

**Minutes of Shire Board Meeting
Held on 22nd February 2023
at 18:00 Via Microsoft Teams**

PRESENT: L Campbell (Chair),
S Roberts, N Allan, H Carr, W Paterson, L Gallacher,
R Irvine, R Morris, S Lowrie, W Pring (Observer)

CHAIR: L Campbell (Chair)

IN ATTENDANCE: J Munro (Director, DIR),
C Donnelly (Head of Corporate Services, HCOR),
J Allison (Head of Housing, HH),
L McCurdy (Minute Secretary, MS)
Graham Gillespie (Wylie + Bisset)
Susan Brook (Wylie + Bisset)

**The Chair welcomed attendees to the meeting at 18:02.
There was a brief introduction for all attendees.**

Board Training on Risk Management was delivered by Wylie + Bisset, from 18:07 to 18:58. The presentation slides are to be circulated within the Board and Management team, with a follow-on meeting with W+B to review and update risk management procedures where applicable.

DIR/HC
OR

**N Allan joined the meeting at 18:28.
R Morris joined the meeting at 18:33.
S Lowrie joined the meeting at 18:57.**

Formal business commenced at 18:58.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> Apologies received from A Rae.	
	K Hair's three month leave of absence concluded at the February 2023 Board meeting. A follow-up conversation is planned with the DIR and K Hair w/c 27 th February 2023.	DIR
1.2	<u>Declaration of Interest</u> The DIR advised item 2.3 as a declaration of interest and will be discussed without his presence later in the meeting.	
1.3	<u>Minutes of the Meeting held on 25th January 2023.</u> The Chair presented the minutes and invited any comments or corrections.	

Item		Action
1.4	<p>The Board approved the minutes as a true and accurate record of the meeting of 25th January 2023.</p> <p><u>Action Plan</u></p> <ul style="list-style-type: none"> The Chair and DIR advised that a productive meeting was held on 20th February 2023 with Eydent partners. Further collaborative meetings are to be held, more details to follow. <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> None.</p>	
1.7	<p><u>Membership Report</u> None.</p> <p>H Carr joined the meeting 19:05.</p>	
1.8	<p><u>Health & Safety Report</u> The HH presented the report to the Board. The purpose of the report was to update Board Members on Health and Safety matters since the previous meeting.</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>Final Budget 2023/24</u> The HCOR presented the report to the Board. The purpose of the report was to present the Final Budget for 2023/24 and provide details of the business plan assumptions that underpin the budget.</p> <p>The Board noted the changes between the Draft and Final Budgets and approved the Final Budget for 2023/24.</p>	
2.2	<p><u>Year End Write Off 2022/23 and Off-Charge Update</u> The HH presented the report to the Board. The purpose of the report was to:</p> <ol style="list-style-type: none"> Seek approval for bad debt write-off of [FOISA Status- Exempt under Section 36 (Confidentiality)], this is within the 2022/23 Business Plan assumptions and Debt Management practice. See approval to continue long term Difficult to let (DTL) void property off-charges in compliance with ARC validation requirements. <p>The Board considered and approved:</p>	

Item		Action
	<p>a) The write-off of [FOISA Status- Exempt under Section 36 (Confidentiality)]</p> <p>b) Two off-charge long term void properties that are not actively let due to no current demand or subject to asset decision.</p> <p>The Board commended the team on their property letting and debt management achievements.</p>	
2.3	<p><u>Directors Remuneration and Salary Review for 2023/24</u></p> <p>Item 2.3 was discussed at the end of the meeting, without the DIR present.</p> <p>The HCOR presented the report to the Board. The purpose of the report was to detail the Directors proposed salary for 2023/24 as per regulatory requirements for the Board to annually approve the Directors salary.</p> <p>The Board approved the Directors salary for 2023/24.</p>	
2.4	<p><u>EVH Consultation on changes to Terms & Conditions of Employment</u></p> <p>The HCOR presented the report to the Board. The purpose of the report was to allow the Board to consider a response to the consultation questions as outlined in the paper and EVH Consultation document.</p> <p>The Board considered the consultation and provided responses to the three questions for the HCOR to provide to EVH by deadline day of 10th March 2023:</p> <ol style="list-style-type: none"> 1. Mental Health First Aid – Board response: Yes 2. Mental Health First Aid – Board response: Yes, however, appointment should be shared across different staff members. 3. Shared Parental Pay – Board response: Yes <p>W Pring left the meeting 19:54</p>	
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Property Condition - [FOISA Status- Exempt under Section 36 (Confidentiality)]</u></p> <p>The DIR presented the report to the Board. [FOISA Status- Exempt under Section 36 (Confidentiality)] As per the Scottish Housing Regulator, Boards are required to have a strategic oversight of dampness and mould issues. The report provided details of the case in hand and the steps being taken to meet statutory, contractual, and regulatory requirements.</p> <p>The Board noted the report, with a further paper to be presented at next month’s meeting. In the intervening period, the DIR will continue to consult with the Office Bearers on any further developments.</p> <p>Staff will also continue to develop a new Dampness and Mould Policy in conjunction with developing new proactive procedures.</p>	HH/AM

Item		Action
	<p>It was suggested that Carbon Dioxide (CO2) monitors could be used to identify internal areas of poor ventilation within a property - https://www.hse.gov.uk/ventilation/using-co2-monitors.htm. Staff will undertake further investigation of this.</p>	
3.2	<p><u>Proposed new build development – Craigens Road, Netherthird, Cumnock</u> The DIR presented the report to the Board. The purpose of the report was to update the Board on the progress with the development site at Craigens Road, Cumnock.</p> <p>The Board noted the preliminary progress to develop the site at Craigens Road, Cumnock.</p>	
3.3	<p><u>ARC Validation Review – 14th & 15th February 2023 – Verbal update</u> The DIR, HH and HCOR provided a verbal update following the ARC Validation Review carried out on the 14th & 15th February 2023. A total of 16 indicators were reviewed by the assessor, one of which was not validated. It was noted that this was not a non-conformance on our performance but on a formatting issue with gas report. A full report on the ARC Validation Review will be available at the next Board meeting.</p>	
3.4	<p><u>Staff Structure Review Group – 15th February 2023 – Verbal Update</u> The DIR provided a verbal update following the Staff Structure Review Group meeting on 15th February 2023. The Care & Repair contract was further discussed at the Board meeting, with the hope that the contract is extended beyond November 2023. [FOISA Status- Exempt under Section 36 (Confidentiality)] Staff Structure Review meetings are to be formalised and minuted going forward.</p>	DIR/H COR
4.0	<p>Reports for Information Only</p>	
4.1	<p><u>None.</u></p>	
5.0	<p>Training</p> <p>a) Planned Corporate Board Training:</p> <p>i. 29th March 2023 – TIS, Tenant Engagement, via Teams</p>	
6.0	<p>Deferred Items</p> <p>None.</p>	
7.0	<p>AOCB</p> <ul style="list-style-type: none"> April Board meeting to be face-to-face. Venues to be researched. 	
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> Wed 29th March 2023, 18:00, Teams <p>The DIR left the meeting at 20:14. Item 2.3 was then discussed.</p> <p>Formal meeting ended at 20:16</p>	HCOR/ MS

Item		Action
	I confirm this Minute is a true and accurate record of the meeting: - Chair _____	