

**Minutes of Shire Board Meeting Held on 30 March 2022
at 6.00pm via Microsoft Teams Application (Covid-19)**

PRESENT: L Campbell (Chair), S Roberts (Vice Chair), H Carr (Audit Committee Convenor), W Gallacher, R Irvine, S Lowrie, D MacLeod, A Malik, R Morris, W Paterson, A Rae

CHAIR: L Campbell

IN ATTENDANCE: J Munro (Director), J Allison (Head of Housing), M Scott (Asset Manager), J McLelland (Minute Secretary), D Balfour (Financial Inclusion Officer).

ABSENT: K Hair

The meeting commenced at 6.00 pm. The Chair welcomed members to the meeting.

The Chair welcomed Diane Balfour, Financial Inclusion Officer, to deliver a scheduled update on Financial Inclusion to the Board. Diane presented the update and welcomed discussion by Board. The Chair thanked Diane for her presentation and for the work that the Financial Inclusion Team are doing to support tenants. The Board will continue to be provided with Financial Inclusion updates.

Formal business commenced at 6.50pm

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> N Allan.	
1.2	<u>Declaration of Interest</u> - Item 3.1 – Procurement Discussion Paper: The Chair declared that he is an employee of Scotland Excel. It was agreed that the Vice Chair will facilitate this discussion and that the Chair will absent himself from the discussion and decision-making process for this item. - Item 2.2 – Annual Return on the Charter-Validation Visit by CD Consultants: R Morris advised that he has had professional dealings with C Dugan through his employment with Scottish Housing Network. It was agreed that there was no conflict of interest and no reason for R Morris not to participate in this discussion. - Item 4.4 – Verbal Update from Audit Committee Meeting on 22 March 2022:	

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	<p>H Carr advised that he is a Board member of Berwickshire Housing Association who also use Chiene + Tait as their auditor. It was agreed that there was no conflict of interest and no reason for H Carr not to participate in any discussions or decision making relating to Chiene + Tait.</p>	
1.3	<p><u>Minutes of the Meeting held on 23 February 2022</u> The Chair presented the minutes and invited comment or corrections.</p>	
1.4	<p>The Board approved the minutes as a true and accurate record of the meeting of 23 February 2022.</p> <p><u>Action Plan</u></p> <ul style="list-style-type: none"> - Item 1.4: Surplus PPE Supplies The Director (DIR) advised that he has had brief contact with the organisation who are willing to donate surplus PPE supplies. S Kerr will contact the DIR to discuss the matter further when he is able. Board will be updated on any progress. - Item 2.2: SFHA Membership The Director (DIR) confirmed that the title of this action should have read 'Scotland Excel Membership.' However, the action is now complete. - Item 3.3: Gutter Cleaning The Asset Manager (AM) confirmed that the tender is complete, with the contractor now on site and work underway. - Item 2.3: Corserine Terrace The Head of Housing (HH) advised that consultation responses from tenants thus far are indicating demolition as the preferred option of the local community. A full report will be presented to the Board in April 2022. <p>The Board noted the content of the Action Plan.</p>	<p>DIR</p> <p>HH</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 Governance Assistant (GA) presented the report to the Board.</p> <p>The Board approved the membership application and noted the termination under Rule 11.1.2.</p>	
1.8	<p><u>Health & Safety Report</u> 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 February 2022.</p>	

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<p>2.0</p> <p>2.1</p> <p>2.2</p>	<p>The AM advised the Board that there have been five cases of Covid within the staff team since the February 2022 meeting (an additional one since the report was written). The Board noted that there has been no impact on service delivery.</p> <p>The AM clarified that the Association continues to follow all Covid guidance and best practice in order to keep staff and tenants safe.</p> <p>The Board noted the content of the Health & Safety report.</p> <p><i>W Paterson joined the meeting at 7.15pm</i></p> <p>Items requiring a Board Decision</p> <p><u>Board Appraisal Review 2022</u></p> <p>The Director (DIR) presented the report to the Board.</p> <p>Both the Chair and the DIR thanked Board Members for their time and for their dedication to the Board.</p> <p>The DIR highlighted that although results show there is potential for improvement, they evidence a strong, knowledgeable Board with governance skills and attributes.</p> <p>The DIR confirmed that the Management Team will explore ways to increase Board diversity in the longer-term, including the gender balance of the Board. This will be done in conjunction with succession planning.</p> <p>The Board noted the results of the Appraisal Process, and that a revised Corporate Training Plan will be presented to April's Management Board. Confidential Personal Development Plans will also be issued to individual Board Members.</p> <p><u>Annual Return on the Charter-Validation Visit by CD Consultants</u></p> <p>The Head of Housing (HH) gave a verbal update of the process undertaken by C Dugan during the validation visit.</p> <p>The Board noted that C Dugan suggested an earlier date for the 2022/23 validation visit. The HH confirmed that the validation visit has been booked for 14 and 15 February 2023. The HH highlighted that this decision reflects C Dugan's confidence in the quality of the Association's data and reporting.</p> <p>The HH confirmed that a decision has been made to categorise all no heating and no hot water repairs as emergencies as per C Dugan's recommendation. This will be detailed within the repairs policy and procedures.</p> <p>The Board welcomed the positive report and asked for their thanks to be</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>SMT</p> <p>DIR</p>

