

**Minutes of Shire Board Meeting Held on 30th October 2019
at Lochside House Hotel, New Cumnock at 6.30 pm**

PRESENT: L Campbell (Chair), H Carr (Vice Chair), N Allan, S Lowrie, A Malik, R Morris, A Rae, S Roberts

CHAIR: L Campbell

IN ATTENDANCE: J Munro (Director), C Donnelly (Head of Corporate Services), C McHardy (Senior Asset Officer), J McLelland (Minute Secretary), D MacLeod (Observer), A Black (Senior Customer Services Officer), L Morrison (Financial Inclusion Assistant)

The meeting commenced at 6.30pm

The Chair welcomed new Board member A Malik, observer, D MacLeod and staff member L Morrison to the meeting.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> W Paterson and S Murray.	
	The Board acknowledged L Murphy’s ongoing leave of absence which was approved on 26 th June 2019.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meetings Held on 25th September 2019</u>	
	The Chair presented the minutes and invited comment or corrections. S Roberts requested the following amendment to the minute: <u>Page 2 – Item 1.4 – Item 1.7 – Newbiggin Update</u> It was agreed to make more explicit how heavily caveated the Letter of Comfort from the owner’s Loss Adjuster is.	
	The Board approved the minutes as a true and accurate record of the meeting of 25th September 2019 subject to the above amendment.	
1.4	<u>Action Plan</u>	
	- Item 2.1 26/09/18; Loan Refinancing	
	The Head of Corporate services advised that the closing date for the tender briefs was 25 October 2019. All three advisers who were invited submitted a tender. Assessment of submissions is still to take place.	HCOR
	The Board noted the contents of the Action Plan	

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1.5	<p><u>Matters Arising</u> - Decarbonisation Fund The Senior Asset Officer advised that £60,000 of funding has been awarded. Once formal notification has been received from the Scottish Government, the Association will publicise the project details and confirm monitoring arrangements.</p>	SAO
1.6	<p><u>Notifiable Events</u> None.</p>	
1.7	<p><u>Membership Report</u> The Clerical Assistant presented the report to the Board who considered one application received from:</p> <p style="text-align: center;">[personal details removed]</p> <p>The Board were asked to note the termination of 5 memberships under Rule 11.1.3.</p> <p>The Board approved the application for membership and noted the terminations.</p>	
1.8	<p><u>Health & Safety Report</u> The Senior Asset Officer (SAO) presented the report and advised that no general office related Health and Safety issues have occurred since the last meeting in September 2019.</p> <p>The SAO confirmed that asbestos containing materials continue to be discovered as part of the rewire programme and updates will be provided as part of the quarterly Planned Maintenance Report. Following the letter issued by the Scottish Housing Regulator (contained within the board pack), the SAO reiterated that the Association's tenants are fully informed when asbestos is discovered.</p> <p>The SAO advised that a Health and Safety audit was carried out on Monday. The preliminary report has not yet been received but the Association are expecting some issues due to the age and condition of the building. The SAO will share the report with the Board once received. The Director added that the Audit Committee will also receive the report for scrutiny.</p> <p>The Board noted the content of the Health & Safety report.</p>	SAO
2.0	<p>Items requiring a Board Decision</p>	
2.1	<p><u>Newbiggin Terrace – Reinstatement Plan</u> The Senior Asset Officer (SAO) presented the report to the Board and gave a brief synopsis of events surrounding Newbiggin for new Board members and observers.</p> <p>The SAO advised that he is meeting with the preferred contractor on</p>	

