

**Minutes of Shire Board Meeting
Held on 25 October 2023
at 18:00 via Teams**

PRESENT: S Roberts (Chair), W Gallacher (Vice Chair), N Allan, H Carr, B Cuthbertson, S Lowrie, W Paterson

CHAIR: S Roberts (Chair)

IN ATTENDANCE: J Munro (Chief Executive, CE)
C Donnelly (Director of Corporate Services, DCOR)
J Allison (Director of Housing, DH)
M Scott (Asset Manager, AM)
J McLelland (Minute Secretary, MS)

The meeting commenced at 18.00.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> Apologies were received from R Morris.	
	The CE advised that W Paterson would be arriving late to the meeting.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 27 September 2023</u> The Chair presented the minute and invited any comments or corrections.	
	The Board approved the minute as a true and accurate record of the meeting of 27 September 2023.	
	The Chair also presented the minute of the confidential section of the meeting of 27 September 2023 and invited any comments or corrections.	
	The Board approved the minute as a true and accurate record of the confidential section of the meeting of 27 September 2023.	
1.4	<u>Action Plan</u> On schedule.	
	The Board noted the content of the Action Plan.	
1.5	<u>Matters Arising</u> The CE advised the Board that the DH's flexible working trial period has commenced. The Chief Executive will monitor any potential impact, and provide feedback to the Board during the pilot.	

Item		Action
1.6	<u>Notifiable Events</u> None.	
1.7	<u>Membership Report</u> The DCOR presented the report to the Board. The Board noted the termination under Rule 17.1.	
1.8	<u>Health & 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 September 2023. The AM confirmed that the Board will be updated on the outcome of the survey of office lighting when the final report is available. The Board noted the content of the Health and Safety report.	AM
2.0	Items Requiring a Board Decision	
2.1	<u>Approval of Annual Assurance Statement</u> The DCOR presented the report to the Board and confirmed that the Audit Committee fully reviewed the Assurance Map at their September 2023 meeting. The DCOR confirmed that any feedback received from the Audit Committee has been incorporated into the document. The DCOR advised that some changes have been made to the wording of the statement from last year to incorporate the requirements for this year set by the Scottish Housing Regulator. The Board reviewed the Assurance Map, highlighting that the document demonstrates the breadth of work carried out by the Management Board, Senior Management Team, and wider staff team. The Board confirmed that they find the document a useful resource. The Board agreed that they were happy with the conclusion that the Association is regulatory compliant. The Chair thanked the Audit Committee for their work on the Assurance Map. The Board approved the submission of the Annual Assurance Statement to the Scottish Housing Regulator, confirming regulatory compliance. The statement will be submitted before the deadline of 31 October 2023. <i>W Paterson joined the meeting at 18.19.</i>	CE

Item		Action
2.2	<p><u>Approval of Management Accounts to 30 September 2023</u> The DCOR presented the report to the Board, highlighting budget variances.</p> <p>The DCOR advised that the Association’s insurers have requested a rebuild valuation of the Association’s stock in order to continue providing insurance cover, the cost of which is not budgeted for in the Management Accounts. [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]. This information came after the time of writing the report. The DCOR is meeting with the broker tomorrow to see if the number of units being valued can be reduced as the valuation is currently inclusive of properties tied to the Association’s stock, i.e., attached properties that are owner occupied.</p> <p>The Board acknowledged the complexity of the situation and thanked the DCOR for a very informative report.</p> <p>The Board approved the Draft Management Accounts for the period to 30 September 2023. The Board approved the submission of these Management Accounts to RBS.</p>	DCOR
2.3	<p><u>RAAC Property Survey Report and Scottish Housing Regulator Submission</u> The CE and AM presented the report to the Board.</p> <p>The Board noted that Graham & Sibbald identified the property types to be surveyed following a desktop exercise. A total of 43 properties were surveyed at a cost of £150 per unit.</p> <p>The AM confirmed that a variety of methods were utilised to rule out the presence of RAAC.</p> <p>The Board commended the staff involved for the proactive approach taken.</p> <p>The Board enquired whether there had been any Freedom of Information requests about RAAC. The DCOR confirmed that no Freedom of Information Requests have been received regarding RAAC thus far.</p> <p>The Board noted the results from the Graham and Sibbald RAAC Survey and approved the submission of the RAAC Information Proforma to the Scottish Housing Regulator by 31 October 2023.</p>	CE
2.4	<p><u>Confidential H.R Report</u> See confidential minute.</p> <p>This item was taken at the end of the meeting, with staff members absenting themselves.</p>	
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Customer Service Quarterly Performance Report</u></p>	

