

**Minutes of Shire Board Meeting Held on 23 February 2022  
at 6.00pm via Microsoft Teams Application (Covid-19)**

**PRESENT:** L Campbell (Chair), S Roberts (Vice Chair), H Carr (Audit Committee Convenor), N Allan, W Gallacher, K Hair, R Irvine, S Lowrie, D MacLeod, R Morris, W Paterson, A Rae

**CHAIR:** L Campbell

**IN ATTENDANCE:** J Munro (Director), C Donnelly (Head of Corporate Services), J Allison (Head of Housing), J McLelland (Minute Secretary), C Fraser (Fraser Consulting)

**The meeting commenced at 6.00pm**

**The Chair welcomed attendees to the meeting.**

**Clare Fraser, of Fraser Consulting, delivered an Equalities training session to the Board. The Board thanked C Fraser for her presentation.**

**Formal business commenced at 7.00pm**

Item		Action
<b>1.0</b>	<b>Formal Business</b>	
1.1	<u>Apologies</u> A Malik.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 26 January 2022</u> The Chair presented the minutes and invited comment or corrections.	
	<b>The Board approved the minutes as a true and accurate record of the meeting of 26 January 2022.</b>	
1.4	<u>Action Plan</u>	
	- Item 1.4: <b>Surplus PPE Supplies</b>	
	The Director (DIR) advised that he is still awaiting a response from N Allan's contact regarding the surplus PPE supplies.	
	- Item 2.3: <b>Recruitment</b>	
	The Head of Corporate Services (HCOR) advised that the Finance Officer position has been offered to a candidate. The Board will be updated with further details when references have been obtained. The HCOR advised that applications were of a very high standard.	
	- Item 1.6: <b>Gas Servicing Failure</b>	
	The Director (DIR) advised that Barrhead Housing Association have agreed to undertake a peer review of the Association's gas servicing	

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	<p>during Quarter 1 of 2022/23. The DIR also confirmed that a review be scheduled in the Internal Audit Plan for early 2023/24.</p>	
	<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> None.</p>	
1.7	<p><u>Membership Report</u> The Governance Assistant (GA) presented the report to the Board.</p>	
	<p><b>The Board approved the membership application and noted the termination under Rule 17.1.</b></p>	
1.8	<p><u>Health &amp; Safety Report</u> The Head of Housing (HH) presented the report to the Board and advised that no general office related Health and Safety issues have occurred since the last meeting in January 2022.</p>	
	<p><b>The Board noted the content of the Health &amp; Safety report.</b></p>	
2.0	<p><b>Items requiring a Board Decision</b></p>	
2.1	<p><u>Budget 2022/23</u> The Head of Corporate Services (HCOR) presented the report to the Board, highlighting the changes made since the draft budget was presented in November 2021.</p> <p>The HCOR advised that Stock Condition Surveys will be carried out during March 2022. As a result, the 30 Year Plan will be presented to the Board in April 2022.</p> <p>In terms of the potential disposal of 50-56 Corserine Terrace – which will be discussed under Item 2.6 - the Board noted that the properties in Corserine were not secured as part of the loan refinance with RBS. Should disposal be the preferred option, the HCOR will liaise with the bank as a matter of courtesy to ensure that there are no issues.</p> <p>The HCOR advised that EVH have started wage negotiations but there has been no indication of what the outcome will be or when a decision will be reached. The HCOR believes there will be no agreement reached before 1 April 2022.</p> <p>The Board requested that the SMT produce a high-level report to establish where costs may rise and what actions the Association can</p>	

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2.2	<p>take to reduce costs.</p> <p>The HCOR confirmed that the miscellaneous Westgate House expenditure on page 2a is related to water ingress.</p> <p>The Board thanked the HCOR for a very informative and well-presented report.</p> <p><b>The Board noted the changes between the draft and final budgets and approved the final budget for 2022/23.</b></p> <p><u>Write-Off report</u> The Head of Housing (HH) presented the report to the Board, highlighting that the suggested bad debt write off is well within the Business Plan assumption and Debt Management practice.</p> <p>The HH advised that of the 19 flats at Westgate House, 10 are currently void. The Board noted that a show flat is currently being developed and the courtyard is being revamped to help to make the properties more desirable. The Director (DIR) advised that the Association continue to liaise with Newmilns Regeneration Association.</p> <p>The HH advised that discussions with the owner of the adjoining property at Meikleholm Drive are ongoing. A report detailing the outcome of conversations will be brought to the Board in March 2022. The HH will also explore options regarding this property with East Ayrshire Council – i.e. what powers the Council has in this case and potential for inclusion in a future Strategic Housing Investment Plan (SHIP).</p> <p><b>The Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Approved the write-off of £4,984.77.</b></li> <li>• <b>Approved the twelve off-charge long-term void properties that are not being actively let because there is no current demand or are subject to asset decision.</b></li> </ul>	<p><b>SMT</b></p> <p><b>HH</b></p>
2.3	<p><u>Corserine Terrace, Bellsbank Option Appraisal</u> The Head of Housing (HH) presented the report to the Board.</p> <p>The Board fully discussed the options presented and agreed that demolition with retention of the site appears to be the most prudent option. However, the Board also agreed that engaging with the local community was of vital importance in the decision-making process, in terms of both the block of flats and the wider area. The Board noted the importance of having a meaningful course of action for the site and being aware of the level of demand in the area. It was acknowledged that potential demolition will be subject to consultation with the Scottish Housing Regulator and following the Regulatory Disposal Stock Process.</p>	

