

**Minutes of Shire Board Meeting
Held on 29 May 2024
at CentreStage, 15 Elmbank Drive, Kilmarnock, KA1 3AE at 6pm.**

PRESENT: S Roberts (Chair), W Gallacher (Vice Chair), H Carr (Convenor of the Audit Committee), N Allan (remotely), L Logan, R Morris, W Paterson, 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)
A Black (Housing Manager, HM)
J McLelland (Minute Secretary, MS)
E Vorsterman (Care and Repair Manager, CRM)
I McKnight (Observer)

APOLOGIES: R Patterson

ABSENT: None

Leave of Absence: S Lowrie and B Cuthbertson

The meeting commenced at 18.09

The Chair welcomed members to the meeting. Attendees introduced themselves to the group.

Item		Action
1.0	Formal Business	
1.1	<p><u>Apologies</u> Apologies were received from R Patterson.</p> <p>The Board acknowledged S Lowrie’s ongoing Leave of Absence, which was extended and reaffirmed on 24 April 2024.</p> <p>The CE advised the Board that B Cuthbertson’s Leave of Absence, which was agreed on 28 February 2024, has now come to an end. The CE requested a three-month extension to his Leave of Absence. The Board noted that the further three-month extension is in line with the Association’s Standing Orders, which allow for a maximum absence of six months.</p> <p>The Board approved a three-month extension to B Cuthbertson’s Leave of Absence, beginning with immediate effect.</p>	
1.2	<p><u>Declaration of Interest</u> None.</p>	

Item		Action
1.3	<p><u>Minutes of the Meeting held on 24 April 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 24 April 2024.</p> <p><i>L Logan joined the meeting at this point.</i></p>	
1.4	<p><u>Action Plan</u></p> <ul style="list-style-type: none"> - Item 7.3 – Staff//Board Event: The CE advised that the event is likely to be held in August/September 2024. - Item 2.3 – Office Re-Development: The CE gave an update on the office re-development project and confirmed that a report will be brought to the Board in June 2024. - Item 7.3 – Board Appraisals: Board members were asked to return their appraisal form and arrange their appraisal slot if they haven't already done so. <p>The Board noted the content of the Action Plan.</p>	<p>CE</p> <p>BOARD</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> <p><i>R Morris joined the meeting at this point.</i></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 24 April 2024. The AM confirmed that no general office related Health and Safety issues have occurred since the last meeting in April 2024.</p> <p>The Board noted that where a gas service is unable to be carried out due to there being no credit in the meter, the meter is capped. This information is then passed to the Housing Team who contact the tenant to provide any available support.</p> <p>The AM confirmed that insulation installation checks are carried out as part of the Association's Stock Condition Surveys.</p> <p>The Board noted the content of the Health and Safety report.</p>	

Item		Action
<p>2.0</p> <p>2.1</p>	<p>Items Requiring a Board Decision</p> <p><u>Annual Return on the Charter (ARC)</u></p> <p>The HM presented the report to the Board. In line with the Association's regulatory requirements, and in accordance with the Housing (Scotland) Act 2010, the purpose of the report was to present the Annual Return on the Charter for Board approval prior to submission to the Scottish Housing Regulator (SHR).</p> <p>The HM undertook a presentation highlighting the Association's ARC performance figures. The HM welcomed comments and questions from the Board.</p> <p>The Board welcomed performance improvements, particularly in relation to repairs, reduction in complaints, average relet time and former tenant arrears.</p> <p>The HM confirmed that the repairs survey data, which is reported as part of the ARC, is taken from the 2022 Satisfaction Survey.</p> <p>The AM confirmed that Medical Adaptations are Government funded, with the 13 outstanding adaptations unable to be actioned until the next tranche of funding is confirmed.</p> <p>The Board thanked the staff team for their performance and thanked the HM for a clear and detailed presentation.</p> <p>The CE confirmed that T Pogson, of Scotland's Housing Network, will present a Performance Analysis to the Board at the August 2024 meeting.</p> <p>The DH presented the target proposals for 2024/25 and advised that the proposed targets continue to be aimed at sustaining good performance and a modest level of challenge in lower performing areas.</p> <p>The Board noted that the Scottish Housing Network will begin benchmarking the percentage of complaints upheld this coming year.</p> <p>The Board approved the Annual Return on the Charter. The CE will submit the approved return to the Scottish Housing Regulator by 31 May 2024. The Board also approved the targets for 2024/25.</p>	
<p>2.2</p>	<p><u>Staff Survey and Development</u></p> <p>The CE presented the report to the Board. The purpose of the report was to present the Board with the outcomes of the Staff Survey and the follow-up work that is taking place.</p> <p>The Board welcomed the report and agreed that, overall, the results were very positive. Given the strong results, and the competence of the Association's Leadership Team, the Board agreed that a similar exercise should not be required for a number of years.</p>	

Item		Action
	<p>The CE advised that a staff working group will be established. The working group will be empowered to organise a staff team building event later in the year, and to review progress on implementing changes following the staff survey.</p> <p>The Board noted the main findings from the staff survey and acknowledged that while the survey and focus groups have highlighted many positives, ongoing work is required around teamwork and communication. The Board granted delegated authority to the Leadership Team to potentially procure individual coaching sessions at an additional cost of up to £7200.</p>	
2.3	<p><u>Treasury Management Policy</u> The DCOR presented the report to the Board. The purpose of the report was to present the Treasury Management Policy for approval.</p> <p>The Board approved the Treasury Management Policy.</p>	
2.4	<p><u>Annual Treasury Management Report and Strategy</u> The DCOR presented the report to the Board, the purpose of which was to report to Board on matters required annually under the Treasury Management Policy.</p> <p>The DCOR confirmed that there is £6.5 million outstanding of the original £8 million loan facility.</p> <p>The DCOR confirmed that, as a review of the Treasury Management Policy was planned, no changes have been made to the existing position of funds on deposit. In preparing the policy, the DCOR has started the process of opening new deposit accounts with [REDACTED]</p> <p>The Board approved the annual Treasury Management Report and Strategy.</p>	
2.5	<p><u>Policy Approval – Domestic Abuse</u> The HM presented the report to the Board. The purpose of the report was to present the new Domestic Abuse Policy for approval.</p> <p>The HM confirmed that the policy was amended to cover all genders following consultation feedback.</p> <p>The Board approved the Domestic Abuse Policy.</p>	
2.6	<p><u>Confidential Staffing Update</u> See confidential minute.</p>	
3.0	<p>Items for Discussion</p>	

Item		Action
	None.	
4.0	Reports for Information Only	
4.1	<u>Scottish Housing Regulator – Engagement Plan, and updated Regulatory Framework Guidance</u>	
	The CE presented the report to the Board. The purpose of the report was to provide the Board with the 2024/25 Engagement Plan and updated Regulatory Framework Guidance from the Scottish Housing Regulator.	
	The Board noted the 2024/25 Engagement Plan and the updated guidance on the new Regulatory Framework.	
5.0	Training	
	None.	
6.0	Deferred Items	
	None.	
7.0	AOCB	
7.1	<u>AGM – Potential Date and Venues</u>	
	The Board agreed to explore the possibility of using the Barhill Centre for this year’s AGM. The CE confirmed that the AGM will take place on Wednesday 18 September 2024.	
8.0	Date of Next Board Meeting:	
	<ul style="list-style-type: none"> • Wednesday 26 June 2024 	
	Venue: Teams	
	Meeting concluded at 20.30	
	I confirm this Minute is a true and accurate record of the meeting: -	
	Chair _____	