

Item		Action
	<p>property on completion of this work. Our Architect is continuing to work on drawing up plans that will meet planning conditions and inform the re-build tender. Expectation that a proposal will be submitted to East Ayrshire Council in late May. Board will be updated on progress.</p> <ul style="list-style-type: none"> - Item 7.0 27/03/19; Team Building Event The Director advised the preferred date following the Doodle Poll is Thursday 8 August 2019 for maximum Board & Staff attendance. The proposal from Connect Three is available on the secure area of the website and the Director would welcome comments. - Item 2.3 30/01/19; Owner Open Space Bills The Head of Corporate Services advised that we were alerted to a potential petition in circulation around open space billing. The organiser has to suggest dates for a possible meeting with the appropriate staff members. - Item 3.1. 27/09/17; Draft I.C.T. Policy The Head of Corporate Services confirmed that device replacement arrangements will be linked to the policy. - Item 7.4. 27/03/19; Policy Reviews The Director advised the Management Team are reviewing the policy review timetable to be shared on the secure area of the website once finalised. 	<p>DIR</p> <p>HCor</p> <p>MT</p>
1.5	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> - Customer Service Excellence Event The Head of Customer Services confirmed that the Association retained the standard and received positive feedback from tenants, partners and the assessor. The Board asked for congratulations to be passed on to Staff. The Director thanked S Roberts for attending. - EVH Salary The Director confirmed that the EVH wage settlement proposal of 2.3% was agreed following a ballot of EVH Members and the Unite Union's Members. 	
1.6	<p><u>Notifiable Event</u> None.</p>	
1.7	<p><u>Membership Report</u> None.</p>	
1.8	<p><u>Health & Safety Report</u> The Senior Asset Officer (SAO) presented the report and advised that there are no office issues to report this month.</p> <p>Board noted that a complete update of the H&S Manual from EVH has been received and shared with staff.</p> <p>Board noted there were four further instances where asbestos has been discovered during the pre-surveys for Re-wire work. The SAO confirmed that arrangements are in place to have this removed and none require to be notified to the Health & Safety Executive.</p>	

Item		Action
	<p>The Board noted that ACS has scheduled a Health & Safety Audit in September 2019. The scheduled audit will cover compliance with the H&S Manual. This will also form part of the Associations' Self-Assessment. The outcome of the audit will be presented to the Board.</p> <p>The SAO advised that the Landlord Facilities Safety Control Manual section of the EVH Health & Safety Procedures will be used as the Communal Fire Risk Assessment template. Board requested that the SAO ask ACS if the Association should have evacuation practices in place. The SAO will report back to Board with the outcome.</p> <p>The SAO confirmed that the installation, or updating, of emergency lighting may be required in communal areas such as Westgate House. This is currently being investigated.</p> <p>Board noted the content of the Health & Safety report.</p>	<p></p> <p>SAO</p> <p>SAO</p>
2.0	<p><u>Items requiring a Board Decision</u></p>	
2.1	<p><u>Barbieston Road Draft Option Appraisal Brief –Confidential Minute [FOISA Status – Exemption under Section 33 (Commercial Interests and the Economy)]</u></p>	
2.2	<p><u>2019-20 Customer Performance Targets and Performance Update</u> The Head of Customer Services presented the report to the Board. Board noted proposed performance targets are based on a continuous improvement approach. Board noted the Gross Rent Arrears target expectation is modest and reflects the on-going impact of Universal Credit (UC). This extends to Former Tenant Arrears, which are expected to increase due to the UC debt impact at point of tenancy termination. A target of £65,000 is based on current trends and will allow for the effect of UC to be closely monitored.</p> <p>The Head of Customer Services confirmed that the EESSH target, while ambitious, is realistic considering planned investment for 2019-20.</p> <p>The Board approved the Key Performance Targets for 2019-20.</p> <p><u>Performance Update</u> The Senior Customer Services Officer presented the report to the Board, highlighting key performance areas.</p> <p>The Head of Customer Services confirmed that, although it is too early to make a full assessment of the impact of the new staff structure, early indications suggest a positive impact on income recovery and expected improvement in tenancy sustainability performance from April 2019.</p> <p><u>Community Regeneration</u> The Board noted the annual Community Activity Report.</p> <p>The Head of Customer Services presented the CREO'S updated</p>	

