

**Minutes of Shire Board Meeting
Held on 25th January 2023
at 18:00 Via Microsoft Teams**

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

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.

Formal business commenced at 18:02.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> Apologies received from S Roberts and N Allan. K Hair has an approved leave of absence.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 30th November 2022.</u> The Chair presented the minutes and invited any comments or corrections. The Board approved the minutes as a true and accurate record of the meeting of 30th November 2022.	
1.4	<u>Action Plan</u> a) Brief discussion on Eydent event/meeting scheduled for February 2023. b) [FOISA Status- Exempt under Section 36 (Confidentiality)]	DIR DIR
	The Board noted the content of the Action Plan.	
1.5	<u>Matters Arising</u> None.	
	W Paterson joined the meeting 18:07	

Item		Action
1.6	<p><u>Notifiable Events</u> <u>Gas Safety Inspection Failure, and the demolition of 50-56 Corserine Terrace, Dalmellington:</u> The DIR presented the report to the Board. The purpose of the report was to provide further information, including recommendations, on the Notifiable Event that occurred on 11 November 2022 following a failure to meet the statutory gas servicing deadline for a property in Craigsens.</p> <p>In addition, to also confirm that the stock disposal (demolition) at Corserine Terrace met Regulator’s requirements.</p> <p>The Board reviewed the planned mitigations for gas safety compliance and approved the recommended actions.</p> <p>Progress to be reviewed in three months (April 2023).</p> <p>The Board noted the Regulator has confirmed that the demolition of 50-56 Corserine Terrace, Dalmellington met regulatory standards.</p> <p>R Irvine joined the meeting 18:11</p>	DIR/A M
1.7	<p><u>Membership Report</u> The HCOR presented the report to the Board. The purpose of the report was to advise the Board of a membership in line with the Model Rules 2020.</p> <p>The Board approved the membership application.</p> <p>MS to follow up on relevant paperwork/recording with our new member.</p>	MS
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 November 2022 meeting.</p> <p>The AM provided a verbal update since the papers were issued to the Board; a meeting was held with our Everwarm contractor on 25th January 2023, advising us that they will be carrying out site audits. A further meeting is planned for 6th February 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>Rent Increase Consultation 2023/24 – Outcome and Approval</u> The HCOR presented the report to the Board. The purpose of the report was to consider the consultation responses from tenants on the two rent increase options (5% and 7%), to allow the Board to reach an informed</p>	

Item		Action
	<p>decision and approve the annual rent increase for 2023/24. The Board discussed the financial impact of the options including on the Association's long-term asset investment programme.</p> <p>The HCOR advised that since issuing of the Board papers, the Scottish Government confirmed that rent increases could be applied in late March 2023, with the restrictions imposed by The Cost of Living (Tenant Protection) (Scotland) Act 2022 being removed for RSLs.</p> <p>The HCOR advised that any narrative responses were passed to the relevant department for follow up and assistance, i.e., repairs or financial inclusion.</p> <p>In addition, a Cost-of-Living/Energy survey was issued to all households, welcoming responses to identify where help would be beneficial. This process is ongoing and led by our Financial Inclusion Officer, in relation to the remaining Scottish Government's Social Housing Fuel Support Funding. The 'Warm Welcome/Energy Saving' packs were also discussed; the Board commended the Association on this positive project.</p> <p>The Board considered the rent consultation responses and approved 5% as the rent increase for 2023/24.</p>	
2.2	<p><u>Draft Management Accounts for the period ended 31 December 2022</u></p> <p>The HCOR presented the report to the Board. The purpose of the report was to present Board Members with the Draft Management Accounts for the period ended 31 December 2022.</p> <p>The Board approved the Draft Management Accounts for the period to 31 December 2022.</p>	
2.3	<p>The Board approved the submission of the Management Accounts to RBS.</p> <p>The Board approved underspend in component programs and major repairs to be reallocated to boiler replacement where this is required immediately.</p>	HCOR
	<p><u>Confidential Report – Succession Planning: Care & Repair Service</u></p> <p><i>Item taken at the end of the meeting, with only Board Members and Senior Leadership Team present.</i></p> <p>The Board noted the content of the report and agreed to form a short-life working group consisting of L Campbell, A Rae, L Gallacher and S Lowrie. HCOR to circulate dates.</p>	
2.4	<p><u>Tenant & Owner Satisfaction Report - Action Plan 2022-25</u></p> <p>The HH presented the report to the Board. The purpose of the report was to present the Action Plan following results from the Tenant and Owner 3-</p>	

Item		Action
	<p>year satisfaction surveys carried out September/October 2022.</p> <p>The Board approved the Tenant & Owner Satisfaction Survey Action Plan for 2022-25. An annual review of this action plan is to be implemented and has been added to the Board reporting cycle.</p>	
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Quarterly Performance Report – Quarter 3</u></p> <p>The HH presented the report to the Board. The purpose of the report was to provide the Board with an update on Key Performance Indicators (KPI) compared to expected outcomes.</p> <p>The Board noted the Performance update for Q3 2022/23.</p>	
3.2	<p><u>Assessment Management Report – Quarter 3</u></p> <p>The AM presented the report to the Board. The purpose of the report was to provide the Board with an update on Asset Management activity pertinent to Quarter Three of the 2022/23 delivery year.</p> <p>The AM advised that the EWI programme has a deadline of 31st March 2023.</p> <p>The AM also advised that a meeting is planned for w/c 30th January 2023 with AICO, who deliver the smart homes pilot project.</p> <p>The Board noted the physical and financial progress of Asset Management delivery across Q3 for 2022/23.</p>	
4.0	<p>Reports for Information Only</p>	
4.1	<p><u>Defined Benefit Pension Scheme Update</u></p> <p>The HCOR presented the report to the Board. The purpose of the report was to provide the Board with an update on the benefits review taking place in relation to the Defined Benefit Pension Scheme.</p> <p>The Board noted the update and the ongoing legal process to verify the changes to benefits made by TPT.</p>	
4.2	<p><u>Annual Report on Register of Interests</u></p> <p>The HCOR presented the report to the Board. The purpose of the report was to provide the Board with information on declarations of interest made by staff and board members throughout the year.</p> <p>The Board noted the Annual Report on the Register of Interest.</p>	DIR
5.0	<p>Training</p> <ul style="list-style-type: none"> a) Cyber Awareness training – reminder to complete, b) Planned Corporate Board Training: <ul style="list-style-type: none"> i. 22nd February 2023 – Wylie + Bisett, Risk training ii. 29th March 2023 – TIS, Tenant Engagement 	

Item		Action
6.0	<p>Deferred Items None.</p>	
7.0	<p>AOCB</p> <ul style="list-style-type: none"> a) Board Member Referral – the DIR advised that he had verbal discussions with a potential new Board member, Ms W Pring. It was agreed that Ms Pring be invited to February’s Board Meeting as an observer. b) Patrick Harvie, MSP – office visit confirmed for Friday 3rd February 2023 c) The Director outlined that an occupant had been issued with an Unacceptable Behaviour Notice. 	
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wed 22nd February 2023, 6pm, Teams <p>The AM and MS left the meeting at 19:46 for the Board to discuss item 2.3.</p> <p>Formal meeting ended at 19:57</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair _____</p>	