

**Minutes of Shire Board Meeting Held on 25 May 2022
at 6.00pm via Microsoft Teams Application (Covid-19)**

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

CHAIR: S Roberts (in the absence of L Campbell)

IN ATTENDANCE: J Munro (Director), J Allison (Head of Housing), A Black (Customer Services Manager), M Scott (Asset Manager), J McLelland (Minute Secretary)

ABSENT: R Irvine

The Vice Chair welcomed Board and staff members to the meeting.

Formal business commenced at 6.00pm

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> L Campbell and A Malik.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meetings held on 27 April 2022 and 16 May 2022</u> The Chair presented the minutes and invited comment or corrections. The Director (DIR) confirmed that the confidential minute of the meeting held on 16 May 2022 will not be made public. The Board approved the minutes as a true and accurate record of the meetings of 27 April 2022 and 16 May 2022.	
1.4	<u>Action Plan</u> - Item 1.4: Surplus PPE Supplies The Director (DIR) advised that he has had no contact with the organisation who are willing to donate surplus PPE supplies since the last Board meeting. Given decreasing need for such supplies, the Board agreed not to pursue the matter further. This action will now be removed from the Action Plan. - Item 2.1: Board Appraisal Review 2022 The Director (DIR) confirmed that he will issue Personal Development Training Plans to Board members by Friday 27 May 2022.	

Item		Action
	<p>The Board noted the content of the Action Plan.</p> <p><i>[W Paterson joined the meeting at 6.07pm]</i></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>	
1.8	<p><u>Health & Safety Report</u> The Asset Manager (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 April 2022.</p> <p>The Board noted the content of the Health & Safety report.</p>	
2.0	<p>Items requiring a Board Decision</p>	
2.1	<p><u>Annual Return on the Charter</u> The Customer Services Manager (CSM) delivered the presentation to the Board, highlighting key performance areas. The CSM welcomed comments and questions from the Board.</p> <p>The CSM clarified that the figure being reported for Indicator 11 is 99.97%.</p> <p>The Board thanked the staff team for their performance. The Board particularly welcomed the improvement in homeless performance.</p> <p>The Board thanked the CSM for a clear and detailed presentation.</p> <p>The Board approved the Annual Return on the Charter, subject to any additional commentary or clarification of results. The Director will submit the approved return to the Scottish Housing Regulator by 31 May 2022.</p>	DIR
2.2	<p><u>Procurement of Reactive Maintenance Services</u> The Head of Housing (HH) presented the report to the Board, highlighting the four options presented within the report.</p> <p>The HH confirmed that option 1 – [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)] is being recommended to the Board. The HH advised the Board that the Association has asked Addleshaw Goddard to provide legal opinion on this option. Unfortunately, no response has been received from Addleshaw Goddard</p>	

Item		Action
	<p>as yet. The legal advice will be shared with the Board as soon as it is available.</p> <p>The Board fully discussed the options presented [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p><i>[R Morris joined the meeting at 6.42pm]</i></p> <p>[FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p>The Board highlighted the importance of the Association not becoming involved in conversations around TUPE, leaving these matters to be discussed between the companies involved.</p> <p>The Board noted that tenants will be notified when a solution is in place, with tenants being provided with details of the new contractor and relevant contact details.</p> <p>The HH confirmed that a new Procurement Strategy is being developed and will bring this to the Board in November 2022 for approval. This will help to support future procurement, and mitigate procurement risks, whilst supporting community wealth building.</p> <p>[FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p>	<p>SMT</p> <p>HH</p> <p>HH</p> <p>SMT</p>
2.3	<p><u>Customer Service Performance Targets</u> The Head of Housing (HH) presented the report to the Board.</p> <p>The Board noted that the proposed targets take account of the current cost of living crisis, labour and material shortages resulting from covid/Brexit, and the imminent change of contractor.</p> <p>The Board welcomed the proposed additional performance measures. The HH will also add an additional metric which will seek to determine if there is any correlation between intervention/support levels and tenancy sustainment.</p> <p>The Board approved the 2022/23 Customer Performance Targets and amendments to the performance areas being regularly presented.</p> <p><i>[A Black left the meeting at this point]</i></p>	<p>HH</p>
2.4	<p><u>Barbieston Road Update</u> The Director (DIR) presented the report to the Board, outlining the potential next [REDACTED] steps the Association can take. The Board noted the report and the recommendations [FOISA Status – Exempt under Section</p>	

Item		Action
	<p>33 (Commercial Interests and the Economy)]</p> <p>[FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p>The DIR also advised that he has contacted the Head of Housing and Communities at East Ayrshire Council (EAC) to arrange a meeting to discuss the current situation with Barbieston Road. There has been no response as yet.</p> <p>[FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p>The Board thanked the DIR for the actions taken in relation to Barbieston Road since the special Board meeting on 16 May 2022.</p> <p>[FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p>	DIR
<p>3.0</p>	<p>Items for Discussion</p>	
<p>3.1</p>	<p><u>Verbal Feedback from the Team Building Event on 24 May 2022</u></p>	
	<p>The Director (DIR) advised that the feedback from the event has been positive thus far, with those attending finding value in getting together again.</p> <p>The Board agreed that the event was enjoyable, with a positive atmosphere. Board suggested that the next event provides more fluid seating arrangements to allow for increased interaction between individuals.</p> <p>The Board noted the verbal feedback from the Team Building Event on 24 May 2022.</p>	
	<p>3.2</p>	
	<p><u>Verbal Update from Office Working Group – Project Manager Procurement</u></p>	
	<p>The Director (DIR) advised the Board that following submission of the required documents to Crown Commercial Services, they have now advised that they have no capacity to help the Association with assisted procurement of a Project Manager. The DIR advised that the Office Working Group (OWG) are very disappointed and frustrated by this. The OWG will arrange a meeting to discuss next steps.</p> <p>The Board noted the verbal update from the Office Working Group.</p>	<p>OWG (Amended as per Board meeting 29/06/22)</p>
	<p>4.0</p>	
	<p>Reports for Information Only</p>	
	<p>None.</p>	
	<p>5.0</p>	
	<p>Training</p>	
	<p>None.</p>	

Item		Action
6.0	<p>Deferred Items None.</p>	
7.0 7.1	<p>AOCB <u>AGM</u> The Director (DIR) advised that the Governance Assistant (GA) and Customer Services Assistant (CSA) have been investigating potential venues, with visits to both Netherthird Community Centre and Ochiltree Community Hub. The Board agreed for the AGM to be held at Ochiltree Community Centre, which provides all required IT facilities and is large enough to facilitate the event. Board also agreed for the AGM to be held on Wednesday 21 September 2022, with a reserve date on Wednesday 28 September 2022. The Board requested that the Association consult with its members on the timing of the event.</p>	GA
7.2	<p><u>Scottish Housing Regulator (SHR)</u> The Director (DIR) advised that he has a meeting with the SHR tomorrow and will discuss the current situation with Barbieston Road. The DIR will provide the Board with an update of the meeting.</p>	DIR
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> Wednesday 29 June 2022 <p>Venue: MS Teams.</p> <p>Meeting Concluded at 8.15pm.</p> <p>I confirm this Minute is a true and accurate record of the meeting:-</p> <p>Chair _____</p>	