

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

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

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)
L Logan (Observer)

APOLOGIES: W Paterson

Leave of Absence: S Lowrie and B Cuthbertson

The meeting commenced at 18.04.

The Chair welcomed members to the meeting. The Chair also welcomed L Logan, who attended as an observer. L Logan has expressed an interest in joining the Board. The Chair also welcomed back W Pring, following her Leave of Absence.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> Apologies were received from W Paterson.	
	The CE advised that B Cuthbertson has submitted a request for a three month Leave of Absence, beginning with immediate effect.	
	The Board approved a three month Leave of Absence for B Cuthbertson.	
	The DCOR highlighted that B Cuthbertson is a member of the Audit Committee and advised that additional members would help to bolster the Committee and ensure quorum is not dependent on every member attending. The Senior Leadership Team will follow up with Board members to gauge interest in Audit Committee membership.	SLT
	The Board acknowledged S Lowrie’s ongoing Leave of Absence, which was agreed on 31 January 2024.	
1.2	<u>Declaration of Interest</u> None.	

Item		Action
1.3	<p><u>Minutes of the Meeting held on 31 January 2024</u> The 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 31 January 2024.</p> <p>The Chair presented the minute of the confidential section of the meeting of 31 January 2024 and invited any comments or corrections.</p> <p>The Board approved the minute as a true and accurate record of the confidential section of the meeting of 31 January 2024.</p>	
1.4	<p><u>Action Plan</u> Item 2.3 – [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p>The Board noted the content of the Action Plan.</p>	DCOR
1.5	<p><u>Matters Arising</u> ➤ Care and Repair Manager [FOISA Status- Exempt under Section 36 (Confidentiality)]</p>	
1.6	<p><u>Notifiable Events</u> None.</p>	
1.7	<p><u>Membership Report</u> None.</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 31 January 2024. The AM confirmed that 1 accident has occurred since the last meeting in January 2024, with no other general office health and safety issues. The Board noted the details of the accident.</p> <p>The Chair requested that the narrative around the Gas Servicing programme is reworded to make clear that the 2023/24 programme does not correlate with the 2023/24 financial year.</p> <p>The Board noted the content of the Health and Safety report and agreed the new updates for the Health and Safety Manual.</p>	AM
2.0	<p>Items Requiring a Board Decision</p>	
2.1	<p><u>Approval of 2024/25 Budget</u> The DCOR presented the report to the Board. The purpose of the report was to present the Final Budget for 2024/25 and provide details of the business plan assumptions that underpin the budget.</p> <p>The DCOR advised that there were no significant changes from the draft</p>	

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	<p>budget, which was presented to the Board in November 2023.</p> <p>In terms of the wage increase rate, the DCOR confirmed that an inflationary increase of 5.6% has been assumed whilst the Association awaits further information from EVH.</p> <p>The DCOR confirmed that insurance costs remain uncertain.</p> <p>[FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p>The Chair advised that he found it very helpful having the changes from the draft budget highlighted in a different colour of text.</p> <p>The Board noted the changes between the draft and final budgets and approved the final Budget for 2024/25.</p> <p><i>R Morris joined the meeting at this point.</i></p>	
2.2	<p><u>Approval of Debt Write Off</u></p> <p>The DH presented the report to the Board. The purpose of the report was to seek approval for a bad debt write-off of £7,434.07, which is within the 23/34 Business Plan bad debt assumptions and debt management practice. The report was also to seek approval to continue to take long-term Difficult to Let (DTL) void properties off-charge in compliance with ARC validation requirements.</p> <p>The DH advised that the report contains a typo in relation to the financial year and confirmed that the paper related to the 2023/24 write-off.</p> <p>The DH confirmed that the total write-off is higher than that reported in the ARC as rent arrear write-offs <u>only</u> are included in compliance with ARC requirements, thus excluding any other amounts written off.</p> <p>The Board considered the report and:</p> <ul style="list-style-type: none"> • Approved the write-off of £7,434.07. • Approved the write-off of £1,086.88 of factoring debt. • Approved 2 off-charge long-term void properties that are not being actively let because there is no current demand or are subject to asset decision. 	
2.3	<p><u>Meikleholm Drive, Patna</u></p> <p>[FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p>	DH
3.0 3.1	<p>Items for Discussion</p> <p><u>Net Zero Standard for Social Housing Consultation</u></p>	

