

**Minutes of Shire Board Meeting
Held on 27 September 2023
at 18:00 via Teams**

PRESENT: S Roberts (Chair), W Gallacher (Vice Chair), H Carr, B Cuthbertson, S Lowrie, R Morris, W Paterson, R Patterson.

CHAIR: S Roberts (Chair)

IN ATTENDANCE: J Munro (Chief Executive, CE)
C Donnelly (Director of Corporate Services, DCOR)
M Scott (Asset Manager, AM)
J McLelland (Minute Secretary, MS)
Prof. Roger Willey (ACS)

The meeting commenced at 18.00.

In the initial absence of the Chair, the Vice Chair welcomed attendees to the meeting.

Item 1.7 was taken at this point and R Patterson was appointed as a fixed term appointee of the Management Board (see item 1.7 of minute).

R Patterson joined the meeting at this point.

The Vice Chair introduced Prof. Roger Willey, of ACS.

Prof. Roger Willey delivered Health and Safety training to the Board.

The Chair (S Roberts) and the Minute Secretary joined the meeting.

The Chair welcomed R Patterson to the Management Board.

Formal business commenced at 19.10

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> N Allan.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meetings held on 30 August 2023 and 20 September 2023</u> The Chair presented the minutes and invited any comments or corrections. 'J Cuthbertson' to be amended to 'B Cuthbertson' in attendance section of the minute of 20 September 2023. The Board approved the minutes as a true and accurate record of the meetings of 30 August 2023 and 20 September 2023, subject to the	GA

Item		Action
1.4	<p>above amendment.</p> <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> <u>RAAC</u></p> <p>Given the recent issues with Reinforced Autoclaved Aerated Concrete (RAAC) in schools across the country, the CE advised that the Association has taken a proactive approach and instructed Graham & Sibbald to survey a sample of relevant property types to establish whether any issues exist within the Association’s stock. Surveys will commence in early October 2023. The CE advised that there are currently no known issues, but should this change, the Board will be promptly and fully updated.</p>	CE
1.6	<p><u>Notifiable Events</u> None.</p>	
1.7	<p><u>Membership Report</u> The DCOR presented the report to the Board.</p> <p>The Board noted the terminations under Rule 11.1.3 and Rule 17.1. The Board approved the fixed term appointment of R Patterson to the Management Board, until September 2026.</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 August 2023.</p> <p>The Board noted the content of the Health and Safety report.</p>	
2.0 2.1	<p>Items Requiring a Board Decision</p> <p><u>Half-Year Write Off Report</u> The CE presented the report to the Board.</p> <p>The Board approved the half-year net write-off of £2,122.39 and authorised the Housing Manager to update the accounts accordingly. The Board also approved 2 off-charge long-term voids that are not being actively let due to no current demand.</p> <p><i>(Subsequent to the meeting, the Housing Manager shared an update in relation to the level of credit write off – the revised write off is £4,097.68.)</i></p>	SMT
2.2	<p><u>Policy Approvals</u> The AM presented the report to the Board on the draft Medical Adaptation</p>	

Item		Action
2.3	<p>Policy, The draft Gas Safety Policy, and the draft Electrical Safety Policy.</p> <p>The Board reviewed the policies and requested that going forward, Equalities Impact Statements contain a greater focus on how the policy affects individuals rather than the language used within the policy.</p> <p>After discussion, the Board approved the following policies:</p> <ul style="list-style-type: none"> • Medical Adaptations • Gas Safety • Electrical Safety <p><u>Housing Management System Review</u> The DCOR presented the report to the Board.</p> <p>The Board acknowledged that the development of the Association’s existing housing management system has slowed in recent years, with customer service levels from the supplier being adversely affected. The Board agreed that the project supports the futureproofing of the Association’s organisational resilience and commitment to delivering great service for tenants.</p> <p>The Board requested that the consultant supporting the project, attend a future meeting to give the Board the opportunity to scrutinise and consider the options once the project brief is further developed and refined, allowing recommendations to be scrutinised.</p> <p>The DCOR confirmed that the Board would be consulted and updated on all aspects throughout the project, including budget setting, timescales, and procurement. The Board will be provided with an update at either the December 2023 or January 2024 Board meeting.</p> <p><i>(S Lowrie left the meeting at 19.42. R Patterson left the meeting at 19.46)</i></p> <p>The Board noted the contents of the report and approved the progression of the project in terms of determining an appropriate system to fit the future needs of the business.</p>	<p>SMT</p> <p>DCOR</p> <p>DCOR</p>
2.4	<p><u>Confidential H.R Report</u> See confidential minute.</p>	
3.0	<p>Items for Discussion <u>None.</u></p>	
4.0	<p>Reports for Information Only</p>	
4.1	<p><u>Verbal Update on the Audit Committee Meeting of 5 September 2023</u> The CE provided a verbal update on the meeting of the Audit Committee on 5 September 2023 and confirmed that the Audit Committee reviewed and discussed in detail the following:</p> <ul style="list-style-type: none"> • Annual Assurance Statement and associated Assurance Map 	

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	<ul style="list-style-type: none"> Risk Map <p>The CE confirmed that the Assurance Statement will be presented to the Board for consideration at the October 2023 meeting.</p> <p>The DCOR advised that the next meeting of the Audit Committee will take place on 24 November 2023.</p> <p>The Chair confirmed that he would be happy to attend meetings of the Audit Committee, in a non-voting capacity, should the Committee deem this to be useful. The Chair is to seek approval for his attendance from the Convenor of the Audit Committee (once appointed).</p> <p>The Board noted the verbal update on the Audit Committee Meeting of 5 September 2023.</p>	CE
5.0	<p>Training None.</p>	
6.0	<p>Deferred Items None.</p>	
7.0	<p>AOCB</p>	
7.1	<p><u>EVH Wage Consultation</u> CE to draft a corporate response on behalf of the Management Board.</p>	CE
7.2	<p><u>Audit Committee Membership</u> Any Board members interested in joining the Audit Committee are to contact a member of the SMT.</p>	
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> Wednesday 25 October 2023 Venue: MS Teams. <p>Meeting concluded at 20.20.</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair_____</p>	