Item		Action
2.4	<p>The Board expressed their concerns around pursuing stock disposal by selling on the open market and the importance of carrying out due diligence should this option be considered further.</p> <p>The Board noted the importance of considering the environmental impact of all options.</p> <p>The Head of Corporate Services (HCOR) advised that there is potential for a cash settlement from the insurers if the properties are not reinstated. It is unknown whether this would cover demolition costs and for prudence an amount has been included in the budget.</p> <p><b>The Board noted the options presented within the report and approved the community consultation on options for the future of Corserine Terrace, Dalmellington.</b></p> <p><u>Policy Reviews</u> The Head of Housing (HH) presented the report to the Board.</p> <p>The Board requested that the following changes are made:</p> <ul style="list-style-type: none"> <li>• Customer Engagement Strategy – ensure the use of positive language throughout.</li> <li>• Void Management – to include reference to the checks that are carried out to determine occupancy.</li> </ul> <p><b>The Board approved the following policies and strategy, subject to the changes above:</b></p> <ul style="list-style-type: none"> <li>• <b>Customer Engagement Strategy</b></li> <li>• <b>Void Management Policy</b></li> <li>• <b>Anti-Social Behaviour Policy</b></li> </ul>	HH
3.0	<p><b>Items for Discussion</b></p>	
3.1	<p><u>Verbal Update from the Office Working Group Meeting of 16 February 2022</u></p> <p>The Director (DIR) provided the Board with a verbal updated from the Office Working Group (OWG). The OWG spoke with two consultants and appointed the Gold Consultancy to assist in completing the required Crown Commercial Services Framework documents. A further meeting between the OWG and Gold Consultancy will be arranged. This will allow the progression of the procurement of a Project Manager.</p> <p>The Board noted update.</p>	
3.2	<p><u>Stakeholder Communication and Engagement</u> The Director (DIR) presented the report to the Board.</p> <p>The Board fully discussed the changes/cuts to local authority services</p>	

Item		Action
	<p>and the effect of this on our tenants and communities.</p> <p>The Board agreed that the Association should review the services it provides and seek to achieve a degree of flexibility around pest control issues.</p> <p>The DIR/HH will speak to GWSF to ascertain what other local authorities and RSLs provide in terms of pest control.</p> <p>The Board noted the report.</p>	<b>DIR</b>
<p><b>4.0</b> 4.1</p>	<p><b>Reports for Information Only</b> <u>Equalities Recruitment Analysis – Finance Officer and Modern Apprentice</u></p> <p>The Governance Assistant (GA) presented the report to the Board.</p> <p><b>The Board noted the content of the report.</b></p>	
<p><b>5.0</b></p>	<p><b>Training</b> None.</p>	
<p><b>6.0</b></p>	<p><b>Deferred Items</b> None.</p>	
<p><b>7.0</b> 7.1</p>	<p><b>AOCB</b> <u>Scottish Housing Regulator</u></p> <p>The Director (DIR) advised that the Scottish Housing Regulator (SHR) recently reviewed the Association’s Board minutes, which they are happy with. The SHR queried if new Board Members were appointed as co-optees. The Association has advised the SHR that new Board members joined as fixed term appointees, in line with the Association’s Model Rules 2020. The Association also provided the SHR with the legal advice obtained in relation to fixed term appointments. The DIR will update the Board should any further queries regarding the issue be raised by the SHR.</p>	
<p>7.2</p>	<p><u>Eviction Case</u></p> <p>The DIR advised the Board that the eviction case from last month’s meeting did not go ahead. The tenant’s rent account has been cleared and the Customer Service Team are putting necessary support in place.</p>	
<p><b>8.0</b></p>	<p><b>Date of Next Board Meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday 30 March 2022</b></li> </ul> <p><b>Venue: MS Teams.</b></p> <p><b>Meeting Concluded at 8.35pm.</b></p> <p>I confirm this Minute is a true and accurate record of the meeting:-</p>	

Item		Action
	Chair_____	