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	<p>Monday to confirm costing, specification and timescales. The SAO also advised that groundworks have now commenced. D MacLeod offered procurement advice should it be required.</p> <p>The SAO advised that the Association continues to engage with the Loss Adjuster to show that using the SPA Framework offers value for money and complies with our procurement policy.</p> <p>The Board requested that a monthly report comes to Board to provide regular updates and allow the Board to monitor progress given the risks associated with this issue.</p> <p>The Board noted the updated position and approved the use of the SPA Framework arrangements. The Board gave the Senior Asset Officer delegated authority to appoint a contractor.</p>	SAO
2.2	<p><u>Approval of Assurance Statement</u></p> <p>The Director presented the report to the Board. The Director confirmed that Internal Auditors, Wylie & Bisset, reviewed the Assurance Map in September 2019 and felt the Association had a good approach with no recommendations being made. The Convenor of the Audit Committee confirmed to the Board that the Audit Committee had reviewed the Assurance Map in great detail and were extremely impressed with the document.</p> <p>The Office Bearers noted that the document will be useful for new Board members and for the upcoming Freedom of Information requirements, providing a wealth of evidence-based information.</p> <p>The Director confirmed that periodic reviews of the Assurance Map will be carried out and the document will be incorporated into the review of the Business Plan.</p> <p>The Board noted the evidence provided by the Assurance Map and the validation provided by the Wylie & Bisset Internal Audit Report. The Board approved the wording and content of the final Assurance Statement prior to its submission to the Scottish Housing Regulator by 31 October 2019.</p> <p>The Chair signed the Assurance Statement.</p>	DIR/HCOR
2.3	<p><u>Freedom of Information (FOI) Policy</u></p> <p>The Head of Corporate Services presented the report to the Board and confirmed that the template policy drafted by SFHA/GWSF advisors has now been tailored for the Association.</p> <p>The HCOR advised that if the policy is approved, it will be uploaded to the Association's website along with the Guide to Information.</p> <p>The HCOR advised that Internal Auditors, Wylie & Bisset, will review preparations that have been undertaken for the introduction of FOI. The</p>	

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2.4	<p>auditors are on site from 31 October 2019 and will produce a report to be reviewed by the Audit Committee.</p> <p>The HCOR confirmed that the Association will offer a route through the website for FOI requests, which is easily accessible.</p> <p>The Board approved the draft Freedom of Information Policy.</p> <p><u>Confidential Item- Barbieston Option Appraisal Update</u> [FOISA Status – Exemption under Section 33 (Commercial Interests and the Economy)]</p>	HCOR
2.5	<p>The Director will keep Board abreast of any ongoing developments.</p> <p><u>Board Member Code of Conduct – Update</u> The Head of Corporate Services presented the report to the Board.</p> <p>The Board agreed that the following amendments should be made:</p> <ul style="list-style-type: none"> - Page 3 – 2.1 – change “sub-committees” to “working groups”. - Page 4 – 4.1 – change “seven” principles to “eight”. <p>The Clerical Assistant distributed the updated Code of Conduct for signing. Board members not present will have the pro-forma distributed at the next meeting.</p> <p>The Board approved the updated Code of Conduct subject to the minor amendments and confirmed their compliance with the revised document.</p>	DIR HCOR
2.6	<p><u>OSM Charge for 2018/19</u> The Head of Corporate Services presented the report to the Board.</p> <p>The HCOR expressed to the Board that an adverse reaction to the 2018/19 OSM invoicing could be expected as this will be the second bill owners will have received in the 2019 calendar year. This is due to the delay in the 2017/18 bills being distributed.</p> <p>The HCOR advised the Board that the administration cost has been reviewed to accurately reflect costs directly attributable to owners.</p> <p>The HCOR advised that any variance next year will be depend on one off works carried out.</p> <p>The Board requested that the Association inform MP’s/MSP’s and communicate with owners as much as possible.</p> <p>The HCOR confirmed that there is an allowance in the budget for [FOISA Status – Exemption under Section 33 (Commercial Interests and the Economy)]and no legal costs for debt recovery were incurred in this financial year.</p>	MT

