

**Minutes of Shire Board Meeting  
Held on 27 March 2024  
at 18:00 via Teams**

**PRESENT:** S Roberts (Chair), W Gallacher (Vice Chair), H Carr (Convenor of the Audit Committee), N Allan, L Logan, R Morris, W Paterson, R Patterson

**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)

**APOLOGIES:** None

**ABSENT:** W Pring

**Leave of Absence:** S Lowrie and B Cuthbertson

**The meeting commenced at 18.02.**

**The Chair welcomed members to the meeting.**

Item		Action
<b>1.0</b>	<b>Formal Business</b>	
1.1	<u>Apologies</u> No apologies were received.	
	The Board acknowledged S Lowrie’s ongoing Leave of Absence, which was agreed on 31 January 2024.	
	The Board also acknowledged B Cuthbertson’s ongoing Leave of Absence, which was agreed on 28 February 2024.	
1.2	<u>Declaration of Interest</u>	
	<ul style="list-style-type: none"> <li>• The CE declared an interest regarding item 2.2 of the agenda. It was agreed that the CE will absent himself from the meeting for this item.</li> <li>• R Patterson advised the Board that she has been asked to deliver a training course for the Nest Wellbeing Group. Shire has donated to the Nest Wellbeing Group training fund. It was agreed that there is no conflict and R Patterson was not involved or influence over the donation decision.</li> </ul>	
1.3	<u>Minutes of the Meeting held on 28 February 2024</u>	
	The Chair presented the minute and invited any comments or corrections.	

Item		Action
1.4	<p><b>The Board approved the minute as a true and accurate record of the meeting of 28 February 2024.</b></p> <p>The Chair presented the minute of the confidential section of the meeting of 28 February 2024 and invited any comments or corrections.</p> <p><b>The Board approved the minute as a true and accurate record of the confidential section of the meeting of 28 February 2024.</b></p> <p><u>Action Plan</u>            - Item 3.2 – Business Plan Review:            The CE advised that he is continuing to work on the Business Plan, implementing the recommendations contained within A Smith’s feedback report following the Strategic Planning Day in November 2023. The CE hopes to present the revised Business Plan to the Board in April 2024.</p> <p><b>The Board noted the content of the Action Plan.</b></p>	CE
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>            The DCOR presented the report to the Board. The purpose of the report was to advise the Board of membership applications, withdrawals, and terminations, in line with the Model Rules 2020. The DCOR advised that 1 new membership application has been received.</p> <p>The Board noted that the new member also submitted a Board Membership Application.</p> <p><b>The Board approved the membership application. The Board also approved co-opting L Logan onto the Management Board.</b></p>	
1.8	<p><u>Health &amp; Safety Report</u>            The AM presented the report to the Board. The purpose of the report was to update Board Members on Health and Safety matters since the last report on 28 February 2024. The AM confirmed that no general office related Health and Safety issues have occurred since the last meeting in February 2024.</p> <p>The AM advised the Board that the Association’s repairs and maintenance contractor, Everwarm, have stopped all works which require operatives to break ground following an incident on a separate Everwarm contract. Everwarm are in the process of updating their Risk Assessments and Method Statements before recommencing work of this nature.</p>	