Item		Action
3.2	<p>The DH presented the report to the Board.</p> <p>The Board welcomed the significant improvement in contractor performance, which correlates with the reduction in complaints.</p> <p>The DH advised the Board that the lease agreements to East Ayrshire Council (EAC), which were proposed to the Board at the August 2023 meeting, are currently on hold [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]. The DH is hopeful that this issue can be resolved, and the project will go ahead.</p> <p>The Board thanked the DH for a very thorough report and for the good work that has been completed over the quarter.</p> <p>The Board noted the Performance update for quarter 2, to the end of September 2023.</p> <p><u>Asset Management Report – Quarter 2</u></p> <p>The AM presented the report to the Board.</p> <p>The AM confirmed that the smart homes and legionella spending require to be recoded. The DCOR confirmed that all costs are included in the Management Accounts.</p> <p>The AM advised the Board that Vokera have offered to provide the Association with an air source heat pump, free of charge, as part of a case study. The AM is meeting with staff from Vokera next week to look at void properties within Westgate House and to establish feasibility. In order to comply with the fabric first approach, the Association would be required to carry out Internal Wall Insulation (IWI), with External Wall Insulation being prohibited due to the façade of Westgate House being listed. As such, the AM asked that the Board approve the reallocation of £15,000 from the revenue to capital budgets to cover the cost of the IWI.</p> <p>The Board thanked the AM for a very comprehensive report.</p> <p>The Board noted the physical and financial progress of Asset Management delivery across Quarter 2 of the 2023/24 financial year. The Board approved the reallocation of £15,000 from the revenue to capital budgets to cover the cost of IWI.</p>	AM/ DCOR
3.3	<p><u>Equalities Action Plan 2022-2025 Update</u></p> <p>The DH presented the report to the Board outlining progress in implementing the Equalities Action Plan.</p> <p>The Board noted the progress within the Equalities Action plan for 2022-2025 and the additional Human Rights related actions.</p> <p>Reports for Information Only</p>	DH

Item		Action
4.0 4.1	<p><u>Confidential Verbal Update on the Craigens Road, Netherthird Development Site</u> [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p>	CE
5.0	<p>Training None.</p>	
6.0	<p>Deferred Items None.</p>	
7.0 7.1	<p>AOCB <u>Strategic Planning Day – Attendance</u> The CE reminded Board Members that the Strategic Planning Day will take place on Saturday 11 November 2023 at CentreStage in Kilmarnock. Board members were asked to confirm their attendance to the MS to allow final numbers to be confirmed with the venue.</p>	BOARD
7.2	<p><u>Ayrshire Chamber Community Award</u> The Chair congratulated the Association on winning the Ayrshire Chamber Community Award. The Board asked for their congratulations to be passed on to the staff team.</p>	
7.3	<p><u>Former Chair</u> L Campbell contacted the CE to pass on his thanks to the Board for the gift voucher he received following his retirement from the Management Board.</p>	
7.4	<p><u>Office Working Group</u> The Board noted that Office Working Group members, CE, AM and M Abbott of Brown and Wallace will convene tomorrow to carry out Architect Interviews. It is hoped that the panel will be in a position to make an appointment following the interviews. An update report will be brought to Board at a later date to establish the next steps for the office project.</p>	CE
7.5	<p><u>Board IT</u> As previously indicated by the ICT Officer, the Board will move away from using the current Board Portal to the SharePoint system, which provides more security. The DCOR confirmed that the switch to SharePoint should be complete by the time the November Board papers are issued. Instructions on how to access Board papers will be issued in advance.</p>	DCOR/ ICT
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 29 November 2023 Venue: MS Teams <p>Meeting concluded at 19.40</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair _____</p>	