

**Minutes of Shire Board Meeting Held on 30 June 2021
at 6.00 pm via Microsoft Teams Application (Covid-19)**

PRESENT: L Campbell (Chair), H Carr (Vice Chair), N Allan (Convenor of the Audit Committee), W Gallacher, R Irvine, D MacLeod, A Malik, W Paterson, S Roberts

CHAIR: L Campbell

IN ATTENDANCE: C Donnelly (Head of Corporate Services), J Allison (Head of Housing), J McLelland (Minute Secretary), A Thomas (Community Engagement Coordinator), E Stewart (Project Manager, The Zone Initiative), S Cunningham (Partner, Alexander Sloan), E Garry (EG Consulting)

The meeting commenced at 6.00pm

The Chair welcomed members to the meeting.

Community Engagement/Wider Role Activities Presentation

The Chair welcomed A Thomas and E Stewart to the meeting. A Thomas and E Stewart delivered the presentation to the Board, highlighting the work being carried out in the Association’s communities and in partnership with local groups.

The Board thanked A Thomas and E Stewart for their presentation.

The Board thanked A Thomas for his enthusiasm towards his role and for being a great ambassador for the Association and the communities we serve.

A Thomas and E Stewart left the meeting at this point.

Formal business commenced at 6.30pm

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> A Rae and J Munro (Director).	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 26 May 2021</u> The Chair presented the minutes and invited comment or corrections. The Board approved the minutes as a true and accurate record of the meeting of 26 May 2021.	
1.4	<u>Action Plan</u> - Item 2.1; Castleview Avenue	

Item		Action
	<p>The Board requested that pictures of the completed works at Castlevew are shared when available.</p>	AM
	<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 - Settlement Agreement</u></p> <p>The Head of Corporate Services (HCOR) presented the report to the Board.</p> <p>The Board noted that the Association followed the regulatory process submitting a Notifiable Event Form with details of the Settlement Agreement to the Scottish Housing Regulator, who have confirmed that they are satisfied with how the matter was dealt with.</p>	
1.7	<p><u>Membership Report</u> None.</p>	
1.8	<p><u>Health & Safety Report</u></p> <p>The Head of Housing (HH) 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 2021.</p> <p>The HH confirmed that only essential visits are being carried out by staff and a full risk assessment has been undertaken with the staff team.</p> <p>The Board noted that the Association continues to apply the Scottish Government guidance in all areas of construction.</p> <p>The Board noted the content of the Health & Safety report.</p> <p><i>The Chair welcomed S Cunningham to the meeting</i></p>	
2.0	<p>Items requiring a Board Decision</p>	
2.1	<p><u>Approval of 2020/2021 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 2021 Management Accounts already approved by the Board in April 2021, 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</p>	

Item		Action
2.2	<p>meeting on 24 June 2021.</p> <p>S Cunningham, External Audit Partner from Alexander Sloan, presented the findings of the External Auditor’s Report and advised that no points of concern were identified.</p> <p>S Cunningham presented the Management Letter, confirming that no new points were raised this year. S Cunningham also advised that the Letter of Representation is fully standard, with no specific additional representation required by the Board.</p> <p>Following discussions between Alexander Sloan and the SMT, the Audit Committee agreed that the Controls Section of the Management Letter - containing previous recommendations relating to component accounting - be split with the point on life cycles retained and the point on scheme accounting moved to other matters as this issue had been dealt with in the past.</p> <p><i>S Cunningham left the meeting at this point.</i></p> <p>The Convenor of the Audit Committee confirmed that he had a confidential session with S Cunningham. 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 for achieving a successful audit. The Board also thank the Audit Committee for their scrutiny.</p> <p>The HCOR confirmed that the Loan Portfolio Return has been drafted and will be submitted following approval of the Financial Statements.</p> <p>The HCOR advised that the June 2021 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:</p> <ul style="list-style-type: none"> • Approved the signing of the Financial Statements and the Letter of Representation. • Noted the content of the Management Letter. • Noted the comments regarding the Loan Portfolio Return and the June 2021 Management Accounts. <p><u>Open Space Maintenance Charge for 2020/21</u></p> <p>The Head of Corporate Services (HCOR) presented the report to the Board.</p> <p>The HCOR confirmed that individual debts are being tracked, with plans to use debt collection agencies where it is cost beneficial.</p>	

