

**Minutes of Shire Board Meeting Held on 27 April 2022
at 6.00pm via Microsoft Teams Application (Covid-19)**

PRESENT: L Campbell (Chair), S Roberts (Vice Chair), N Allan, W Gallacher, S Lowrie, D MacLeod, A Rae

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) L Morrison (Financial Inclusion Assistant), W Torrance (Customer Service Officer)

ABSENT: K Hair

The 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> H Carr, R Morris, R Irvine, A Malik, W Paterson.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 30 March 2022</u> The Chair presented the minutes and invited comment or corrections.	
	The Board approved the minutes as a true and accurate record of the meeting of 30 March 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. N Allan will get in touch with his contact within the organisation this week and will feed back to the DIR. - Item 2.1: Board Appraisal Review 2022 The Director (DIR) confirmed that he will issue Personal Development Training Plans to Board members over the next few weeks. The Board noted the content of the Action Plan.	DIR

Item		Action
1.5	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> ➤ EVH Wage Negotiations <p>The Director (DIR) advised Board members that a 4.1% salary increase for 2022/23 has been agreed. As agreed by Board at the March 2022 meeting, the Association voted in favour whilst asking EVH to consider a more refined approach in future that separates junior and senior grade pay awards.</p>	
1.6	<p><u>Notifiable Events</u></p> <p>None.</p>	
1.7	<p><u>Membership Report</u></p> <p>None.</p>	
1.8	<p><u>Health & Safety Report</u></p> <p>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 March 2022.</p> <p>The AM advised the Board that there have been two cases of Covid within the staff team since the March 2022 meeting. The Board noted that there has been no impact on service delivery.</p> <p>The Board noted that following the departure of the former Finance Officer, who was also a First Aider, the Financial Inclusion Officer has now taken up this role and is fully trained.</p> <p>The Board welcomed office staff continuing to implement Covid best practice.</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>Management Accounts to 31 March 2022</u></p> <p>The Head of Corporate Services (HCOR) presented the Management Accounts for the year ended 31 March 2022 and confirmed that there are no issues regarding cash resources or loan covenant compliance.</p> <p>The HCOR advised that good performance on net rental income and net bad debt have contributed towards the large positive variance to budget.</p> <p>The HCOR advised that very minor adjustments have been made since the draft accounts and changes will continue to be made as they arise until the financial statements are finalised.</p> <p>The HCOR confirmed that East Ayrshire Council have agreed to defer a further c£10,000 of underspend on Care and Repair overhead costs into future works budget.</p>	

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2.2	<p>The Board highlighted the importance of ensuring that the Association communicates effectively with tenants to ensure that they understand that the net operating surplus is not 'profit'. The HCOR confirmed that the surplus is required for futures years, as can be seen in the 30 Year Plan. The HCOR confirmed that financial information presented to tenants will make this clear.</p> <p>The Board thanked the HCOR for her clear and detailed report.</p> <p>The Board:</p> <ul style="list-style-type: none"> • approved the Draft Management Accounts for the period to 31 March 2022. • approved the submission of these Management Accounts to RBS. <p><i>Item 4.1 was taken at this point, followed by Item 3.1.</i></p> <p><u>30 Year Financial Plan</u></p> <p>The Head of Corporate Service (HCOR) presented the report to the Board.</p> <p>The HCOR clarified that it is assumed that all maintenance costs will increase by 0.5% over inflation per annum over the 30 years.</p> <p>The Board noted that additional provisions have been made to contribute towards the cost of energy efficiency measures.</p> <p>The Board thanked the HCOR for a very clear and informative report.</p> <p>The Board:</p> <ul style="list-style-type: none"> • approved the assumptions applied and therefore the 30-year model. • approved that the model can be provided to RBS under the terms of the Facility Agreement. • approved that the model can be used as the basis of the Five-Year Financial Plan submitted to the Scottish Housing Regulator, subject to updating the opening balance sheet position based on a more accurate position at 31 March 2022. 	
2.3	<p><u>Barbieston Road - Confidential</u></p> <p>The Director (DIR) presented the report to the Board.</p> <p>The Board fully discussed the complex situation and agreed that a separate meeting of the Board may be required to dedicate adequate time for discussion and decision as the situation evolves.</p> <p>The Board agreed that the Director is to meet with Addleshaw</p>	

Item		Action
2.4	<p>Goddard on 5 May 2022 [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p><u>Policy Reviews</u> The Head of Housing (HH) presented the report to the Board.</p> <p>The HH advised the Board that Equalities Impact Assessments (EQIA) have been completed for all policies following training with Fraser Consulting. The Board welcomed the implementation of EQIA's and acknowledged that this supports and evidences several Regulatory Standards contained within the Assurance Map.</p> <p>The Board welcomed the consultation with tenants and staff members.</p> <ul style="list-style-type: none"> ➤ Complaints Policy Board requested that the Appendix be updated to state that, where applicable, the Association will inform complainants by writing to explain why a response to their Stage 2 complaint cannot be provided within 20 days. <p>The Board approved the Complaints Policy subject to the requested amendments.</p> <ul style="list-style-type: none"> ➤ Customer Service Policy and Standards Following discussion, the Board confirmed they were satisfied with the policy and no amendments were required. <p>The Board approved the Customer Service Policy and Standards.</p> <ul style="list-style-type: none"> ➤ Tenancy Management The Board highlighted a recent controversial high profile case involving Sanctuary Housing Association and tenancy succession in Glasgow. The HH confirmed that section 5.4 'Transfer of Tenancy (Exceptional Circumstances)' allows for a case-by-case approach to be taken by the Association and offers a degree of flexibility. <p>The Board requested that the HH investigates whether there is a data sharing arrangement in place with East Ayrshire Council's Criminal Justice Team.</p> <p>The Board requested that reference is made to the checks that are carried out as part of the abandonment process.</p> <p>The Board approved the Tenancy Management Policy subject to the requested amendments.</p>	<p>HH</p> <p>HH</p> <p>HH</p>
2.5	<p><u>Long-Term Voids</u> The Head of Housing (HH) presented the report to the Board.</p>	

