

**Minutes of Shire Board Meeting
Held on 28 August 2024
at 18:00 via Teams**

PRESENT: W Gallacher (Vice Chair), H Carr (Convenor of the Audit Committee), B Cuthbertson, L Logan, R Morris, W Paterson

CHAIR: W Gallacher (Vice Chair)

IN ATTENDANCE: J Munro (Chief Executive, CE)
C Donnelly (Director of Corporate Services, DCOR)
J Allison (Director of Housing, DH)
A Black (Housing Manager, HM)
M Scott (Asset Manager, AM)
J McLelland (Minute Secretary, MS)
D Blackhurst (Housing Assistant, HA)
L Morrison (Housing Assistant, HA)
T Pogson (Scottish Housing Network)
M Youd (Observer)
A Sutherland (Observer)

APOLOGIES: S Roberts (Chair), S Lowrie, I McKnight, W Pring and N Allan

ABSENT: R Patterson

The meeting commenced at 6.00pm

The CE advised that W Gallacher will Chair the meeting in the absence of S Roberts.

The Vice Chair welcomed everyone to the meeting. Those in attendance introduced themselves.

Scotland's Housing Network Performance Analysis Visit

The Vice Chair welcomed Tim Pogson to the meeting. Tim presented the Annual Performance Analysis Report, highlighting areas of excellence and those for improvement. Following the presentation, a discussion took place about the Association's performance compared to its peer group and national averages. At the end of the discussion the Vice Chair thanked Tim for his presentation. Board members will be provided with a copy of the presentation for information.

T Pogson, A Black, D Blackhurst and L Morrison left the meeting at this point.

Formal business commenced at 7.00pm

Item		Action
1.0	Formal Business	
1.1	<p><u>Apologies</u> Apologies were received from S Roberts, S Lowrie, I McKnight, W Pring and N Allan.</p> <p>The Board acknowledged that S Lowrie’s ongoing Leave of Absence, which was extended and reaffirmed on 24 April 2024, has now come to an end.</p> <p>Following a Leave of Absence, the Board welcomed B Cuthbertson back to the Board.</p>	
1.2	<p><u>Declaration of Interest</u> None.</p>	
1.3	<p><u>Minutes of the Meeting held on 26 June 2024</u> The Vice Chair presented the minute and invited any comments or corrections.</p> <p>The Board approved the minute as a true and accurate record of the meeting of 26 June 2024.</p>	
1.4	<p><u>Action Plan</u></p> <p>The Board noted the content of the Action Plan.</p>	
1.5	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> ➤ Item 3.3 – Shire Group Structure Update <p>The CE advised that a potential new Group Structure would be notifiable to the Scottish Housing Regulator (SHR). The CE has had initial discussions with the SHR about the possibility of a new structure and the Association will notify the Regulator when required, in line with the Notifiable Events Policy.</p>	
1.6	<p><u>Notifiable Events</u> None.</p>	
1.7	<p><u>Membership Report</u> The CE 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.</p> <p>The Board approved the membership applications.</p>	
1.8	<p><u>Health & 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 26 June 2024. The AM confirmed that no general office related Health and Safety issues have occurred since the last meeting in June 2024.</p>	

Item		Action
	<p>The Board noted that the Association’s insurers have confirmed the Association has no liability in relation to the potential claim which was reported to the Board as part of the June 2024 Health and Safety Report. The Association’s insurers have correspondent directly with the party involved.</p>	
	<p>The Board noted the content of the Health and Safety report.</p>	
2.0	<p>Items Requiring a Board Decision</p>	
2.1	<p><u>Strategic Delivery Plan Update</u></p>	
	<p>The DH presented the report to the Board. The purpose of the report was to provide the Board with the updated Strategic Delivery Plan following the mid-point review of the 2021-26 Business Plan. A discussion took place about the draft objectives.</p>	
	<p>The DH confirmed that the Association is confident that they are on track to deliver 2 local people being provided with training or employment with our key contractors annually.</p>	
	<p>The AM advised that the SMART technology allows the Association to be proactive in identifying and addressing inefficiencies in homes. The AM confirmed that SMART technology is currently self-funded by the Association.</p>	
	<p>The Board approved the updated Strategic Delivery Plan.</p>	
2.2	<p><u>Policy Approvals – Repairs and Maintenance, Decant, Home Loss and Compensation</u></p>	
	<p>The DH presented the report to the Board. The purpose of the report was to present the Repairs and Maintenance and Decant, Home Loss and Compensation policies to the Board for consideration and approval. Discussion took place on the details of both draft policies.</p>	
	<p>The DH confirmed that a tenant who is decanted into a property, and then opts to remain there, has no automatic right to Home Loss or Disturbance Payments. However, Disturbance Payments may be made at the Association’s discretion on a case-by-case basis.</p>	
	<p>The Board approved the Repairs and Maintenance Policy and the Decant, Home Loss and Compensation policy.</p>	
2.3	<p><u>2023/24 Open Space Billing</u></p>	
	<p>The DCOR presented the report to the Board. The purpose of the report was to present the Board with a summary of the charges proposed to be billed for Open Space Maintenance for 2023/24.</p>	
	<p>The Board noted that Open Space Maintenance costs are higher in Curling Stone Place as gritting services are not provided by the Local Authority for</p>	