Item		Action
	<p>The Board noted that debts are only written off where the owner has moved with the balance not being settled through conveyancing and no forwarding address has been provided.</p> <p>The Board noted the content of the report and approved the Open Space Charges and issuing of invoices for 2020/21.</p>	
2.3	<p><u>Approval of Board Code of Conduct</u></p> <p>The Head of Corporate Services (HCOR) presented the report to the Board and confirmed that there were no fundamental changes to the draft revised Board Code of Conduct. The main change involves part of the Code of Conduct being split into a separate Entitlements, Payments and Benefits Policy, which is more explicit in terms of what is and is not permitted.</p> <p>The HCOR confirmed that the SFHA Model Policy has been tailored to reflect the Association's Rules.</p> <p>The Board approved the revised Code of Conduct for Governing Body Members along with the associated supporting documents.</p>	
2.4	<p><u>Approval of Entitlements, Payments and Benefits Policy</u></p> <p>The Head of Corporate Services (HCOR) presented the report to the Board.</p> <p>The Board requested that any gifts and hospitality offers are recorded on the Hospitality Register even if offers are refused.</p> <p>The Board approved the Entitlements, Payments and Benefits Policy.</p> <p><i>E Garry joined the meeting at this point.</i></p>	HCOR
2.5	<p><u>Barbieston Road Update</u></p> <p>The Head of Housing (HH) presented the report to the Board and introduced E Garry of EG Consulting.</p> <p>E Garry presented her report [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p>The Board thanked E Garry for attending and for her support.</p> <p><i>E Garry left the meeting at this point.</i></p> <p>The Board requested that the SMT ensure that the services of EGC comply with procurement rules.</p> <p>[FOISA Status – Exempt under Section 33 (Commercial Interests and</p>	SMT EG/SMT

Item		Action
<p>the Economy)]</p> <p>3.0</p> <p>3.1</p> <p>3.2</p>	<p>Items for Discussion</p> <p><u>ARC Action Plan</u> The Head of Housing (HH) presented the report to the Board.</p> <p>The Board noted the ARC Action Plan based on C Dugan’s report on the outcome of the ARC data validation process.</p> <p><u>Former Tenant Arrears</u> The Head of Housing (HH) presented the report to the Board.</p> <p>The HH confirmed that of the outstanding debt, approximately 15% is being repaid through arrangements.</p> <p>The Board noted that the HH plans to invite representatives from debt collection agencies to give staff an overview of the services they can provide.</p> <p>The Board noted the findings of the review into the management of former tenant arrears.</p>	<p>HH</p>
<p>4.0</p> <p>4.1</p>	<p>Reports for Information Only</p> <p><u>Verbal Update on the Office Working Group Meeting 15 June 2021</u> The Head of Housing (HH) provided the Board with a verbal update on the meeting of the Office Working Group on 15 June 2021.</p> <p>A report will be brought to the Board in August 2021 to discuss and approve the appointment of a project manager, with the Office Working Group providing a recommendation.</p> <p>The Board noted the verbal updated on the meeting of the Office Working Group on 15 June 2021.</p>	<p>OWG/DIR</p>
<p>4.2</p>	<p><u>Verbal Update on Audit Committee Meeting 24 June 2021</u> The Head of Corporate Services (HCOR) provided a verbal update on the meeting of the Audit Committee on 24 June 2021.</p> <p>The Convenor of the Audit Committee advised the Board that he held separate, confidential sessions with both the External and Internal Auditors. Both auditors gave extremely positive feedback on the SMT and wider staff team involved in the audit process in terms of conduct, helpfulness and support.</p> <p>The Board noted the verbal update on the meeting of the Audit Committee on 24 June 2021.</p>	
<p>5.0</p>	<p>Training None.</p>	

Item		Action
6.0	<p>Deferred Items None.</p>	
7.0 7.1	<p>AOCB <u>Recruitment of Maintenance Officer</u> The Head of Corporate Services (HCOR) asked that any Board members interested in being part of the recruitment process let the SMT know.</p>	BOARD
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 25 August 2021 <p>Venue: MS Teams.</p> <p>Meeting Concluded at 8.05pm.</p> <p>I confirm this Minute is a true and accurate record of the meeting:-</p> <p>Chair _____</p>	