

**Minutes of Shire Board Meeting Held on 29 June 2022  
at 6.00pm via Microsoft Teams Application**

**PRESENT:** L Campbell (Chair), H Carr (Convenor of the Audit Committee), N Allan, W Gallacher, K Hair, R Irvine, A Malik, R Morris, 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)

**The Chair welcomed Board and staff members to the meeting.**

**Formal business commenced at 6.00pm**

Item		Action
1.0	<b>Formal Business</b>	
1.1	<u>Apologies</u> S Lowrie, S Roberts and W Paterson submitted their apologies.	
	<p>The Director advised that D MacLeod submitted a request for a three month Leave of Absence, beginning with immediate effect.</p> <p><b>The Board agreed a three month Leave of Absence for D MacLeod.</b></p>	
1.2	<u>Declaration of Interest</u> None.	
1.3	<p><u>Minutes of the Meeting held on 25 May 2022</u> The Chair presented the minutes and invited comment or corrections.</p> <p>The Board had one amendment as noted: Page 5 – typo – ‘arranged’ to be amended to ‘arrange’.</p> <p><b>The Board approved the minutes as a true and accurate record of the meeting of 25 May 2022, subject to the above amendment.</b></p>	
1.4	<p><u>Action Plan</u> - Item 7.1: <b>AGM</b> The Director (DIR) advised that a 1pm start time on Wednesday 21 September 2022 was the preference following the Microsoft Forms survey. The Governance Assistant will now try to secure Ochiltree Community Hub. It was also agreed that hybrid options will be explored.</p> <p><b>Item 2.1: Board Appraisal Review 2022</b></p>	<b>GA/ICT</b>

Item		Action
	<p>The Director (DIR) requested that Board members who have not already done so provide feedback on their Personal Development Training Plans.</p> <p>- Item 2.3: <b>Strategic Delivery Plan – Tenant Satisfaction Survey</b></p> <p>The Board noted that the Director (DIR) and the Chair met with Eydent partners to discuss enhancing joint working, including joint procurement and community placemaking. The DIR confirmed that the meeting was positive, with partners keen to continue to explore opportunities for joint working. The DIR advised that FLAIR (Federation of Local Associations in Renfrewshire) will be invited to speak at an Eydent meeting to discuss the i-Flair Framework Agreement.</p> <p><b>The Board noted the content of the Action Plan.</b></p>	<b>BOARD</b>
1.5	<p><u>Matters Arising</u> None.</p>	
1.6	<p><u>Notifiable Events</u> <b>See Item 3.1.</b></p>	
1.7	<p><u>Membership Report</u> None.</p>	
1.8	<p><u>Health &amp; 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 May 2022.</p> <p>The AM advised that the Association will be working with ACS Risk to review current Asbestos Management Systems.</p> <p><b>The Board noted the content of the Health &amp; Safety report.</b></p>	
2.0	<p><b>Items requiring a Board Decision</b></p>	
2.1	<p><u>Approval of 2021/22 Financial Statements</u></p> <p>The Head of Corporate Services (HCOR) introduced the report to the Board, advising that the Financial Statements are similar to the March 2022 Management Accounts already approved by the Board in April 2022, with the main differences being the incorporation of the adjustments relating to the Defined Benefit Pension valuation, and some late accruals identified by staff as more information became available.</p> <p>The Convenor of the Audit Committee advised that the Draft Financial Statements were reviewed in detail by the Audit Committee at their meeting on 22 June 2022, where they met with J Chittleburgh, External Audit Partner from Chiene+Tait.</p> <p>J Chittleburgh presented the findings of the External Auditor’s Report to</p>	

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2.2	<p>the Audit Committee and advised that no points of concern were identified. The HCOR advised the Board that sustainability reporting is not yet mandatory, but further narrative will be included in future financial statements.</p> <p>The Convenor of the Audit Committee advised that the Letter of Representation is fully standard, with no specific additional representation required by the Board.</p> <p>The Board noted that a confidential session with J Chittleburgh was held at the meeting of the Audit Committee on 22 June 2022. The feedback was that staff were cooperative and helpful throughout the entirety of the audit process.</p> <p>The Board passed on their thanks to the HCOR and the Finance Officer (FO) for achieving a successful audit. The Board also thanked the Audit Committee for their scrutiny and expertise.</p> <p>The HCOR advised that the June 2022 Management Accounts will be circulated out-with the Board meeting due to there being no meeting in July, as previously agreed by Board.</p> <p>The Board noted that the Director, Chair and Vice Chair will sign the Financial Statements electronically on Thursday 30 June 2022.</p> <p><b>The Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the contents of the Audit Summary Report.</b></li> <li>• <b>Approved the signing of the Financial Statements and the Letter of Representation.</b></li> <li>• <b>Noted the plan for approving the June 2022 Management Accounts.</b></li> </ul> <p><u>Open Space Billing</u></p> <p>The Head of Corporate Services (HCOR) presented the report to the Board.</p> <p>The HCOR confirmed that individual debts are tracked, with plans to use debt collection agencies where it is cost beneficial. The Finance Officer will continue to explore potential debt recovery options.</p> <p>The Board noted that the higher open space charge at Curling Stone Place, Mauchline is attributable to the gritting service provided. The HCOR confirmed that open space maintenance liability would have been contained within the Title Deeds for the one owner in Curling Stone Place.</p> <p><b>The Board noted the content of the report and approved the Open Space Charges and issuing of invoices for 2021/22.</b></p>	FO