Item		Action
<p data-bbox="193 461 256 528">3.0 3.1</p>	<p data-bbox="320 230 1366 309">The Board noted the content of the paper and approved the Open Space Charges and issuing of invoices for 2018/19.</p> <p data-bbox="320 342 1366 421">N Allan left the meeting at this point and submitted his apologies for the remainder of the meeting.</p> <p data-bbox="320 461 655 495">Items for Discussion</p> <p data-bbox="320 495 807 528"><u>Business Plan Review Timetable</u></p> <p data-bbox="320 528 1366 674">The Director presented the report to the Board and advised that the Association plans to have a Business Plan Review Day early in the New Year. The Director highlighted the importance of Board and staff involvement in the Business Plan review.</p> <p data-bbox="320 707 1366 786">The Board agreed that a Saturday meeting would allow for a higher attendance rate of Board members</p> <p data-bbox="320 819 1366 931">The Clerical Assistant will distribute a Doodle Poll for a suitable date. This will allow for a venue to be secured and a date to be arranged with a consultant.</p> <p data-bbox="320 965 1366 1043">The Director confirmed that a review of quality and price will be undertaken in sourcing a consultant to ensure value for money.</p> <p data-bbox="320 1077 1366 1223">The Board noted that the Association are planning to have a Business Plan Review Day in January/February 2020. The Board also agreed that the event will be held on a Saturday to maximise attendance.</p>	<p data-bbox="1366 965 1560 999">MT</p>
<p data-bbox="193 1261 256 1328">4.0 4.1</p>	<p data-bbox="320 1261 775 1294">Reports for Information Only</p> <p data-bbox="320 1294 1078 1328"><u>Verbal Update on October Audit Committee Meeting</u></p> <p data-bbox="320 1328 1366 1518">The Director advised the Board that the Audit Committee reviewed the Assurance Statement. Internal Auditors, Wyllie & Bisset, were present to give feedback on the Association's approach and they had no recommendations. The Risk Matrix was also discussed, with particular emphasis on Brexit and Newbiggin Terrace.</p> <p data-bbox="320 1552 1366 1664">The Director advised the Board that the Audit Committee was held at Ochiltree Community Hub and the Audit Committee felt that it was a good venue.</p> <p data-bbox="320 1697 775 1731">The Board noted the update.</p>	
<p data-bbox="193 1776 256 1809">4.2</p>	<p data-bbox="320 1776 632 1809"><u>Performance Report</u></p> <p data-bbox="320 1809 1366 1888">The Senior Customer Services Office (SCSO) presented the report to the Board.</p> <p data-bbox="320 1921 1366 2103">The SCSO advised that a meeting was held with Doon Academy to discuss the use of long-term empty properties in the Bellsbank area. Doon Academy have received funding from Ayrshire Chamber of Commerce to support a project to use the properties as training facilities for painting, decorating etc.</p>	

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	<p>The SCSO advised that the Financial Inclusion Team continue to provide early support to tenants to improve sustainability of tenancies.</p> <p>The SCSO drew Boards attention to the turnover figures in the appendix. This figure should read 0.62% rather than 62%.</p> <p>The SAO confirmed to the Board that the Association's energy assessor is completing between 30-35 EPC's per month to remain on target.</p> <p>The Board noted the performance report.</p>	
4.3	<p><u>Letter from Scottish Housing Regulator of 22 October</u> Board noted receipt of the circulated letter by e-mail on Wednesday. The Board fully discussed the issues raised within the letter. The Board are comfortable that they have been kept up to date on the asbestos findings and that the Association are dealing with these appropriately. They are also confident that the IT Security Audit and follow-up actions reflect the steps being taken by the Association to ensure cyber security. Brexit and the associated risks have been discussed fully at the meeting of the Audit Committee and continues to be updated within the Risk Map.</p>	DIR
4.4	<p><u>Verbal Update from Office Working Group (WG) Meeting of 30 October</u> Board noted that the WG are continuing to develop ideas and concepts. The question pertaining to the location of the office, included in the recent tenant satisfaction survey, evidences that the preferred option is for the office to remain in its current location. The WG continue to explore sites becoming available and a report will be brought to Board in February 2020 to review options. The Association would then potentially procure a suitably experienced project manager. The Director also highlighted that the Association is in discussion with East Ayrshire Council about the possibility of acquiring a small pocket of land adjacent to the current boundary with Murray Park.</p>	DIR
5.0 5.1	<p>Training <u>SHARE</u> The Chair confirmed that the SHARE learning brochures are available on the secure area of the website.</p>	BOARD
6.0	<p>Deferred Items <u>None.</u></p>	
7.0 7.1	<p>AOCB <u>Tender Activity Update</u> <u>Refinancing</u> Board members who would like to be involved in evaluating the refinancing tender are to make the HCOR aware.</p> <p><u>Insurance</u> The Insurance Broker is working on the tender. Recommendations will be brought to the meeting of the Board in January/February 2020.</p>	BOARD HCOR

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	<p><u>Internal Audit</u> The HCOR advised that the Internal Audit contract ends in March 2020 and the Management Team are currently looking at the timing of the tender.</p>	MT
7.2	<p><u>December Meeting Arrangements</u> The Board agreed that the December meeting will be held on Wednesday 11th December 2019. The Clerical Assistant will now secure a suitable venue.</p>	CA
8.0	<p>Date of Next Board Meeting: Wednesday 27th November 2019. Venue: Ochiltree Community Hub, Ochiltree at 6.30 pm.</p> <p>Meeting Concluded at 9.30pm. I confirm this Minute is a true and accurate record of the meeting:-</p> <p>Chair_____</p>	