Item		Action
<p><b>2.0</b></p> <p>2.1</p>	<p><b>The Board noted the content of the Health and Safety.</b></p> <p><b>Items Requiring a Board Decision</b></p> <p><u>30 Year Financial Plan</u></p> <p>The DCOR presented the report to the Board. The purpose of the report was to provide the Board with an updated 30 Year Financial Plan which will be provided to RBS and will form the basis of the Five-Year Financial Plan submission to the Scottish Housing Regulator.</p> <p>The DCOR confirmed that the Association is currently permitted to spend £1.5 million on a new office under the current covenant agreement with RBS. Should a larger sum be needed, a carve-out agreement would be required. The DCOR has had a brief conversation with RBS and they have indicated that they would be comfortable with this.</p> <p>The DCOR highlighted that the model assumes inflation plus 1% rent increases going forward to allow for large-scale investment in the Association’s assets. As the only real lever for the Association to generate income, the Board acknowledged the position and the difficult conversations around rent increases which lie ahead.</p> <p>The Board thanked the DCOR for the comprehensive and informative report.</p> <p><b>The Board:</b></p> <ul style="list-style-type: none"> <li>• <b>approved the assumptions applied and therefore the 30-year model.</b></li> <li>• <b>approved that the model can be provided to RBS under the terms of the Facility Agreement.</b></li> <li>• <b>approve that the model can be used as the basis of the Five-Year Financial Plan submitted to the Scottish Housing Regulator.</b></li> </ul>	
<p>2.2</p>	<p><u>Chief Executive’s Salary Review</u></p> <p><b><i>The CE absented himself from the meeting at this point.</i></b></p> <p>The DCOR presented the report to the Board. The purpose of the report was to provide the Board with details of the Chief Executive’s proposed salary for 2024/25. The Board noted that it is a regulatory requirement for the Board to annually approve the Chief Executive’s salary.</p> <p>The DCOR highlighted that EVH wage negotiations are ongoing, with the proposal being 6%. The Union (UNITE) have agreed to the 6% increase, but no formal confirmation has been received yet from EVH. If the percentage was to change dramatically the Board would be consulted.</p> <p><b>The Board approved the Chief Executive’s salary for 2024/25.</b></p> <p><b><i>The CE re-joined the meeting at this point.</i></b></p>	

Item		Action
2.3	<p><u>Board Annual Review of Risk Map</u> The DCOR presented the report to the Board. The purpose of the report was to present the updated Risk Map for Board to review.</p> <p>The DCOR highlighted that the Risk Map is reviewed by the Audit Committee twice a year, with the most recent review taking place at the meeting of the Audit Committee on 12 March 2024.</p> <p>The Convenor of the Audit Committee drew the Board’s attention to the highest scoring risks.</p> <p>The Board discussed the importance of cyber security. The DCOR confirmed that the Association does all it can to mitigate cyber security risks, with staff training and controls. The Association also continues to work towards achieving Cyber Essentials.</p> <p><b>The Board noted the feedback from the Audit Committee and approved the Risk Map as reflecting the Association’s current risk status.</b></p> <p><i>Item 2.4 was taken at the end of the meeting.</i></p>	
2.4	<p><u>Confidential Staffing Update</u> See confidential minute.</p>	
3.0	<p><b>Items for Discussion</b></p>	
3.1	<p><u>Review of Dampness and Mould Cases</u> The DH outlined that a recent draft Internal Audit review had given Substantial Assurance on the Association’s approach to dampness and mould, and the Board report was to provide an additional layer of assurance, whilst also providing an update on performance and to agree relevant reporting indicators and timescales.</p> <p>The DH confirmed that access has been arranged for 3 of the 5 outstanding no access cases.</p> <p>The Board agreed that damp and mould cases should be reported to the Board quarterly as part of the Performance Report, with the first report coming to the Board in August 2024. The Board requested that reasons for no access are also analysed within the report.</p> <p>The DH confirmed that the Association will be implementing a procedure, consisting of follow-up inspections, to ensure that damp and mould issues have been fully resolved, including where there was no structural failure, but guidance/advice was provided to the tenant.</p> <p>It was agreed that a paper on SMART Home technology will be brought to the Board in June 2024.</p>	<p>DH</p> <p>DH</p>

