</p> <ol style="list-style-type: none"> <li>1. To assess the Association’s current position and review stock condition</li> <li>2. Conduct a critical review of the Associations existing Asset Strategy for updating and action planning.</li> </ol> <p>R Medley added that the Asset Strategy should be used as a working document; having this document will place the Association in a good position for any future funding for EESSH.</p> <p><b>The Board commended the content and presentation of the document and approved the draft Asset Strategy for 2023-2028.</b></p> <p><b>A practicable and deliverable Action Plan is to be developed based on the content of the Asset Strategy. Progress reports to be presented throughout the year.</b></p>	HH/AM/ ARK
2.2	<p><u>Draft Budget 2023/24</u> The HCOR presented the draft Budget report for 2023/24 to the Board. The purpose of the report was to provide Board Members with details of the draft budget with the main assumptions and the expected financial outturn which flows from these assumptions for the financial year April 2023 to March 2024. The report was commercially sensitive for FOI purposes.</p> <p>Board requested that the next version of the cashflow has expenditure headings grouped as per the Management Accounts format.</p> <p><b>The Board noted the draft Budget for 2023/24 which will shape the final Budget and be influenced by the rent increase for the year.</b></p> <p><b>A final Budget will be presented to the Board for approval in February 2023.</b></p>	HCOR
2.3	<p><u>Rent Consultation 2023/24</u> The HCOR presented the report to the Board, to consider the Annual Rent Increase Options and Rent Consultation Programme for 2023/24.</p>	

Item		Action
2.4	<p><b>The Board considered and approved the rent increase options to present to tenants and approved the programme of consultation with increase options of 5% and 7%.</b></p> <p><u>EVH Pay Negotiations – Employers Ballot</u> The Board were provided with a report from the to allow them to consider their response to the proposed salary increase for 2023/24.</p> <p>Staff members were not present during the discussion of this item.</p> <p><b>The Board considered their response to the proposed wage settlement. The Chair later confirmed the decision to the DIR. The DIR subsequently emailed a formal response to EVH on the evening of 30<sup>th</sup> November 2022; outcome of ballot results anticipated by Monday 5<sup>th</sup> December 2022 from EVH and UNITE Union.</b></p>	
3.0	<p><b>Items for Discussion</b></p> <p>3.1 <u>Tenant and Owner Satisfaction Survey Results 2022</u> HH introduced L Shaw from Research Resource to the meeting, who presented the findings of the Tenant and Owner tri-annual satisfaction survey to the Board.</p> <p>It was requested for L Shaw to provide further insight into the difference in findings between Satisfied and Fairly Satisfied.</p> <p>HH directed the Board to Table 2 of the report, providing a comparison with local housing associations.</p> <p><b>The Board noted the results of the satisfaction surveys and that the Tenant Panel will be involved in the development of an associated Action Plan.</b></p>	
3.2	<p><b>Staff to develop an Improvement Action Plan, addressing key issues to be presented to the Management Board for approval in January 2023.</b></p> <p><u>Barbieston Road – Update</u> The DIR presented the report to the Board with an update on the Barbieston Road site in Auchinleck. [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]. Ongoing costs for this matter are to be monitored.</p> <p><b>The Board noted the good progress in resolving the Barbieston Road issue.</b></p>	HH
4.0	<p><b>Reports for Information Only</b></p> <p>4.1 <u>Verbal update on Audit Committee Meeting, held on 16<sup>th</sup> November 2022</u> The DIR provided a verbal update on matters discussed at the Audit Committee meeting:</p>	

Item		Action
5.0	<ul style="list-style-type: none"> <li>• Two audits were carried out by Wylie + Bisset:               <ol style="list-style-type: none"> <li>1. ICT vulnerability – weak assurance, however, we were aware of the recommendation which was included in our tender requirements for a new IT provider</li> <li>2. Health &amp; Safety – strong assurance</li> </ol> </li> <li>• Discussions also took place on cost-of-living risk/rent controls</li> <li>• Wylie and Bisset contract extended for a further two years. The DIR and HCOR had a meeting with Graham Gillespie and Sue Brook on 21<sup>st</sup> November 2022, a 9% cost increase to apply for the two-year extension.</li> </ul> <p><b>Training</b> None.</p>	
6.0	<p><b>Deferred Items</b> None.</p>	
7.0	<p><b>AOCB</b></p> <ol style="list-style-type: none"> <li>a. Mould &amp; Condensation monitoring – a big topic in the press currently. Internal discussions are ongoing on innovative ways to monitor mould &amp; condensation matters on our stock.</li> <li>b. Reminder on Board Dinner on 14<sup>th</sup> Dec, food options to be provided asap</li> <li>c. Reminder for Audit Committee to review proposed dates for next two meetings</li> </ol>	
8.0	<p><b>Date of Next Board Meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Board Dinner – Wed 14<sup>th</sup> December 2022 at 6.30pm, Park Hotel</b></li> <li>• <b>Wed 25<sup>th</sup> January 2023, 6pm, Teams</b></li> </ul> <p><b>Meeting including Staff members concluded at 20:20.</b> <b>Management Board concluded at 20:30.</b></p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair _____</p>	