

**Minutes of Shire Board Meeting Held on 11<sup>th</sup> December 2019  
at the Fenwick Hotel, Fenwick at 6.30 pm**

**PRESENT:** L Campbell (Chair), \*H Carr (Vice Chair), S Lowrie, W Paterson, A Rae

**CHAIR:** L Campbell

**IN ATTENDANCE:** J Munro (Director), C Donnelly (Head of Corporate Services), C McHardy (Senior Asset Officer), A Black (Senior Customer Services Officer), C Murphy (Care & Repair Officer), J McLelland (Minute Secretary)

**The meeting commenced at 6.30pm**

| Item       |   | Action          |
|------------|---|-----------------|
| <b>1.0</b> | <b>Formal Business</b>  |                 |
| 1.1        | <u>Apologies</u><br>N Allan, D MacLeod, A Malik, R Morris, S Roberts.   |                 |
|            | The Board acknowledged L Murphy's ongoing Leave of Absence which was approved on 26 <sup>th</sup> June 2019.                              |                 |
|            | The Director advised that S Murray had submitted a written request for a three month Leave of Absence, beginning with immediate effect.   |                 |
|            | <b>The Board agreed a three month Leave of Absence for S Murray.</b>  |                 |
| 1.2        | <u>Declaration of Interest</u><br>None.   |                 |
| 1.3        | <u>Minutes of the Meeting Held on 27<sup>th</sup> November 2019</u><br>The Chair presented the minute and invited comment or corrections. |                 |
|            | Item 1.2 – typo – manger amended to manager.  |                 |
|            | <b>The Board approved the minute as a true and accurate record of the meeting of 27<sup>th</sup> November 2019.</b>                       |                 |
| 1.4        | <u>Action Plan</u>  |                 |
|            | - Item 2.4 28/08/19 <b>Open Space Maintenance</b>   |                 |
|            | The Head of Corporate Services advised that invoices had now been issued and payments were starting to be received.                       |                 |
|            | - Item 7.1 30/10/19 <b>Tender Activity</b>  |                 |
|            | The Director advised that the Internal Audit Invitation to Tender will be published in the next few weeks.                                | <b>DIR/HCOR</b> |
|            | - Item 2.1 27/11/19 <b>2019 Tenant and Owner Satisfaction Survey</b>  |                 |
|            | The Director confirmed that the Tenant Panel met last week to develop the draft Action Plan.  |                 |

| Item |  | Action |
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|      | <p>- Item 2.1 27/11/19 <b>Loan Refinancing</b><br/>[FOISA Status – Exemption under Section 33 (Commercial Interests and the Economy)]</p> <p>- Item 2.5 24/04/19 <b>Care &amp; Repair – Service Structures</b><br/>The Director advised that East Ayrshire Council have confirmed that the Care and Repair Service will go to tender in January 2020. A report will be brought to Board in January, outlining what the detail within the tender means for the Association.</p> <p><b>The Board noted the contents of the Action Plan</b></p>   | DIR    |
| 1.5  | <p><u>Matters Arising</u><br/>None.</p>  |        |
| 1.6  | <p><u>Notifiable Events</u><br/>None.</p>  |        |
| 1.7  | <p><u>Membership Report</u><br/>None.</p>  |        |
| 1.8  | <p><u>Health &amp; Safety Report</u><br/>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 November 2019.</p> <p>The SAO advised the Board that one of the Association’s semi-detached properties in Patna has incurred significant damage following a fire which originated in an adjoining owner’s property. The SAO advised that East Ayrshire Council have issued a ‘Notice of Removal’ for the property and have deemed it structurally unsound. The SAO confirmed that the tenant is not allowed access to the property until this notice is lifted and the tenant is residing with relatives. Both the surveyor and the structural engineer are meeting with the Maintenance Officer on Tuesday 17 December. The Customer Services Officer has visited the tenant and will continue to liaise with them on a weekly basis. The Scottish Fire and Rescue Service and Police Scotland are currently investigating the cause of the fire, the findings of which will be reported back to the Board once received. The Director has also been liaising with the Fire Service to ensure that notification is provided when an incident involving a Shire property occurs.</p> <p><b>The Board noted the content of the Health &amp; Safety report.</b></p> | SAO    |
| 2.0  | <p><b>Items requiring a Board Decision</b></p>   |        |
| 2.1  | <p><u>Newbiggin Terrace Update</u><br/>The SAO presented the report to the Board. The SAO confirmed that he and the Maintenance Officer met with Morris &amp; Spottiswood (the building contractor), the architect and the quantity surveyor on 5 December 2019 and reaffirmed that the project is on track to be completed by June 2020.</p> <p>The SAO advised that an update report will be brought to Board in</p>   | SAO    |

