

**Minutes of Shire Board Meeting
Held on 30 August 2023
at 18:00 via Teams**

PRESENT: L Campbell (Chair), S Roberts (Vice Chair), H Carr, A Rae, L Gallacher, S Lowrie, R Morris, W Paterson, W Pring

CHAIR: L Campbell (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)
T Pogson (Scottish Housing Network)
B Cuthbertson (Observer)
R Patterson (Observer)

The Chair welcomed attendees to the meeting.

The meeting commenced at 6.00pm

Scotland’s Housing Network Performance Analysis Visit

The Chair welcomed Tim Pogson to the meeting to give the annual Performance Analysis presentation to the Board and staff. Tim highlighted the areas of excellence and those for improvement. The Chair thanked Tim Pogson for his presentation. The CE will provide all Board members with a copy of the presentation for information.

T Pogson left the meeting at this point.

Formal business commenced at 7.00pm

Item 2.4 was taken at the end of the meeting as it was a confidential paper. Staff members left the meeting prior to the paper being presented and discussed by the Board.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> N Allan and R Irvine.	
1.2	<u>Declaration of Interest</u> A Rae Declared an interest in Item 2.1 – Employed by East Ayrshire Council within the Housing Department.	
1.3	<u>Minutes of the Meeting held on 28 June 2023</u> The Chair presented the minutes and invited any comments or corrections.	

Item		Action
	<p>The Board approved the minutes as a true and accurate record of the meeting of 28 June 2023.</p>	
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> The DCOR presented the report to the Board and advised that 2 new membership application have been received. The DCOR also advised that a membership is to be terminated in line with Rule 11.1.2.</p> <p>The Board approved the membership applications and noted the termination under Rule 11.1.2.</p>	
1.8	<p><u>Health & Safety Report</u> The 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 June 2023.</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>Common Allocation Policy Approval</u> The DH presented the report to the Board and advised that the Association has been involved in the revision of and consultation on this policy, which has been approved by East Ayrshire Council (EAC).</p> <p>The DH confirmed that preserved waiting list points apply to historic EAC applicants only and has no impact on Shire allocations.</p> <p>The Board approved the revised Common Allocation Policy.</p>	
2.2	<p><u>Changes to Emergency Repair Response Time</u> The AM presented the report to the Board. The Board agreed at the May 2023 meeting that a consultation exercise should be undertaken prior to any decision being made to change the target response time. The AM confirmed that the consultation process was now complete, with results contained within the report.</p> <p>The Board agreed that the changes were reasonable given that the revised response time would still be less than the Scottish average response time</p>	

Item		Action
2.3	<p>of 4.48 hours.</p> <p>The Board noted the relatively low level of engagement with the consultation. However, there was no indication that large numbers of tenants were very concerned about the issue.</p> <p>The Board approved the change to the target for Emergency Repair response times from 3 hours to 4 hours.</p> <p><u>Office Project: Decision on Site and Procurement Route</u> The CE presented the report to the Board.</p> <p>L Gallacher, who is part of the Office Working Group, advised that Brown and Wallace provided a very good quality report and that the recommendations made by the Working Group are based on the evidence contained within this report.</p> <p>The Chair asked for any Board members interested in joining the Office Working Group to contact the CE.</p> <p>The Board approved the current office site at Netherthird as the preferred location for the proposed new office. The Board also approved the utilisation of the Multi-disciplinary Lot of the SPA Framework to procure a design consultant and design team. The Board noted that a mini competition will determine which architectural consultancy is awarded the work of designing the proposed office.</p>	
2.4	<p><u>Confidential Staffing Report – Issues Separately</u> See confidential minute.</p>	
2.5	<p><u>Proposed Lease with East Ayrshire Council for two flats at Westgate House</u> The DH presented the report to the Board.</p> <p>The DH advised the Board that a typical Scottish Secure Tenancy Agreement would not be suitable for this project as the properties will be let to EAC who will be responsible for the occupiers, payment of rent and management of the tenancy. The DH advised that the lease agreement contained within the report is being reviewed by the Association’s solicitors, Addleshaw Goddard, and that any changes recommended by them will be made in the final version.</p> <p>The Board noted that the tenancies, including any required tenancy support, will be solely managed by EAC.</p> <p>The DCOR confirmed that the properties are not secured against the Association’s loan facility, but contact will be made with the Association’s lender as a precautionary measure, given the lease is deemed as a technical disposal under SHR rules.</p>	