Item		Action
2.3	<p>passed to the staff members involved in preparing the ARC data.</p> <p>The Board noted the ARC validation report completed by CD Consultancy and the earlier review dates for financial year 2022/23.</p> <p><u>Business Plan - Strategic Delivery Plan Update</u> The Head of Housing (HH) presented the report to the Board.</p> <p>The SMT will investigate the opportunity for joint working with East Ayrshire Council when conducting the Tenant Satisfaction Survey with an aim to enhance placemaking and community development.</p> <p>The DIR will also approach Eydent partners regarding the possibility of joint procurement of the survey.</p> <p>The Board noted the progress with the Strategic Delivery Plan.</p>	<p>SMT</p> <p>DIR</p>
2.4	<p><u>Office Working Group Update</u> The Director (DIR) presented the report to the Board.</p> <p>Members of the Office Working Group provided the Board with the rationale around their recommendations.</p> <p>The Board approved the following options, as recommended by the Office Working Group:</p> <ul style="list-style-type: none"> • The Board approved Option 3: Royal Institute of British Architects (RIBA) Plan of Work Stages 0 – 1 with the option to negotiate for RIBA Stages 2 – 6. • The Board approved an indicative project cost of £1.2 million for the Crown Commercial Service (CCS) submission. The submission will include cost safeguards which will protect the price we pay if it varies from the indicative cost. • The Board approved a quality/price matrix of 65% quality and 35% price is adopted for the mini competition that will be undertaken. This will ensure that the quality of procurement submissions is the main determinant in the procurement process rather than price. <p><i>As agreed under Item 1.2, the Chair handed over to the Vice Chair to facilitate the discussion and decision-making process for Item 3.1.</i></p>	
3.0 3.1	<p>Items for Discussion</p> <p><u>Procurement Discussion Paper</u> The Head of Housing (HH) presented the report to the Board.</p>	

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	<p>The HH clarified that the Procurement Route values exclude V.A.T.</p> <p>The Board noted that an Annual Procurement Report will be presented to the Board for good practice.</p> <p>The Board acknowledged that membership would help evidence good governance of procurement, and regulatory compliance.</p> <p>The Board requested that the Association ask Scotland Excel to defer the PCIP review until later in the financial year to ensure maximum benefit.</p> <p>The Board fully considered the draft procurement aims and objectives prior to the development of a new Procurement Strategy during 2022/23.</p> <p>The Board agreed that the Association should take Associate Membership of Scotland Excel in 2022/23.</p> <p><i>The Vice Chair handed responsibilities back to the Chair.</i></p>	<p>HH</p> <p>HH</p>
3.2	<p><u>Risk Plan</u></p> <p>The Director (DIR) presented the report to the Board and advised that a thorough review of the Risk Plan was conducted by the Audit Committee at their March meeting.</p> <p>The Board noted that there will be 1 EICR not completed before the 31 March 2022 deadline. This is due to the tenant of the property isolating due to Covid. It will be completed as soon as the tenant's isolation period ends.</p> <p>The Board noted the content of the updated Risk Map approved by the Audit Committee on 22 March 2022.</p>	
3.3	<p><u>Overview of Exposure to Cost Pressures</u></p> <p>The Director (DIR) presented the report to the Board.</p> <p>The Board fully discussed the current and potential cost pressures that the Association faces.</p> <p>D MacLeod offered to have a meeting with the Management Team to explore potential cost savings options and opportunities around current contracts.</p> <p>The Board noted the commentary on cost categories.</p> <p><i>The Board approved for the meeting to run past 8.30pm at the Chair's request.</i></p>	

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4.0	Reports for Information Only	
4.1	<u>Equalities Recruitment Analysis</u> The Governance Assistant (GA) presented the report to the Board.	
	The Board noted the content of the report.	
4.2	<u>Rent Arrears Repossession Report</u> The Head of Housing (HH) presented the report to the Board.	
	The Board noted the repossession of a tenancy due to non-payment of rent.	
4.3	<u>Scottish Housing Regulator Draft Engagement Plan 2022/23</u> The Director (DIR) presented the report to the Board.	
	The Board noted the Draft Engagement Plan for 2022/23 which will be published on the Scottish Housing Regulator’s website in early April 2022.	
4.4	<u>Verbal Update from Audit Committee Meeting on 22 March 2022</u> The Director (DIR) provided a verbal update from the Audit Committee Meeting held on 22 March 2022.	
	The Board noted the verbal updated from the meeting of the Audit Committee on 22 March 2022.	
5.0	Training None.	
6.0	Deferred Items None.	
7.0	AOCB	
7.1	<u>EVH Wage Negotiations</u> The Director (DIR) advised the Board that EVH have recommended a 4.1% increase for 2022/23. An assumption of 4% was built into the budget. The Board acknowledged the difficulty between keeping salary costs under control and their impact on rents, whilst ensuring a fair wage for staff given the current challenging financial climate. Following discussion, it was agreed to vote in favour whilst asking EVH to consider a more refined approach in future that separated junior and senior grade pay awards. The DIR will submit a response by the 19 April 2022 deadline.	
7.2	<u>25th Anniversary</u> The Director (DIR) highlighted that the Association will celebrate its 25 th Anniversary this year. The Association is currently looking at cost effective activities/events to celebrate this milestone. The DIR confirmed	

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	<p>that local communities will be at the heart of any celebrations. If Board members have any ideas, they can share them with the DIR.</p>	
7.3	<p><u>April 2022 Board Meeting</u> H Carr and R Morris submitted their apologies for the April 2022 meeting.</p>	
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 27 April 2022 <p>Venue: MS Teams.</p> <p>Meeting Concluded at 8.50pm.</p> <p>I confirm this Minute is a true and accurate record of the meeting:-</p> <p>Chair _____</p>	