Item		Action
2.3	<p>Community Regeneration and Engagement Framework, confirming that recommendations which were made by the Board at January's meeting have now been incorporated.</p> <p>The Head of Customer Services confirmed that the role of the CREO in the Office Project will be reflected within the CREO's Action Plan.</p> <p>The Board noted the content of the report.</p> <p><u>Energy Efficiency Standard for Social Housing (EESH) Compliance Update</u></p> <p>The Senior Asset Officer presented the report and thanked S Roberts for his input. The report detailed the approach being undertaken to validate compliance with EESH. The Board welcomed and thanked S Roberts for his input. The Board fully discussed the approach to validating the baseline data and the on-going work to re-fresh EPCs for EESH compliance. Base line data shows compliance at circa 77% with the remaining 23% being reported as exempt from the standard because of prohibitive cost or technical reasons for exemption.</p> <p>The Board noted that 483 properties have EPC's issued in 2009, and these are now close to expiry if a property is to be re-let.[FOISA Status – Exemption under Section 33 (Commercial Interests and the Economy)], Board welcomed the rolling programme of EPC renewal.</p> <p>Board noted the HUB Asset Management system has an EPC module and CAPITA has capacity to log the certificate in the property location.</p> <p>The Board noted that there are longer-term asset challenges with stock which is cost prohibitive to bring up to the required EESH standard. Discussion took place about potential future EESH targets and the impact on the Association's future Asset Management Strategy and stock investment. It was agreed to continue to monitor this, and to report potential impact to the Board.</p>	<p>CREO</p>
2.4	<p>The Board noted the progress made during 2018/19 to validate the EESH date and approved the ongoing validation approach.</p> <p><u>2019-20 Procurement Approval</u></p> <p>The Senior Asset Officer presented the report to the Board and asked Board to consider and approve the procurement process for external wall insulation and roof replacement.</p> <p>External Wall Contract - It was proposed that external wall insulation is procured through the Scottish Procurement Agency. The SAO confirmed that the 60:40 quality/price split has been determined by the SPA.</p> <p>Roof Re-Placement – Board noted Ewing Sommerville, Quantity Surveyors, are preparing the Invitation to Tender which will be placed on the Scottish Procurement website for the roof replacement element. This</p>	<p>SAO/HCS</p>

Item		Action
2.5	<p>will include a separate item to be priced for gutter cleaning across all stock, as requested by Board at the March meeting.</p> <p>The Board approved the procurement process for the planned improvements for 2019-2020.</p> <p><u>Director's Report</u> <u>Self-Assessment</u> The Board noted that the Director will present a proposal to the Audit Committee in May on how to move forward with the Assurance Statement. A further report detailing progress in reviewing regulatory compliance will then be brought to Board in June 2019.</p> <p>The Director confirmed that Wylie & Bisset, Internal Auditors, are scheduled to review our Self-Assessment Assurance approach in next year's audit plan. This will help to provide an added level of assurance before submission of our first Assurance Statement in October 2019.</p> <p>The Board agreed that should the audit timeline need to be extended by up to a further 3 days; the Audit Committee can action this without returning to Board for approval.</p> <p>The Director confirmed that the SHN Toolkit, which is currently being used, is in the process of being revised to reflect regulatory changes. A dedicated area of our secure website is being developed to produce an evidence library for future compliance validation.</p> <p><u>Health & Social Care Integration</u> The Director confirmed that following the decision by East Ayrshire Health & Social Care Partnership to end the Wet Floor Shower Pilot, a letter of comfort has been received.</p> <p>The Director advised that the Association have requested written confirmation that the Care & Repair contract will continue for a further 12 months. Thus far, only verbal confirmation has been received. Following a meeting with the Director and the Care & Repair Officer, the Health Partnership have indicated that they are looking at new service delivery models, extending the service to include cross-tenure provision. Board noted that this may cause issues around VAT liability for the Association if Care & Repair were to provide cross tenure services. The Director is currently exploring how other Care & Repair services are structured and is investigating whether establishing a subsidiary company would provide a more flexible structure going forward.</p> <p>The Board noted that the Director will present a further report to the Management Board in June 2019.</p> <p><u>RSL Adaptation Funding Bid 2019-20</u> Board welcomed that a further £10,000 of funding was received from the Scottish Government following the spend review for 2018-2019. A funding claim for £135,000 was submitted for 2019-2020 and historic</p>	<p>SAO</p> <p>DIR</p> <p>AC</p> <p>DIR</p> <p>DIR</p> <p>(Typo amended as per Board meeting 29/05/19)</p>

