

**Minutes of Shire Board Meeting  
Held on 26<sup>th</sup> April 2023  
at 18:00 at Centre Stage, Kilmarnock**

**PRESENT:** L Campbell (Chair), S Roberts (Vice Chair),  
H Carr, A Rae, W Paterson  
*N Allan, R Irvine, R Morris, W Pring (remotely)*

**CHAIR:** L Campbell (Chair)

**IN ATTENDANCE:** J Munro (Director, DIR),  
C Donnelly (Head of Corporate Services, HCOR),  
J Allison (Head of Housing, HH),  
M Scott (Asset Manager, AM)  
L McCurdy (Minute Secretary, MS)

**The Chair welcomed attendees to the meeting at 18:15.**

**Items 1.0 to 1.5 were discussed from 18.15 to 18.24.**

**The DIR presented in-house training and discussions on ‘Governance and Regulatory Matters’, from 18.24 to 19.25.**

**Items 1.6 to 8.0 (excluding items 2.2 and 4.2) were discussed following the above training session.**

**Items 2.2 and 4.2 were discussed at the end of the meeting after the MS had left at 20.26.**

Item		Action
<b>1.0</b>	<b>Formal Business</b>	
1.1	<u>Apologies</u> L Gallacher & S Lowrie.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 29<sup>th</sup> March 2023.</u> The Chair presented the minutes and invited any comments or corrections.	
	<b>The Board approved the minutes as a true and accurate record of the meeting of 29<sup>th</sup> March 2023.</b>	
1.4	<u>Action Plan</u> <ul style="list-style-type: none"> <li>Office Working Group – verbal update provided by AM, a meeting is planned for Friday 28<sup>th</sup> April with Property for Housing (PFH) and the consultancy Brown and Wallace. The Asset Manager confirmed the Association is utilising a PFH framework to potentially procure project management services and that Brown and Wallace were the highest rated consultancy on the framework. Feedback to follow.</li> </ul>	

Item		Action
	<p><b>The Board noted the content of the Action Plan.</b></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>	
1.8	<p><u>Health &amp; 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 previous meeting.</p>	
	<p><b>The Board noted the content of the Health and Safety report.</b></p>	
2.0	<p><b>Items Requiring a Board Decision</b></p>	
2.1	<p><u>Draft Management Accounts to 31<sup>st</sup> March 2023</u> The HCOR presented the report to the Board. The purpose of the report was to present the Board with the draft management accounts for the year ended 31<sup>st</sup> March 2023. Board Members discussed the budget surplus and the importance of communicating why this occurred to tenants considering the rent increase for 2023/24. The Board noted the spending variations highlighted in the report.</p>	
	<p><b>The Board approved the draft management accounts for the year to 31<sup>st</sup> March 2023, and approved the submission of the accounts to RBS.</b></p>	
2.2	<p><u>Recommendations from the Staff Structure Working Group Review</u> [FOISA Status- Exempt under Section 36 (Confidentiality)]</p>	
3.0	<p><b>Items for Discussion</b></p>	
3.1	<p><u>Business Plan – Strategic Delivery Update</u> The HH presented the report to the Board. The purpose of the report was to provide an update on our Business Plan Strategic Delivery to review progress in meeting our key business plan objectives.</p> <p><b>The Board noted the progress with the Strategic Delivery Plan including the development of a new Asset Management Strategy and a large amount of wider role work mitigating fuel poverty. The meeting also discussed the importance incorporating revised Energy Efficiency Standard for Social Housing targets into the next Delivery Plan once they are finalised by the Scottish Government.</b></p>	

Item		Action
	<p><b>The Director confirmed a Business Planning Day will be scheduled for October/November 2023 to allow the Board to undertake a more detailed review of Business Plan aspirations. Details about the event will be presented to a future meeting.</b></p>	
3.2	<p><u>Performance report – Quarter 4, 2023</u> The HH presented the report to the Board. The purpose of the report was to provide the Board with an update on KPIs and the outcome at the end of Q4 and financial year end for 2022/23.</p>	
3.3	<p><b>The Board considered and noted the Performance Update for Q4 and the financial year end for 2022/23.</b></p>	
3.3	<p><u>Barbieston Road update</u></p> <p>The DIR presented the report to the Board. The purpose of the report was to provide the Board with an update on Barbieston Road, Auchinleck.</p> <p>The DIR provided a further verbal update to the Board. The Associations solicitors confirmed on 25<sup>th</sup> April 2023 that EAC were in receipt of the signed Disposition and certified copy of the Novation. EAC will now arrange registration of the disposition at the Land Register in due course and will arrange registration of the Novation at the Books of Council and Session. Our solicitors will update the Scottish Ministers.</p> <p><b>The Board noted the update on resolving the matter with Barbieston Road.</b></p>	HH/DI R
4.0	<p><b>Reports for Information Only</b></p>	
4.1	<p><u>Asset Management Report – Quarter 4.</u> The AM presented the minutes to the Board. The purpose of the report was to provide the Board with an update on Asset Management activity pertinent to Q4 of delivery year 2022/23.</p> <p><b>The Board noted the physical and financial progress of the Asset Management delivery across Q4 of delivery year 2022/23.</b></p>	
4.2	<p><u>Draft minutes from Staff Structure Review Working Group</u> The DIR presented the draft minutes from the Staff Structure Review Working Group from 11<sup>th</sup> April 2023 to the Board.</p> <p><b>The Board approved the minute.</b></p>	
4.3	<p><u>Equalities Recruitment Analysis – Modern Apprentice 2023/24</u> The HCOR presented the report to the Board. The purpose of the report was to provide the Board with recruitment analysis for the Modern Apprentice position.</p>	

Item		Action
	<p><b>The Board noted the analysis report.</b></p>	
5.0	<p><b>Training</b> None.</p>	
6.0	<p><b>Deferred Items</b> None.</p>	
7.0	<p><b>AOCB</b></p> <ol style="list-style-type: none"> <li>1. Board Appraisals – reminder to return documents required by 28 April 2023.</li> <li>2. Innovec 365 authentication – reminder to action</li> </ol>	
8.0	<p><b>Date of Next Board Meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Wed 31<sup>st</sup> May 2023</b></li> <li>• <b>Via Teams</b></li> </ul> <p><b>Formal meeting ended at 20:50</b></p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair_____</p>	