Item		Action
	<p>The HH confirmed that the community consultation results regarding Corserine Terrace were in favour of demolition.</p> <p>The Board noted that quotations obtained for demolition are lower than anticipated.</p> <p>The Board fully discussed the situation regarding the privately owned property at 36 Meikleholm Drive. The Board agreed that the HH should: [FOISA Status- Exempt under Section 36 (Confidentiality)]</p> <p>[FOISA Status- Exempt under Section 36 (Confidentiality)]</p> <p>The Head of Corporate Services (HCOR) confirmed that the Association’s insurance policy is not affected due to the value of the Meikleholm Drive property.</p> <p>The Board noted the update on long terms voids and approved the proposed demolition of 50-56 Corserine Terrace, Dalmellington.</p> <p>The Board agreed a strategy for resolving the empty property at Meikleholm Drive, Patna [FOISA Status- Exempt under Section 36 (Confidentiality)]</p>	
2.6	<p><u>Corporate Training Plan</u></p>	
	<p>The Director (DIR) presented the report to the Board.</p> <p>The Board agreed that the plan was comprehensive with a good mix of topics. However, the Board felt that the plan would be more achievable if it were extended into 2024.</p> <p>The Board approved the Corporate Training Plan subject to the requested amendments.</p>	
2.7	<p><u>Director’s Annual Remuneration</u></p>	
	<p><i>The Director (DIR) absented himself from the meeting at this point.</i></p> <p>The Chair presented the report to the Board.</p> <p>The Board approved the Director’s salary for 2022/23.</p> <p><i>The DIR re-joined the meeting at this point.</i></p>	
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Quarter 4 Performance Report</u></p>	
	<p>The Head of Housing (HH) presented the report to the Board.</p> <p>The Board requested that the typo on page 1 of the Appendix is updated: % Current Arrears – bar chart states 1.16% whilst narrative is 1.61%.</p>	<p>HH</p>

Item		Action
3.2	<p>The Board requested that an additional column is added to the Terminations chart showing the year-to-date position.</p> <p>The Board thanked all staff involved for excellent performance.</p> <p>The Board noted the Quarter 4 Performance Report.</p> <p><i>L Morrison and W Torrance left the meeting at 18.40pm.</i></p> <p><i>Item 2.2 was taken at this point and the agenda ran to order thereafter.</i></p> <p><u>Office Working Group Verbal Update</u> The Director (DIR) provided the Board with a verbal update, confirming that the Office Working Group (OWG) had worked with the Gold Consultancy to complete the required Crown Commercial Services documents to start the procurement of a Project Manager.</p> <p>The consultant had assisted in partially completing the documents, but staff had to spend more time than envisaged in completing the documents. OWG members agreed that they are now happy with the quality of the documents and are comfortable signing these off without having another OWG meeting.</p> <p>It was agreed that the OWG will sign off the final document via email which will allow the Association to progress to the next stage of procuring a Project Manager.</p> <p>The Chair thanked the OWG on behalf of the Board.</p> <p>The Board noted the verbal update on the meeting of the Office Working Group.</p>	<p>HH</p> <p>OWD/DIR</p>
4.0 4.1	<p>Reports for Information Only</p> <p><u>Planned Maintenance Report</u> The Asset Manager (AM) presented the report to the Board.</p> <p>The AM requested a change to the title of the report to ‘Asset Management Report’ going forward. The Board approved this.</p> <p>The Board requested that the system generated report for gas safety compliance is amended to include the number of escalations sent back to the Association from Kingdom Gas.</p> <p>The Board noted that Barrhead Housing Association has commenced the peer review of gas servicing policy and procedures.</p> <p>The Board requested that the AM use alternative chart designs to make</p>	<p>AM</p> <p>AM</p>

Item		Action
	<p>the information easier to read.</p> <p>The Board noted the Planned Maintenance report.</p> <p><i>The AM left the meeting at this point (19.30).</i></p> <p><i>Item 3.1 was taken at this point.</i></p>	
5.0	<p>Training <u>SFHA Annual Conference</u> The Director (DIR) requested that Board members let him know if they are interested in attending this conference.</p>	
6.0	<p>Deferred Items None.</p>	
7.0 7.1	<p>AOCB <u>Team Building Event</u> Board members present confirmed whether they were able to attend. If required, the Governance Assistant will organise accommodation for Board members travelling from further afield.</p>	GA
7.2	<p><u>Board Meetings</u> It was agreed that the August 2022 Board Meeting will be held face-to-face, with Ochiltree Community Hub being the preferred venue. Thereafter, face-to-face meetings will be held quarterly.</p> <p>The Governance Assistant (GA) will liaise with Board members to determine if 6pm start times are still suitable for virtual meetings.</p>	GA
7.3	<p><u>Annual General Meeting 2022 (AGM)</u> The Board confirmed that they fully support a face-to-face AGM. The Governance Assistant (GA) will explore venue options.</p>	GA
7.4	<p><u>May Board Meeting</u> The Chair submitted his apologies for the May 2022 Board meeting and confirmed that the Vice Chair will Chair the meeting in his absence.</p>	
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 25 May 2022 <p>Venue: MS Teams.</p> <p>Meeting Concluded at 8.25pm.</p> <p>I confirm this Minute is a true and accurate record of the meeting:-</p> <p>Chair _____</p>	