Item		Action
	<p>this area.</p> <p>The DCOR confirmed that the Open Space Billing report is normally presented to the Board in June. However, the workload associated with the ongoing IT project has impacted this year’s timeframe. It is hoped that this will revert to June next year.</p> <p>The Board noted the content of the paper and approved the Open Space Charges and issuing of invoices for 2023/24.</p>	
2.4	<p><u>IT Support Contract</u></p> <p>The DCOR presented the report to the Board. The purpose of the report was to request Board’s approval to extend the IT Support contract for a further year. A discussion took place on the proposal.</p> <p>The Board approved the extension of the contract with ICT Support Partner for a further year.</p>	
2.5	<p><u>Secretary’s Pre-AGM Report</u></p> <p>The CE presented the report to the Board. The purpose of the report was to confirm to the Management Board that all actions required by the Association’s Rules (63 to 68) have been carried out in advance of the AGM.</p> <p>The Board:</p> <ul style="list-style-type: none"> • noted that Rules 63 to 68 have been followed and all necessary actions for the 2024 AGM have been adhered to on behalf of the Association by the Secretary. • made their intentions of remaining on the Board/Audit Committee known. • confirmed that H Carr, W Paterson, and W Gallacher will retire at the AGM under Rule 40.1. • Noted that, under Rule 38.6, both N Allan can remain on the Board and W Paterson is free to stand for re-election to remain on the Board. 	
2.6	<p><u>Fair Work First – Scottish Government Grant Requirement</u></p> <p>The DH presented the report to the Board The purpose of the report was to seek Board approval for the adoption of Fair Work First Statement to ensure compliance with Scottish Government grant requirements.</p> <p>The DH advised that the Association is seeking clarity on contractor compliance.</p> <p>Following discussion, the Board approved the adoption of Fair Work First Statement and noted the ongoing efforts to secure an aids and adaptation grant allocation for 2024/25.</p>	

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2.7	<p><u>Confidential Staffing Update</u> See confidential minute.</p>	
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Quarter 1 Performance Report</u> The DH presented the report to the Board. The purpose of the report was to provide the Board with an update on Key Performance Indicators (KPI) at the end of Quarter 1 including two Decrees of Repossession for non-payment of rent.</p> <p>The AM advised that a number of Damp and Mould inspections were completed out with the 5-day target to accommodate tenant access requests, and that was due to tenants failing to provide access. Staff are continuing monitor this.</p> <p>The Board noted the Performance update for Q1 2024/25 and the two Decrees of Repossession for non-payment of rent.</p>	
4.0	<p>Reports for Information Only</p>	
4.1	<p><u>Asset Management Report</u> The AM presented the report to the Board. The purpose of the report was to provide the Board with an update on Asset Management activity for the first quarter of 2024/25.</p> <p>The AM advised that there has been significant movement on major component spend since the Quarter 1 figures provided within the report.</p> <p>The Board noted the physical and financial progress of Asset Management delivery for the 2024/25 financial year to date.</p>	
4.2	<p><u>Update on new systems implementation</u> The DCOR presented the report to the Board. The purpose of the report was to update the Board on the status of the new system implementation and wider project.</p> <p>The DCOR confirmed that the project remains on track, with no major issues identified.</p> <p>The Board noted the update on the status of the project.</p>	
4.3	<p><u>Office Project – Verbal Update</u> The CE provided the Board with a verbal update on the Office Project.</p> <p>The CE confirmed that the Office Working Group met with M Abbott of Brown + Wallace on 14 August 2024.</p> <p>The CE advised that the Project Team are looking at options around repositioning the proposed office due to the discovery of gas and water pipes on the originally proposed position on the site.</p>	

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	<p>The CE advised that a more detailed feasibility report will be presented to the Board at the end of Royal Institute of British Architects (RIBA) Project Stage 2, which will be in October or November 2024.</p>	CE
	<p>The Board noted the verbal update on the Office Project.</p>	
5.0	<p>Training None.</p>	
6.0	<p>Deferred Items None.</p>	
7.0	<p>AOCB</p>	
7.1	<p><u>Stock Tour</u> The CE reminded Board that potential dates for the Stock Tour have been circulated via Microsoft Forms. The CE asked that Board members submit their responses.</p>	
7.2	<p><u>Cyber Essentials</u> The DCOR reminded Board members to submit the requested device information to the ICT Officer as soon as possible.</p>	
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 18 September 2024 (AGM & Post AGM Meeting) Venue: Cumnock’s Creative Arts Hub • 25 September 2024 Venue: Teams 	
	<p>Meeting concluded at 20.10.</p>	
	<p>I confirm this Minute is a true and accurate record of the meeting: -</p>	
	<p>Chair _____</p>	