

**Minutes of Shire Board Meeting
Held on 29th March 2023
at 18:00 Via Microsoft Teams**

PRESENT: L Campbell (Chair), S Roberts (Vice Chair),
N Allan, H Carr, L Gallacher, R Irvine, S Lowrie, W Pring

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)
Sharon Donohoe (Tenants Information Service, TIS)

The Chair welcomed attendees to the meeting at 18:00.

Board Training on ‘Tenant Engagement’ was delivered by Sharon Donohoe of TIS, from 18:03 to 19:04.

S Lowrie joined the meeting at 18:30.

W Pring joined the meeting at 19:04.

Formal business commenced at 19:06.

Item 4.1 was discussed at the end of the meeting after MS and AM had left at 20.22.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> W Paterson and R Morris.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 22nd February 2023.</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 22nd February 2023.	
1.4	<u>Action Plan</u> <ul style="list-style-type: none"> • The AM provided a verbal update on the Office Working Group; it was noted that preliminary procurement is ongoing with a meeting to be held with two potential consultants. The OWG members agreed for the DIR, HH and AM to undertake initial meetings with the consultants to establish costs etc and to then feedback to the OWG. 	

Item		Action
	<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</u> None.</p>	
1.7	<p><u>Membership Report</u> The Director presented the report to the Board. The purpose of the report was to advise the Board of membership applications, withdrawals, and terminations in line with the Model Rules 2020.</p> <p>The Board approved the membership application. W Pring was co-opted on to the Management Board until the next AGM in September 2023. Members also noted the resignation of K Hair from the Board.</p>	
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 previous meeting.</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>Draft Risk Management Strategy and Risk Map</u></p>	
2.2	<p>The DIR presented the report to the Board. The purpose of the report was to present a draft Risk Management Strategy and an updated Risk Map for review.</p> <p>The Board commended the Association and Audit Committee for their work on Risk Management.</p> <p>The Board noted the feedback from the Audit Committee and approved the Draft Risk Management Strategy.</p> <p>The Board approved the updated Risk Map.</p>	
2.3	<p><u>Thirty Year Financial Plan</u> The HCOR presented the report to the Board. The purpose of the report was to provide the Board with an updated 30 Year Financial Plan which will be provided to RBS and will form the basis of the Five-Year Financial Plan submission to the Scottish Housing Regulator.</p> <p>Board Members noted the sensitivity analysis contained in the report. However, it was requested by a Board Member that future versions of the plan include sensitivities on worst case scenario situations, i.e., rent freezes, external factors.</p>	

Item		Action
	<p>The Board considered and approved:</p> <ul style="list-style-type: none"> a) the assumptions applied and therefore the 30-year model, b) that the model can be provided to RBS under the terms of the Facility Agreement, c) that the model can be used as the basis of the Five-Year Financial Plan submitted to the Scottish Housing Regulator, subject to updating the opening balance sheet position based on a more accurate position at 31 March 2023. 	
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Property Condition - [FOISA Status- Exempt under Section 36 (Confidentiality)]</u></p>	
	<p>The HH presented the report to the Board. The purpose of the report was to provide an update on investigations and actions taken relating to the [FOISA Status- Exempt under Section 36 (Confidentiality)]</p> <p>The Director advised that the Scottish Housing Regulator has made clear that Management Boards need to have strategic oversight of dampness and mould issues. The report provided details of a complex case being dealt with, and the steps being taken to meet our statutory, contractual, and regulatory requirements.</p> <p>The Board noted the proactive approach to dealing with the issues affecting the property. A discussion took place on utilising technology to assist in preventing dampness and mould problems. The Asset Manager stated that staff are currently looking into equipment and innovative ways to assess and record such situations.</p> <p>The Board noted the report and that a new Dampness and Mould Policy is scheduled for approval by May 2023.</p>	
3.2	<p><u>Asset Strategy Action Plan 2023-2026</u></p> <p>The HH presented the report to the Board. The purpose of the report was to seek Board approval of the Asset Strategy Action Plan for 2023-2026.</p> <p>Following discussion, the Board approved the Asset Management Strategy Action Plan for 2023-26 and scheduled an annual update.</p> <p>The Board noted the development of an in-house Sustainability Matrix to provide an initial assessment of our assets that will be used to inform any resulting property option appraisal process. An update is on this will be presented to the Board by the end of Autumn 2023.</p>	
3.3	<p><u>Long Term Voids update</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 long term voids including 34 Meikleholm Drive, Patna.</p>	

Item		Action
	<p>The Board noted the update on long term voids.</p> <p>The Board agreed the recommendations for Meikleholm Drive, Patna: to continue inspecting site safety while exploring options with the community and for removal of this item from the Board Action Plan.</p>	
4.0	<p>Reports for Information Only</p>	
4.1	<p><u>Minutes from Staff Structure Review Working Group.</u> The Director presented the minutes to the Board.</p>	
4.2	<p>The Board noted the minutes and that the next meeting was scheduled for week commencing 10 April 2023.</p>	
4.2	<p><u>Annual Return on the Charter (ARC) Validation Report</u> The HH presented the report to the Board. The purpose of the report was to present the outcomes following the annual ARC validation by CD Consultancy.</p> <p>The Board noted the ARC validation report completed by CD Consultancy and the review dates for financial year 2023/24.</p> <p>The Board approved a 1-day visit from CD Consultancy in January/February 2024 to revisit the data improvement recommendations made.</p> <p>The Board approved the removal of external single point validation and utilisation of the Scottish Housing Network good practice and other benchmarking forums for accurate ARC assurance.</p>	
4.3	<p><u>Scottish Housing Regulator – Engagement Plan for 2023/24</u> The DIR presented the report to the Board. The purpose of the report was to report the draft Scottish Housing Regulators Engagement plan for 2023/24.</p> <p>The Board noted the draft Engagement Plan for 2023/24 to be published on the Scottish Housing Regulators website in early April 2023.</p>	
4.4	<p><u>Insurance Update</u> The HCOR presented the report to the Board. The purpose of the report was to provide an update on the position with insurance for the Association’s buildings. The Director advised that he would consult Dean Reynolds, the Association’s Regulation Manager, on whether the issue was a Notifiable Event.</p> <p>The Board noted the risk management process and the actions taken.</p>	
5.0	<p>Training None.</p>	

Item		Action
6.0	Deferred Items None.	
7.0	AOCB <ol style="list-style-type: none"> 1. Board Appraisals – The DIR will action appraisals for current members, anticipated late April/May 2023. 2. Board Member Induction – The DIR will action the induction process for newly co-opted member W Pring. 3. Cyber Security – The HCOR advised Board Members that a 2-factor authentication will be in place for their Microsoft 365 accounts. 	
8.0	Date of Next Board Meeting: <ul style="list-style-type: none"> • Wed 26th April 2023 • In person: Centre Stage, Kilmarnock • 17:45 meet, formal meeting to commence 18:15 <p>Formal meeting ended at 20:27</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Chair_____</p>	