Item		Action
	<p>The Board asked that the Senior Leadership Team investigate the possibility of carrying out a stock tour in the summer, selecting a void property for Board to view.</p> <p>The Board thanked the DH for a very thorough and informative report.</p> <p><b>The Board noted the current and proposed methods of complying with the damp and mould policy and agreed that key performance indicators will be presented to the Board quarterly.</b></p> <p>3.2 <u>Update on Tenant Complaint – Scottish Public Service Ombudsman Review</u>            The CE presented the report to the Board. The purpose of the report was to provide the Board with an update on a tenant complaint which was referred to the Scottish Public Service Ombudsman (SPSO). The CE confirmed that the SPSO was satisfied with the Association’s handling of the complaint and no further action would be taken.</p> <p><b>The Board noted the updated position and the lessons which can be learned from the complaint.</b></p> <p>3.3 <u>ARC Validation Report</u>            The DH presented the report to the Board. The purpose of the report was to present the outcomes following the annual ARC validation by CD Consultancy.</p> <p>The DH confirmed that C Dugan’s comment around Indicator 11 relates to the way in which the gas safety data is presented to her for validation rather than any material concern on the quality of the data.</p> <p><b>The Board noted the ARC validation report completed by CD Consultancy at Q3 for financial year 2023/24. The Board also approved 2 days’ work from CD Consultancy in February/March 2025 to revisit the data improvement recommendations made.</b></p> <p>3.4 <u>Asset Strategy Action Plan Update</u>            The DH presented the report to the Board. The purpose of the report was to provide the Board with an update on the Asset Strategy Action Plan 2023-26.</p> <p><b>The Board noted the annual update on the progress of the Asset Management Strategy Action Plan for 2023-26.</b></p> <p>4.0 <b>Reports for Information Only</b>            4.1 <u>Verbal Update on Audit Committee Meeting of 12 March 2024</u>            The CE provided the Board with a verbal update on the Audit Committee meeting of 12 March 2024.</p>	<p>SLT</p>

Item		Action
	<p><b>The Board noted the verbal update on the Audit Committee meeting of 12 March 2024.</b></p>	
4.2	<p><u>Update on status of IT and Digital Project</u>            The DCOR presented the report to the Board. The purpose of the report was to provide the Board with a verbal update on the status of the IT and Digital Project.</p> <p>The DCOR advised that a Project Plan, to set out a timeline, and a Digital Strategy will be brought to Board over the coming months.</p>	DCOR
4.3	<p><b>The Board noted the update on the status of the IT and Digital Project.</b></p> <p><u>Equalities – Recruitment Analysis</u>            The DCOR presented the report to the Board. The purpose of the report was to provide the Board with recruitment analysis for the Modern Apprentice (Administration Support) post.</p> <p><b>The Board noted the report.</b></p>	
4.4	<p><u>Copy of the Association’s Social Housing Net Zero Consultation Submission</u>            The CE presented the report to the Board. The purpose of the report was to provide the Board with a copy of the Association’s response to the Scottish Government’s consultation on the proposed Social Housing Net Zero Standard.</p> <p><b>The Board noted the consultation response submitted by the Association. The Board will be provided with feedback from the Scottish Government’s response to the consultation process when it becomes available.</b></p> <p><i>J Allison, M Scott, and J McLelland left the meeting to allow the confidential report (Item 2.4) to be taken at this point.</i></p>	CE
5.0	<p><b>Training</b>            None.</p>	
6.0	<p><b>Deferred Items</b>            None.</p>	
7.0	<p><b>AOCB</b></p>	
7.1	<p><u>EVH Ballot</u>            It was agreed that the CE will complete the response on behalf of the Association and submit it to EVH confirming acceptance of the proposed 6% wage settlement.</p>	CE
7.2	<p><u>Investors in People and Customer Service Excellence</u>            The CE advised the Board that the Association has retained IIP Gold. Furthermore, following the Customer Service Excellence reaccreditation, the CE confirmed that the Association continues to comply with CSE</p>	

Item		Action
7.3	<p>standards.</p> <p><u>SHR Engagement Plan</u> The CE advised the Board that the SHR will publish Engagement Plans next week, and that the Association continues to meet regulatory standards.</p>	
8.0	<p><b>Date of Next Board Meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday 24 April 2024</b></li> </ul> <p><b>Venue: MS Teams</b></p> <p><b>Meeting concluded at 20.28.</b></p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair_____</p>	