

**Minutes of Shire Board Meeting
Held on 28 September 2022
at 18:00 Via Microsoft Teams**

PRESENT: L Campbell (Chair),
H Carr, R Morris, W Paterson, A Rae,
R Irvine, N Allan, W Gallacher, S Lowrie (Item 8)

CHAIR: L Campbell

IN ATTENDANCE: J Munro (Director, DIR),
C Donnelly (Head of Corporate Services, HCOR),
J Allison (Head of Housing, HH),
L McCurdy (Minute Secretary)

The Chair welcomed attendees to the meeting.

Formal business commenced at 18:00.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> Apologies received from S Roberts, and K Hair.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 31 August 2022</u> The Chair presented the minutes and invited comment or corrections. The Board approved the minutes as a true and accurate record of the meeting of 31 August 2022. W Paterson joined the meeting. <u>Minutes of the Post-AGM Meeting held on 21 September 2022</u> The Chair presented the minutes and invited comment or corrections. C Donnelly advised of a correction, moving wording from 2.2 to 2.6. R Morris confirmed his place on the Audit Committee, as discussed at the post-AGM. The Board approved the minutes as a true and accurate record of the post-AGM meeting of 21 September 2022.	

Item		Action
1.4	<p><u>Action Plan</u></p> <ul style="list-style-type: none"> ➤ Board Appraisals confirmed as complete. ➤ Office Working Group – The DIR advised that we are awaiting more information from PFH Scotland about their new framework and will share the information as soon as it is available with the Office Working Group - N Allan and W Gallacher, to discuss next actions. ➤ HH advised that she had met with Councillors Elaine Stewart and Jennifer Hogg to highlight the need for a Compulsory Purchase Order at the site in Meikleholm, Patna and discussed potential for Community Council site purchase for play park. Both Councillors agreed to pursue as enquiry to East Ayrshire Council and we await an update on this. <p>The Board noted the content of the Action Plan.</p>	
1.5	<p><u>Matters Arising</u> None.</p>	
1.6	<p><u>Notifiable Events</u></p> <p>Gas Servicing and Maintenance: Change of Contractor – The DIR presented the paper to the Board and confirmed that the Scottish Housing Regulator is satisfied with the actions undertaken by the Association. The DIR added that we prudently managed the risk the issue presented, including taking legal and procurement advice, and have a clear audit trail to support our actions. The DIR invited any comments. H Carr asked how the new contractor City Technical Services (CTS) is performing, the DIR advised that it was early days but so far, their service has been good.</p> <p>The Board noted the outcome of the Notifiable Event submission to the Scottish Housing Regulator.</p>	
1.7	<p><u>Membership Report</u> None.</p>	
1.8	<p><u>Health & Safety Report</u></p> <p>The HH presented the report to the Board on behalf of the Asset Manager and advised that no general office related Health and Safety issues have occurred since the last meeting in August 2022.</p> <p>The Board noted that the Health and Safety audit review was conducted by Wylie and Bisset during week commencing 19th September; the HH advised that feedback was positive, and that the full report will be presented to the next Audit Committee Meeting.</p> <p>The HH confirmed that CTS will complete the remaining fifty-three gas safety inspections scheduled during the current service programme.</p>	

Item		Action
	<p>The Board noted the content of the Health and Safety report. Items requiring a Board Decision</p>	
2.0	<p><u>Half Year Debt Write Off</u></p>	
2.1	<p>The HH presented the report to the Board on behalf of the Customer Services Manager and summarised the sum of debt recommending being written off and that the Association continues to pursue debt recovery where feasible. The HH invited any comments. H Carr suggested that it would be useful to know how many cases are in each group of write offs; the HH confirmed that this will be included going forward.</p> <p>The Board noted the content of the Half Year Debt Write Off Report and authorised the Customer Service Manager to write off the sums outlined in the report and update individual accounts accordingly and authorised the eleven void properties to be recorded as off charge.</p>	
2.2	<p><u>Draft Settlement Policy</u></p> <p>The DIR presented the draft Settlement Policy to the Board and advised that whilst Settlement Agreements are unusual, it is an important option open to the Board. It was noted that the draft policy is based on the EVH model policy.</p> <p>The Board noted the content of the policy and approved.</p>	
2.3	<p><u>Draft Notifiable Events Policy</u></p> <p>The DIR presented the draft Notifiable Events Policy to the Board which was due for review and advised that this was based on Regulatory Guidance. It was noted that there were minimal changes to the guidance/policy since 2019, but it is important to review the policy periodically.</p> <p>The Board noted the content of the policy and approved.</p>	
2.4	<p><u>Draft Whistleblowing Policy</u></p> <p>The DIR presented the draft Whistleblowing Policy to the Board which was due for review and advised that this was based on the EVH model, with minimal changes being proposed. The Board noted that contact details for external organisations had been updated.</p> <p>The Board noted the content of the policy and approved.</p>	
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Cost of Living Crisis Presentation and Paper</u></p> <p>The HH presented a power point presentation and report to the Board on the Cost-of-Living Crisis, providing an overview of our proactive approach to assisting residents with the cost of living and fuel poverty crisis. This is also in line with our Business Plan.</p>	

Item		Action
	<p>The HH added that we had just been awarded funding of £412,000 from the Scottish Government's Net Zero Fund, further details will follow. Vodafone have also supplied us with 1,000 sim cards which will be issued to each of our households. W Paterson added that he has approximately a dozen mobile phone handsets that he will had into the office.</p> <p>On behalf of the Board, the Chair thanked HH and her team for such an insightful presentation and for our continued support for our residents.</p> <p>The Board noted the update on our approach to mitigating the impacts on our tenants from the Cost-of-Living Crisis. Further discussion to take place over the next two months as we start the budget process for 2023/24.</p> <p>R Irvine joined the Teams meeting.</p>	
4.0	<p>Reports for Information Only (Confidential)</p>	
4.1	<p><u>Barbieston Road Update</u></p> <p>The Director (DIR) presented the report to the Board and confirmed that [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p>The Board noted the current situation and agreed that [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p>	
5.0	<p>Training None.</p>	
6.0	<p>Deferred Items None.</p>	
7.0	<p>AOCB</p> <ol style="list-style-type: none"> 1. Audit Committee members to respond to consultation on dates of next meeting. 2. We were unsuccessful in the submission for Ayrshire Business Awards Community Business Award, feedback on our submission has been requested. 3. Modern Apprentice, Jayden McWilliam, is in the semi-final of the Developing Young Workforce Challenge taking place on 30th September 2022. 4. L Campbell and R Irvine both send their apologies for the next meeting on 26th October 2022. <p>S Lowrie joined the meeting.</p>	

Item		Action
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 26 October 2022 <p>Venue: MS Teams.</p> <p>Meeting Concluded at 19:20.</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair _____</p>	