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2.3	<p><u>Approval of HR policies</u> The Head of Corporate Services (HCOR) presented the report to the Board.</p> <p><b>Disciplinary Policy</b> The HCOR confirmed that the right to be accompanied by a trade union representative is contained within the ‘Expectations’ section on page 3 of the policy. The HCOR also highlighted that an explanation of who the JNC Appeal Chairs are can be found on page 10 of the policy.</p> <p><b>The Board approved the seven policies presented for use.</b></p>	
2.4	<p><u>Approval of recruitment of temporary staff resource – maternity cover</u> The Head of Corporate Services (HCOR) presented the report to the Board.</p> <p><b>The Board noted the content of the paper and approved the recruitment of temporary staff resource to provide cover for maternity leave.</b></p>	
3.0	<p><b>Items for Discussion</b></p>	
3.1	<p><u>Contract Procurement Update</u> The Head of Housing (HH) presented the report to the Board.</p> <p><b>Voids, Repairs and Maintenance contract with Turner Property Services</b> The Director (DIR) confirmed that a Notifiable Event has been submitted to the Scottish Housing Regulator, in line with the Notifiable Events Policy. The SHR is satisfied with the actions taken by the Association and will continue to be kept abreast of the situation.</p> <p><b>Gas Servicing and Maintenance contract with Kingdom Gas Services/McGill Facilities Management</b> The Board agreed that it is imperative that the gas servicing programme remains deliverable. The Board noted that the Association has a Gas Quality Management contractor and no issues have been identified at this time.</p> <p>The Board noted that there has been no increase in complaints from tenants in relation to repairs services.</p> <p><b>The Board noted the progress to resolve contractual matters associated with the Void, Repair and Maintenance contract and the Gas Servicing and Maintenance contract.</b></p>	
4.0	<p><b>Reports for Information Only</b></p>	
4.1	<p><u>Update on Barbieston Road</u> The Director (DIR) presented the report to the Board.</p>	

Item		Action
	<p>[FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p><b>The Board noted the updated position regarding the Barbieston Road site.</b></p> <p><b>Training</b> None.</p> <p><b>Deferred Items</b> None.</p> <p><b>5.0</b></p> <p><b>AOCB</b> <u>Office Working Group</u></p> <p><b>6.0</b> The Head of Housing (HH) and Office Working Group (OWG) members provided the Board with an update on their most recent meeting.</p> <p><b>7.0</b> It was agreed that the OWG will arrange their next meeting for the week commencing 25 July 2022. It was also agreed that the Asset Manager will speak to Procurement for Housing before the meeting to see what options are available.</p> <p><b>7.1</b></p> <p>The Director (DIR) highlighted that the OWG would benefit from additional members given D MacLeod’s Leave of Absence. Members of the OWG are happy to have discussions with any interested Board members.</p> <p><b>7.2</b> <u>Modern Apprentice</u> The Head of Corporate Services (HCOR) advised that the Modern Apprentice (MA) is currently undertaking the Developing the Young Workforce Apprenticeship Challenge. The MA will be holding a ‘Cost of Living Crisis’ Event, with all Board members welcome to attend. The MA will email Board members with the details of the event.</p> <p><b>7.3</b> <u>Stock Tour</u> The Chair thanked the staff involved in organising and facilitating the stock tour. Those who attended confirmed that they found the day very informative and enjoyable. Board members felt that a similar event in the future would be worthwhile.</p> <p><b>8.0</b> <b>Date of Next Board Meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday 31 August 2022</b></li> </ul> <p><b>Venue: Ochiltree Community Hub</b></p> <p><b>Meeting Concluded at 7.30pm.</b></p> <p>I confirm this Minute is a true and accurate record of the meeting:- Chair _____</p>	