

**Minutes of Shire Board Meeting Held on 26 May 2021
at 6.00 pm via Microsoft Teams Application (Covid-19)**

PRESENT: L Campbell (Chair), H Carr (Vice Chair), N Allan (Convenor of the Audit Committee), W Gallacher, R Irvine, W Paterson, A Rae, S Roberts

CHAIR: L Campbell

IN ATTENDANCE: J Munro (Director), C Donnelly (Head of Corporate Services), J Allison (Head of Housing), M Scott (Asset Manager), J McLelland (Minute Secretary)

The meeting commenced at 6.00pm

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> D MacLeod. The Board acknowledged A Malik’s leave of absence, which was agreed on 31 March 2021.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 28 April 2021</u> The Chair presented the minutes and invited comment or corrections.	
	<p>The Board approved the minutes as a true and accurate record of the meeting of 28 April 2021.</p>	
1.4	<u>Action Plan</u> - Item 2.1; Castleview Avenue	
	The Asset Manager (AM) confirmed that he had carried out a site visit with the contractor on Tuesday evening and determined that small pieces of work were still required before contract sign-off. It was agreed that the outstanding work would be completed by Wednesday. The AM is currently awaiting photographs of the completed works before signing off, these will be shared with the Board.	AM
	The Director (DIR) advised that there has been an increase in owners contacting the Association recently asking when repairs to their properties will be completed. Owners have been issued with letters reiterating the Association’s position that the McTaggart Group are responsible for owner repairs.	
	<p>The Board noted the contents of the Action Plan.</p>	

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	<p>deliver a benchmarking presentation. This allows the Board to compare the Association's performance against that of relevant peers. However, there was an acknowledgement of the impact of the pandemic, particularly on repairs performance indicators, making benchmarking more challenging.</p> <p>The Board noted that the Annual Report will also contain benchmarking information and the Scottish Housing Regulator's website contains a comparison tool.</p> <p>The presentation slides will be added to the Assurance Map on the secure area of the website.</p> <p>The Board thanked the HH for a very 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 2021.</p>	<p>GA</p> <p>DIR</p>
2.2	<p><u>Fire Safety Compliance Update</u> The Asset Manager (AM) presented the report to the Board.</p> <p>The AM advised the Board that the Association continues to engage with tenants and complete a full rewire where possible. The Board noted that where tenants are refusing access, Electrical Installation Condition Report's (EICR) will be required to ascertain if the properties existing wiring is safe. Should the EICR return an unsatisfactory result, a full rewire would go ahead.</p> <p>The Board requested that the Association obtain updated legal advice/guidance regarding accessing properties for rewire where the tenant is refusing access. This information is to be shared with Board at the June 2021 meeting.</p> <p>The AM confirmed that the [REDACTED] referred to within the paper was within a budget - for rewire and LD2 - of [REDACTED] as the budget expected there to be fuller rewires. The Board noted that the cost of [REDACTED] included full rewire costs, whereas the expected cost of [REDACTED] is based on delivering a mix of rewires and hybrid LD2 systems across the remaining properties. [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p>The AM confirmed that there is no concern around supply of LD2 smoke detection equipment having spoken to AICO (the supplier) who have confirmed that they manufacture their own stock in Ireland and do not foresee supply problems.</p> <p>The DIR confirmed that the Association will continue to work in</p>	<p>DIR/HH</p>

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2.5	<p>It was agreed that the Association will explore funding opportunities through the East Ayrshire Business Advisory Group.</p> <p>In terms of cyber security, the HCOR advised that the Draft ICT Strategy refers to this but there will be a separate policy that sits alongside the ICT Strategy containing greater detail.</p> <p>The Board approved the Draft ICT Strategy subject to the inclusion of the Board's involvement in the ICT journey.</p> <p><u>Customer Service Targets for 2021/22</u> The Head of Housing (HH) presented the report to the Board.</p> <p>The Board requested that the Right First Time target be increased to 90% given that Covid-19 lag would not impact this performance.</p> <p>The Board discussed targets which are set by Association policies and whether there would be a case for relaxing some of these targets given the current climate and expected obstacles. However, the HH assured the Board that she feels that the targets are reasonable and achievable.</p> <p>The Board approved the 2021/22 Customer Performance Targets subject to the Right First Time target being increased to 90%.</p>	<p>SMT</p> <p>HCOR</p> <p>HH</p>
2.6	<p><u>Confidential H.R. Update</u> See confidential minute.</p>	
3.0 3.1	<p>Items for Discussion</p> <p><u>ARC Validation Report – CD Consultancy</u> The Board noted that the final ARC Validation Report was not received until Sunday night, and was not initially included within the Board papers. However, the report was issued to Board members on Monday 24 May 2021.</p> <p>The Director (DIR) gave a verbal update of the process undertaken by C Dugan.</p> <p>The DIR advised that an Action Plan will be based on C Dugan's recommendations, and will be presented to the Board for approval in June 2021.</p> <p>The Board noted that C Dugan has suggested undertaking the validation process in Quarter 3 next year in order to better manage her workload. The DIR highlighted that this decision reflects C Dugan's confidence in the quality of the Association's data and reporting.</p> <p>The DIR confirmed that C Dugan selected the Indicators that were audited.</p>	<p>HH</p>

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3.2	<p>The Board noted the content of the report.</p> <p><u>Barbieston Road Update</u> The Director (DIR) presented the report to the Board.</p> <p>The Director advised that further discussions will be held with East Ayrshire Council and the Scottish Government at a meeting scheduled for 16 June 2021. These discussions will determine the future viability of the Barbieston Road site. The Board will be updated on the outcome.</p> <p>The Board noted the content of the report.</p>	DIR
4.0	<p>Reports for Information Only</p>	
4.1	<p><u>Equalities Monitoring Report</u> The Governance Assistant (GA) presented the report to the Board.</p> <p>The Board noted the content of the report.</p>	
5.0	<p>Training</p>	
5.1	<p><u>Board Training – Community Engagement/Wider Role</u> As part of the Board Development Action Plan, the Community Engagement Coordinator (CEC) will deliver a training session to the Board at the June 2021 Board meeting. It is hoped that the CEC will be joined by one of the Association’s partners.</p> <p>A stock tour is planned for Summer 2021 but will be dependent on the Covid restrictions in place at the time.</p>	CEC
6.0	<p>Deferred Items None.</p>	
7.0	<p>AOCB</p>	
7.1	<p><u>Customer Service Excellence (CSE)</u> The Director (DIR) advised that the final CSE Report has now been received. This will be added to the Assurance Mapping document within the secure area of the website for Board to access.</p>	GA
7.2	<p><u>Business Plan Review</u> The Director (DIR) advised that work on the Business Plan has been progressing well. It was agreed that the Business Plan will be shared with the Board for review and will be brought to the August 2021 Board meeting for approval.</p>	SMT
7.3	<p><u>LD2 and External Paint Work Tenders</u> Given that there will be no Board meeting in July, the Board agreed to delegate authority to the Office Bearers to approve the LD2 and External Paint Work tenders.</p>	

Item		Action
7.4	<p><u>Office Working Group</u> The Convenor of the Audit Committee confirmed that an Office Working Group meeting has been scheduled for 15 June 2021.</p>	
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 30 June 2021 <p>Venue: MS Teams.</p> <p>Meeting Concluded at 8.10pm.</p> <p>I confirm this Minute is a true and accurate record of the meeting:-</p> <p>Chair _____</p>	