Item		Action
	<p>A notifiable event submission will be made to the Scottish Housing Regulator (SHR) at the relevant time to record the temporary deemed disposal.</p> <p>The Board welcomed the proposal and the positive impact this will have.</p> <p>The Board approved the lease agreements to East Ayrshire Council, subject to review by Addleshaw Goddard. The Board also approved the associated disposal of these properties to East Ayrshire Council and noted the requirement to submit a notifiable event to the SHR.</p> <p>3.0 Items for Discussion</p> <p>3.1 <u>Quarter 1 Performance Report</u> The DH presented the report to the Board.</p> <p>The Board expressed sadness at the possible eviction of two tenants but acknowledged that a large amount of work had been done to try to avoid this. Staff confirmed that work will continue to try to avoid the evictions taking place. Board requested that an article around the financial support available from Shire is contained within the next Newsletter – highlighting the importance of engaging with the Association to avoid legal action. It was also suggested that anonymised example of help provided to tenants be contained within the article.</p> <p>The Board noted the Performance update for quarter one 22/23 and two Decrees for Repossession for Non-payment of Rent.</p> <p>3.2 <u>Secretary's pre-AGM Report</u> The CE presented the report to the Board.</p> <p>The Chair advised that he will be standing down from the Management Board after 9 years of service at the AGM. The CE thanked the Chair on behalf on the Board and Staff team for his dedication and commitment to the Association over the years. The Board concurred that the Chair had given a huge amount of time and effort to the Association, significantly contributing to the Association's improvement during his time with Shire.</p> <p>The Board noted that Rules 63 to 68 have been followed and all necessary actions for the 2023 AGM have been adhered to on behalf of the Association by the Secretary.</p> <p>3.3 <u>Financial Impact of Abandoned Tenancies</u> The DH presented the report to the Board.</p> <p>The Board thanked the DH for a very detailed and interesting report.</p> <p>The Board noted the content of the report.</p>	

Item		Action
4.0	Reports for Information Only	
4.1	<u>Asset Management Report</u> The AM presented the report to the Board.	
	<p>The Board noted the physical and financial progress of Asset Management delivery across Quarter 1 of the 2023/24 financial year.</p>	
4.2	<u>Hemmings Way – Property Condition Update</u> The AM presented the report to the Board.	
	<p>The AM advised that the issues within the affected property have resolved but the Association will continue to monitor the situation, particularly during the autumn and winter months given that condensation would be more likely during these months.</p>	
	<p>The AM advised that the condition of other properties within the development was being closely monitored.</p>	
	<p>The Board noted the update regarding the Association’s property at Hemmings Way as well as the wider Barshare development.</p>	
4.3	<u>Updated Stock Valuation</u> The DCOR presented the report to the Board.	
	<p>The Board noted the content of the report.</p>	
5.0	Training	
	None.	
6.0	Deferred Items	
	None.	
7.0	AOCB	
7.1	<u>Ayrshire Chamber awards Dinner – Attendance</u> The CE highlighted that the Association has been short-listed in the Community Champion category. The awards dinner will take place on 6 October 2023. Given the current climate, it was agreed that the Association would not pay for a full table at the awards ceremony, but rather send a limited number of staff and Board to represent the Association. Any Board members who are interested in attending the event should contact the CE.	
8.0	Date of Next Board Meeting:	
	<ul style="list-style-type: none"> • AGM & Post AGM Meeting Wednesday 20 September 2023 Venue: The Dumfries Arms Hotel 	
	<ul style="list-style-type: none"> • Wednesday 27 September 2023 Venue: MS Teams. 	

Item		Action
	<p>Meeting concluded at 8.35pm</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair_____</p>	