

**Minutes of Shire Board Meeting
Held on 28th June 2023
at 18:00 via Teams**

PRESENT: L Campbell (Chair), S Roberts (Vice Chair),
H Carr, A Rae, L Gallacher, S Lowrie, N Allan, R Morris

CHAIR: L Campbell (Chair)

IN ATTENDANCE: J Munro (Chief Executive, CE),
C Donnelly (Director of Corporate Services, DCOR),
M Scott (Asset Manager, AM),
A Thomas (Community Co-ordinator, CC)
L McCurdy (Minute Secretary, MS)

The Chair welcomed attendees to the meeting at 18:02

Our Community Co-ordinator, A Thomas, presented an annual update on Community Engagement to the Board from 18:03 to 18:37. The CC was commended on his work with the community.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> R Irvine, and J Allison (Director of Housing)	
1.2	<u>Declaration of Interest</u>	
	The Chair raised a declaration of interest in relation to item 2.1 Procurement Strategy as an employee of Scotland Excel. Board agreed that there was no need to withdraw from the meeting for the discussion.	
	The Chair and N Allan also declared an interest in item 2.6- Board Appraisals.	
1.3	<u>Minutes of the Meeting held on 31st May 2023.</u>	
	The Chair presented the minutes and invited any comments or corrections.	
	A verbal update was provided by the CE on the below points from the meeting on 31 st May 2023:	
	<ul style="list-style-type: none"> • Item 2.4 – Office Working Group update, the AM has a follow up meeting with Brown + Wallace on 6th July 2023. • Item 4.1 – Customer Service Excellence (CSE) update, the Association has been awarded with three Compliance Plus awards for CSE. This is in addition to retaining Customer Service Excellence accreditation. 	
	The Board approved the minutes as a true and accurate record of the meeting of 31st May 2023.	

Item		Action
1.4	<p><u>Action Plan</u> On schedule.</p> <p>The Board noted the content of the Action Plan.</p>	
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> 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 previous meeting.</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>Draft Procurement Strategy</u> The AM presented the report to the Board. The purpose of the report was for the Board to approve the procurement Strategy for 2023-2028.</p> <p>It was agreed that more content be included in part 3a- Sustainable Procurement Practice of the draft Procurement Strategy.</p> <p>Following discussion, the Board approved the Procurement Strategy for 2023-2028, subject to adding a small amount of narrative on Sustainable Procurement.</p>	DH/A M
2.2	<p><u>Approval of 2022/23 Financial Statements</u> The DCOR presented the report to the Board, detailing the 2022/23 Financial Statements to the Management Board for approval.</p> <p>The Board noted the Financial Statements and the positive feedback from the auditors, and commended DCOR on the quality of her team's work.</p> <p>The Board:</p> <ul style="list-style-type: none"> • noted the contents of the Audit Summary Report. • approved the signing of the Financial Statements and the Letter of Representation. • noted the plan for approving the June 2023 Management Accounts. 	
2.3	<p><u>2022/23 Open Space Billing for Owner Occupiers</u> The DCOR presented the report to the Board. The purpose of the report</p>	

Item		Action
	<p>was to summarise the charges proposed to be billed for Open Space Maintenance for 2022/23.</p> <p>The Board noted the content of the paper and approved the Open Space Charges and issuing of invoices for 2022/23.</p>	
2.4	<p><u>Staff Recruitment Policy</u> The DCOR presented the report to the Board. The purpose of the report was to seek approval for the revised policy.</p> <p>The Board noted the Staff Recruitment Policy and following discussion approved for adoption.</p>	
2.5	<p><u>Business Plan – Strategic Delivery Update</u> The CE presented the report to the Board, detailing progress in meeting the Business Plan Strategic Delivery Objectives and reviewing the proposed new success measures for 2023/24 in meeting key Business Plan objectives.</p> <p>The Board noted the wide range of activities included in the Strategic Delivery Plan. Discussion took place on reducing the Association’s carbon footprint, and the importance of developing fuel efficient affordable new homes and retrofitting existing assets.</p> <p>W Pring offered to deliver accredited Carbon Literacy training to the Association and Stakeholders. The CE confirmed that he will discuss this with stakeholders once more information is available.</p> <p>The Board noted progress in meeting Business Plan Objectives and approved the revised measures in the 2023/24 Strategic Delivery Plan.</p>	
2.6	<p><u>Board Appraisal Process and draft Board Training Plan 2023/24 – 2024/25</u> The CE presented the report to the Board. The purpose of the report was to analyse the outcomes from the Appraisal Process and to present a revised Draft Board Training Plan for 2023/24.</p> <p>The CE reported that two Members, L Cambell and N Allan, have been on the Management Board for nine years, and under our Rules and best practice the Board are required to assess their contribution and effectiveness, confirming that they are happy for those members to potentially remain on the Management Board beyond nine years. Following discussion, the Board agreed that L Campbell and N Allan continue to contribute effectively and were happy for them to remain Board Members subject to re-election at the AGM.</p> <p>The CE outlined the discussion that took place during the Appraisal Process on succession planning. It was noted that plans are in place following the AGM, with the current Chair stepping down at the AGM, and that individual Personal Development Plans will be tailored to support</p>	

Item		Action
	<p>succession planning.</p> <p>The DCOR informed the Board that SFHA are planning to introduce a Board Members forum.</p> <p>The Board:</p> <ul style="list-style-type: none"> • noted the analysis of the appraisal process including succession planning. • approved the draft Board Training and development plan. • approved the continued board membership of L Campbell and N Allan should they choose to stand for re-election at the next AGM, (L Campbell and N Allan were exempt from approving this) 	
3.0	Items for Discussion	
3.1	None.	
4.0	Reports for Information Only	
4.1	<p><u>Verbal update on Audit Committee meeting from 20th June 2023</u></p> <p>The CE provided verbal feedback to the Board from the Audit Committee meeting held on 20th June 2023. In summary the following items were discussed at the Audit Committee meeting:</p> <ul style="list-style-type: none"> • Annual Accounts • Annual Internal Audit Review 	
	<p>H Carr and L Gallacher reinforced what was discussed at the Audit Committee meeting and in the private session between the Audit Convenor and both auditors – with no concerns raised.</p>	
4.2	<p><u>Scottish Housing Regulator Consultation Paper: On the future of Regulation in Social Housing</u></p> <p>The CE presented the report to the Board. The purpose of the report was to highlight a discussion paper and questionnaire issued by the Scottish Housing Regulator on the future of Regulation.</p> <p>This was highlighted as an opportunity to feedback to the Regulator, and the CE was delegated to respond to the questionnaire.</p>	
5.0	Training	
	None.	
6.0	Deferred Items	
	None.	
7.0	AOCB	
	<ol style="list-style-type: none"> 1. Recruitment process for Care and Repair Manager has been undertaken; a candidate has been offered the position subject to satisfactory references. Aim is for new employee to start on 31st July 	

Item		Action
8.0	<p>2023, allowing a month's shadowing of current Care and Repair Manager.</p> <p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wed 30th August 2023 via Teams <p>Formal meeting ended at 19:56.</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair _____</p>	