| Item |  | Action |
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|      | January.   |        |
|      | <b>The Board noted the report.</b>   |        |
| 2.2  | <u>Draft Board Member Expenses Policy</u>  |        |
|      | The Director presented the report and draft policy to the Board.   |        |
|      | <b>The Board approved the draft Board Member Expenses Policy.</b>  |        |
| 2.3  | <u>Community Regeneration and Engagement Officer Recruitment Options</u>   |        |
|      | The Director presented the report to the Board.  |        |
|      | The Board discussed in detail the options available and which would be most likely to assist the Association to recruit a suitably skilled person.   |        |
|      | <b>The Board agreed to amend the post to a Grade 6 position. The Board requested that the SMT review the person specification and reconsider the essential requirements. The Board also requested that the job title is reviewed.</b>  | SMT    |
| 3.0  | <b>Items for Discussion</b>  |        |
|      | <u>None</u>  |        |
| 4.0  | <b>Reports for Information Only</b>  |        |
| 4.1  | <u>Draft Audit Committee Minutes – 27 November 2019</u>  |        |
|      | <b>The Board noted the draft Audit Committee minutes for the meeting held on 27 November 2019.</b>   |        |
| 5.0  | <b>Training</b>  |        |
| 5.1  | <u>Register of Training</u>  |        |
|      | The Chair requested that Board members send details of any relevant training undertaken in last 12 months to the Clerical Assistant.   | BOARD  |
| 6.0  | <b>Deferred Items</b>  |        |
|      | <u>None.</u>   |        |
|      | *H Carr joined the meeting at this point   |        |
| 7.0  | <b>AOCB</b>  |        |
| 7.1  | <u>Office Christmas Closure</u>  |        |
|      | The Director confirmed that the office will close at 4.45pm on Monday 23 December 2019 and will reopen on Monday 6 January 2020. Staff will be contactable should any issues arise. The Director advised that the emergency out of hours phonenumber will be tested over the festive period following recent issues. |        |
| 7.2  | <u>Christmas Donation</u>  |        |
|      | The Board agreed to donate £300 to local East Ayrshire charity, Create   |        |

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|------|---|--------|
|      | <p>a Smile Scotland. Consideration will be given to making an earlier donation next year to allow for the funds to be used in the lead up to Christmas.</p>   |        |
| 7.3  | <p><u>Rent Consultation</u><br/>The HCOR advised that Rent Consultation Packs were distributed last Friday. Responses are starting to come in, with Survey Monkey being the most popular method of response thus far. The Clerical Assistant will email Board members to determine availability to attend Rent Consultation Events.</p> | CA     |
| 7.4  | <p><u>Tender Interview Panel</u><br/>The Clerical Assistant will email Audit Committee members to determine availability to sit on the interview panel. This will allow the Director to include an interview date within the tender.</p>  | CA     |
| 7.5  | <p><u>Thank You</u><br/>The Chair took the opportunity to thank the Board and staff for their support and hard work over the year. This will be passed on to staff not in attendance.</p>   |        |
| 8.0  | <p><b>Date of Next Board Meeting: Wednesday 29<sup>th</sup> January 2020.</b><br/><b>Venue: Ochiltree Community Hub at 6.30pm.</b></p> <p><b>Meeting Concluded at 7.30pm.</b><br/>I confirm this Minute is a true and accurate record of the meeting:-</p> <p>Chair _____</p>   |        |