

**Minutes of Shire Board Meeting
Held on 26 October 2022
at 18:00 Via Microsoft Teams**

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

CHAIR: S Roberts (Vice Chair)

IN ATTENDANCE: J Munro (Director, DIR),
C Donnelly (Head of Corporate Services, HCOR),
J Allison (Head of Housing, HH),
M Scott (Asset Manager, AM)
L McCurdy (Minute Secretary, MS)

The Vice Chair welcomed attendees to the meeting.

Formal business commenced at 18:00.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> Apologies received from L Campbell (Chair), K Hair, A Rae, and R Irvine.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 28 September 2022</u> The Vice Chair presented the minutes and invited any comments or corrections. The Board approved the minutes as a true and accurate record of the meeting of 28 September 2022. W Paterson and N Allan joined the meeting.	
1.4	<u>Action Plan</u> ➤ Barbieston Road update – The DIR advised [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)] ➤ It was noted that whilst the number of actions due in November 2022 is large, staff should continue to progress them as planned. The Board noted the content of the Action Plan.	
1.5	<u>Matters Arising</u> None.	

Item		Action
1.6	<u>Notifiable Events</u> None.	
1.7	<u>Membership Report</u> None.	
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 2022. The AM invited any comments. An update on the new gas contractor was requested, the AM advised that feedback is excellent and there are only ten properties still requiring their annual gas service. Access to these properties is historically challenging, but there are procedures in place to mitigate the risk. The Board noted the content of the Health and Safety report.	
2.0	Items Requiring a Board Decision	
2.1	<u>Approval of Annual Assurance Statement</u> The DIR presented the draft Assurance Map to the Board, in support of our Assurance Statement 2022 submission to the Scottish Housing Regulator. A discussion took place on the Association's regulatory compliance, and evidence provided by the Assurance map. The DIR and his team were commended on the level of detail contained in the Assurance Map. The Board noted and 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 2022.	
2.2	<u>Approval of Management Accounts to 30 September 2022</u> The HCOR presented the draft Management Accounts to the Board for the period ending 30 September 2022. The Board noted and approved the draft Management Accounts for the period ending 30 September 2022, and the submission of the accounts to RBS. In addition, not in the original paper, the HCOR added a further recommendation that savings from the External Wall Insulation (EWI) and roofing budgets could be transferred to ad hoc boiler replacement works. The Board noted and approved that any savings in the EWI and roofing capital budgets can be transferred to spend on replacement boilers.	

Item		Action
2.3	<p>As item 2.2 relates to item 3.2, the AM presented the Asset Management Report to the Board at this time. See item 3.2 for details. The AM left the meeting after this item.</p> <p><u>Cost of Living (Tenant Protection) (Scotland) Bill – Potential Implications</u> The DIR presented the report to the Board, outlining the political background to this. The Board noted the lobbying taking place by the Scottish Federation of Housing Association, and Glasgow and West of Scotland Forum of Housing Associations (GWSF) to highlight detrimental impact a rent freeze/cap would have on vulnerable communities.</p> <p>The HCOR explained the content of the paper and reasoning for calculations. The HCOR invited any comments; it was noted that the budget will be based on the levels of inflation we are experiencing (rather than CPI), and board suggested that we could consider proactive spend reductions in Q4 if necessary.</p> <p>The Board noted the contents of the report and approved the recommendation to base the 2023/24 draft budget, for illustrative purposes at this stage, on a 5% rent increase.</p>	HC
2.4	<p><u>Finance Policy</u> The HCOR presented the draft Finance Policy to the Board for approval. A revised version of the draft policy was emailed to the Board prior to the meeting for review. The HCOR thanked H Carr and L Gallacher for providing feedback on the advance draft of the policy.</p> <p>The Board noted the content of the policy and approved for implementation.</p>	
2.5	<p><u>Draft Hybrid Working Policy</u> The HCOR presented the draft Hybrid Working Policy to the Board for approval.</p> <p>The Board noted the content of the policy and approved for implementation.</p>	
3.0 3.1	<p>Items for Discussion</p> <p><u>Customer Services Quarterly Performance Report</u> HH presented the Customer Services Quarter 2 Performance Report to the Board on behalf of the CSM. The purpose of the report is to provide an update on Key Performance Indicators (KPIs) compared to expected outcomes. The HH noted that arrears and debt management are going well and that the AM had a lengthy meeting with Everwarm Directors on 25 October 2022 to discuss the contract and performance. The DIR added that this contract will continue to be monitored.</p> <p>The Board noted the Performance update for Quarter two 2022/23.</p>	

Item		Action
3.2	<p><u>Asset Management Report</u> The AM presented the Quarter 2 Asset Management Report to the Board, following item 2.2. The purpose of the report is to provide an update on activities in Q2 of 2022/23. The AM provided an update since the papers were issued to the Board for pre-meeting review:</p> <ul style="list-style-type: none"> • £60,000 has now been spent on gas boiler replacements • 15 properties remaining on the EICR programme • Legionella testing due to end w/e 28th October 2022 <p>The AM invited any comments. An update was requested on the EICR/Rewire programme, the AM advised that the remaining properties have access issues which has been escalated for intervention, but is hoping to have complete this by the end of November 2022.</p> <p>The Board noted the physical and financial progress of the Asset Management delivery across the first six months of the 2022/23 financial year.</p>	
3.3	<p><u>Equalities Action Plan 2022-2025</u> HH presented the Equalities Action Plan for 2022-2025 to the Board for review. The plan supports the outcomes within the 2022 Assurance Statement to the Scottish Housing Regulator.</p> <p>Following discussion, the Board noted the content of the Equalities Action Plan for 2022-2025 and approved it for implementation.</p>	
3.4	<p><u>Business Plan – Strategic Delivery Update</u> HH presented the Business Plan Strategic Delivery update to the Board. The report provides an update on progress in meeting key Business Plan Objectives.</p> <p>The Board noted the progress with the Strategic Delivery Plan.</p>	
4.0	<p>Reports for Information Only (Confidential)</p>	
4.1	<p><u>Property Acquisition/Buy-back Update</u> HH presented the Property Acquisition Buy Back report to the Board. This report notes the increase in stock by one additional property acquired via the Buy-back Strategy. The property is a three bedroomed semi-detached house in Patna. Total stock now sits at 965.</p> <p>The Board noted the increase in stock by one new buy-back.</p>	
5.0	<p>Training The DIR informed the Board that discussions were held internally to progress the Board Training Plan. The aim is to have two sessions booked for February and March 2023, HCOR and MS arranging this. The DIR also encouraged the Board to review the BDA website, MS to send email with login details.</p>	<p>HCOR/ MS</p>

Item		Action
6.0	Deferred Items None.	
7.0	AOCB <ul style="list-style-type: none"> • Board Dinner booked for 6.30pm, Wednesday 14 December 2022, Park Hotel. Food choices and attendance to be emailed to MS by 30 November 2022. • The Director highlighted the need to recruit new Board Members to ensure the Board is representative of East Ayrshire communities. Referrals for additional Board Members to initially be sent DIR/HCOR • Four responses received in relation to the IT Tender; Innovec Ltd from Ayr (https://www.innovec.co.uk/) were the successful tenderers and due to start 1 November 2022. • The November Board Meeting will include presentation from ARK Consultancy on the Asset Strategy and Research Resource on the Satisfaction Surveys. 	<p>ALL</p> <p>ALL</p>
8.0	Date of Next Board Meeting: <ul style="list-style-type: none"> • Wednesday 30 November 2022, 18:00. Venue: MS Teams. <p>Meeting Concluded at 19:45.</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair _____</p>	