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	<p>The CE presented the report to the Board. The purpose of the report was to provide the Board with a high-level overview of the contents of the consultation on the Social Housing Net Zero Standard and the implications of the proposals for the Association.</p> <p>The Board acknowledged the significant challenges associated with the standard, particularly in terms of funding, and the technical challenges that the proposed Net Zero Standard will present to the Association’s older housing stock. The Board noted that the absence of confirmed targets makes detailed modelling difficult.</p> <p><i>R Patterson left the meeting at this point.</i></p> <p>The Board noted the contents of the report and discussed the Association’s response to the consultation. The Board agreed for the CE to draft a response based on the Boards discussion. The response will be shared with the Board at a future meeting.</p>	CE
3.2	<p><u>Business Plan Review</u></p> <p>The CE presented the report to the Board. The purpose of the report was to allow the Board to review the feedback from the consultant, Alison Smith, who facilitated the Strategic Planning Day in November 2023.</p> <p>The Board felt that the A Smith summarised the findings from the day well and were happy with the final report.</p> <p>The CE advised the Board that the outcome of the recent staff survey in relation to the core values was generally positive.</p> <p>The Board reviewed and approved the consultant’s feedback report, and the Board instructed the CE to incorporate these, updating the Business Plan. The Board also agreed not to change the existing core values. An updated Business Plan will be presented to the Board for approval in April 2024.</p>	CE
3.3	<p><u>New Regulatory Framework issued by the Scottish Housing Regulator</u></p> <p>The CE presented the report to the Board. The purpose of the report was to highlight the new Regulatory Framework issued by the Scottish Housing Regulator (SHR), which will come into effect on 1 April 2024.</p> <p>The Board noted the report, and the changes to the Regulatory Framework which will become effective from 1 April 2024.</p>	
3.4	<p><u>Confidential - Tenant Complaint – Scottish Public Service Ombudsman Review</u></p> <p>See confidential minute.</p> <p><i>Item 3.4 was taken at the end of the meeting.</i></p>	

Item		Action
<p>4.0 4.1</p>	<p>Reports for Information Only <u>Verbal Update on New Office Project – Site Visits and Staff Engagement Session</u> The CE provided the Board with a verbal update on the office project.</p> <p>The Board noted that the Office Working Group carried out site visits last week and a staff engagement session with the architects and Project Manager took place on Tuesday 27 February.</p> <p>Office Working Group members provided the Board with their feedback from the site visits, with all those involved finding the exercise useful.</p> <p>Office Working Group members thanked the CE and AM for the work put in to arranging the visits.</p> <p>The CE advised that Collective Architecture are in the process of producing a note on the site visits, which will be shared with the Board when completed.</p> <p>The Board discussed potentially visiting more sites, which the Office Working Group will consider going forward.</p> <p>The Board noted the verbal updated.</p>	<p>CE</p>
<p>4.2</p>	<p><u>Carbon Literacy Training - Group Projects – Verbal Update</u> The CE provided the Board with a verbal update on the Carbon Literacy Training Group Projects.</p> <p>W Pring advised that the Carbon Literacy Trust will contact individuals directly should their pledge need additional work. W Pring advised that she is happy to provide support where required.</p> <p>The Board noted the verbal update.</p> <p><i>M Scott, J McLelland and L Logan left the meeting at this point to allow the confidential report (Item 3.4) to be taken at this point.</i></p>	
<p>5.0</p>	<p>Training</p>	
<p>6.0</p>	<p>Deferred Items None.</p>	
<p>7.0</p>	<p>AOCB None.</p>	
<p>8.0</p>	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 27 March 2024 Venue: MS Teams <p>Meeting concluded at 20.42.</p>	

Item		Action
	I confirm this Minute is a true and accurate record of the meeting: - Chair_____	