Item		Action
3.0	<p>trends show that the Association may be awarded between 50 to 60% of the Bid.</p> <p>The Board noted the content of the report and approved the delegation of powers to the Audit Committee to allow for up to a 3-day extension of the audit, if required.</p>	
4.0	<p><u>Items for Discussion</u> None.</p>	
4.1	<p><u>Reports for Information Only</u> <u>AGM Planning 2019</u> The Clerical Assistant presented the report. Board welcomed the analysis of the tenant feedback used to formulate the recommendations within the report.</p>	
5.0	<p>Board agreed that both Dumfries House and the Dumfries Arms Hotel are to be provisionally booked for the 18th September 2019 from 11.00am – 14.00pm. The Clerical Assistant will provide a costing analysis of both venues to determine if the external resourcing of IT facilities has a significant cost implication.</p>	CA
6.0	<p><u>Training</u> None.</p>	
7.0	<p><u>Deferred Items</u> None.</p>	
7.1	<p><u>AOCB</u> <u>Venue for Team Building Event</u> The Director invited Board members to share any ideas around potential venues. When a venue has been secured, Board will be informed via email. The Director will contact Connect Three to determine whether additional breakout rooms are required.</p>	DIR
7.2	<p><u>Office Visits</u> The Director confirmed that visits have been arranged to both Hillhead and Cordale Housing Association, who have both completed new build office projects. If any other Board members would like to attend, they are to express their interest to the Director.</p>	BOARD
7.3	<p><u>Board Member Payments</u> The Director highlighted an article around Board Member Remuneration from Scotland's Housing News and advised that this issue will become more significant as Regulatory demands continue to grow. The article references a report that will shortly be available and will be shared with the Board once it is available.</p> <p><u>Management Accounts</u></p>	DIR HCORS

Item		Action
<p data-bbox="204 315 256 344">7.6</p> <p data-bbox="204 533 256 562">8.0</p>	<p data-bbox="336 239 1350 344">The Head of Corporate Services advised that, given the time of the audit, draft management accounts will be distributed out with scheduled Board meetings.</p> <p data-bbox="336 387 501 416"><u>Attendance</u></p> <p data-bbox="336 423 1350 528">H Carr gave his apologies for the Board meeting on 29th May 2019 and advised that he will arrive late to the meeting of the Audit Committee on 16th May 2019 due to work commitments.</p> <p data-bbox="336 607 1203 678">Date of Next Board Meeting: Wednesday 29th May 2019. Venue: Lochside House Hotel, New Cumnock at 6.30 pm.</p> <p data-bbox="336 719 1273 790">Meeting Concluded at 9.30pm. I confirm this Minute is a true and accurate record of the meeting:-</p> <p data-bbox="336 864 1251 898">Chair _____</p>	