

Item		Action
	<p>- Item 2.5 24/06/20; Repairs and Maintenance Contract The Director confirmed that the new repairs and maintenance contract is going well. Good progress is being made with void properties, with more analysis to be carried out over the coming weeks to monitor the service. The Director confirmed that an initial issue with appointments has now been resolved.</p> <p>- Item 3.4 29/01/20; Community Engagement The Board noted that the C.A.N.I. Group were awarded charitable status this week. Therefore, the group are now able to apply for change of use of the Association's property.</p> <p>The Board noted the contents of the Action Plan.</p>	
1.5	<p><u>Matters Arising</u> None.</p>	
1.6	<p><u>Notifiable Events</u></p> <ul style="list-style-type: none"> • Transfer of Property Securities to RBS <p>The Board noted that the Transfer of Property Securities to RBS has been notified to the Scottish Housing Regulator, in line with the Notifiable Events Policy.</p> <p>The Board took the opportunity to thank the Head of Corporate Services for her hard work on delivering the refinance.</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. The Board noted that no general office related Health and Safety issues have occurred since the last meeting in June 2020.</p> <p>The Board noted that the Director will provide a full update around Covid-19 under Item 3.1.</p> <p>The SAO advised that an update regarding the electrical rewire contractor will be discussed under Item 3.3.</p> <p>The Board noted that stand alone risk assessments for specific roles and service functions will be updated as services resume.</p> <p>The Board noted the content of the Health & Safety report.</p>	<p>SAO</p>

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<p>2.0</p> <p>2.1</p>	<p>Items requiring a Board Decision</p> <p><u>New Draft Model Rules</u></p> <p>The Director presented the report to the Board.</p> <p>In relation to rule 61.1 and 61.2, the HCOR confirmed that the Association have Management Liability cover in place, which protects Board members.</p> <p>The Board requested that the Association liaise with Addleshaw Goddard to determine what scope the Association has in terms of amending the wording of the following rules: 60.2,18.1, 44.1.</p> <p>If Addleshaw Goddard advise that amendments are not possible, the Board requested that the feedback from the Board is passed to the SFHA for them to consider.</p> <p>The Board approved the new draft rules, which will be formally reviewed by Association Members at the SGM on 23 September 2020.</p> <p><i>R Irvine left the meeting at this point.</i></p>	<p>DIR</p> <p>DIR</p>
<p>2.2</p>	<p><u>Management Accounts for period ended 30 June 2020</u></p> <p>The Head of Corporate Services (HCOR) presented the report to the Board and advised that the net operating surplus for the period is £361k ahead of budget. This is a result of lower than budgeted costs due to the extreme lockdown restrictions in the Quarter.</p> <p>The Board thanked the HCOR for the inclusion of the supporting appendix which they have found extremely helpful.</p> <p>The HCOR advised that furlough grant is claimed from HMRC for the relevant member of staff, on a monthly basis and is reflected in the accounts.</p> <p>The Board welcomed the Community Engagement spend, made possible through the Supporting Communities Fund, and encouraged the Association to utilise the entirety of the Community Engagement Budget.</p> <p>The Board approved the Draft Management Accounts for the period to 30 June 2020.</p> <p>Items 3.3 and 3.4 were taken at this point.</p>	
<p>2.3</p>	<p><u>Castleview Avenue, Galston – Update</u></p> <p>[FOISA Status – Exempt under Section 36 (Confidentiality)]</p>	

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2.4	<p><u>Confidential H.R. Report</u> See confidential minute.</p>	
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Director’s Report including Covid-19 Update</u> The Director presented the report to the Board.</p> <p>➤ Covid-19: Impact on Service Delivery The Director advised that arrears have remained relatively static. However, staff are mindful that arrears may be impacted as the Furlough scheme ends.</p> <p>➤ Care and Repair Services The Director confirmed that the Association discussed the tender documents, issued on 3 August 2020, with Addleshaw Goddard. Addleshaw Goddard have confirmed that what is within the tender can be delivered without impacting on the Association’s charitable basis and therefore, without setting up a subsidiary. The HCOR has also spoken with a V.A.T. specialist who has confirmed that there would be no issue with delivering the service through the existing delivery structure.</p> <p>➤ Governance The Director advised that potential dates for a separate meeting in early October, to discuss the Business Plan in detail, will be circulated to Board members.</p> <p>The Director advised the Board that the appraisal programme is scheduled to commence in October 2020.</p> <p>The Board noted the report, particularly the progress in re-establishing services following the Covid-19 pandemic, and the measures taken to allow a small increase in staff use of the office.</p>	DIR/GA
3.2	<p><u>Performance Report – Quarter 1 2020/21</u> The Director presented the report to the Board on behalf of the Senior Customer Services Officer.</p> <p>The Board noted that the dip in Universal Credit received in May was due to a combination of “missed payments” from the 12 out of 13 cycle, and the impact of a change to the calculation impacting assessment periods in May. The position recovered in June.</p> <p>The Board asked that staff continue to focus on financial inclusion assistance as the financial impact of the pandemic on tenants continues to unfold over the coming months.</p> <p>The Board welcomed the positive trend emerging with regards to the repairs service right first-time figures.</p> <p>The Board considered and noted the Performance update to July 2020.</p>	

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3.3	<p><u>Planned Maintenance Report</u></p> <ul style="list-style-type: none"> ➤ Rewire Contract <p>The Asset Management Consultant (AMC) provided the Board with an update on the rewire contract and the current contractor's reluctance to provide a date for the resumption of the rewire framework in occupied properties.</p> <p>The Board noted that the Association is looking to bolster capacity to progress the rewire contract whilst meeting the Scottish Government's Covid-19 guidelines. The Board wish to reiterate that the Association does not wish for GD Chalmers to carry out the works if they cannot do this safely and in accordance with the guidance, hence why costs based on a longer working methodology have been obtained. The Board feel it is also important to ensure Value for Money for the Association's tenants and welcome the Association's decision to obtain costs from an alternative contractor.</p> <p>Costs received from both GD Chalmers and the alternative contractor will be analysed by ESP, with a written response expected by 4 September 2020. Board will be updated on the outcome.</p> <p>The Senior Asset Officer (SAO) presented the remainder of the report to the Board:</p> <ul style="list-style-type: none"> ➤ EWI <p>The SAO advised the Board that he met with AC Whyte today, who confirmed that they now have the building warrant required to progress the next phase of the project in Netherthird.</p> <ul style="list-style-type: none"> ➤ Roof Replacement <p>The SAO will explore how the Association would exercise missing shares powers should this be required as the programme includes private owners.</p> <ul style="list-style-type: none"> ➤ Castleview Avenue, Galston <p>[FOISA Status – Exempt under Section 36 (Confidentiality)]</p> <p>The Board noted the physical and financial progress of the Planned Improvements Programme for 2020-2021.</p>	<p>AMC</p> <p>SAO</p> <p>SAO</p>
3.4	<p><u>Newbiggin Terrace Update</u></p> <p>The Senior Asset Officer (SAO) presented the report to the Board and advised that good progress is being made on site.</p> <p>The SAO advised the Board that the insurers have confirmed that they will not pay for an Air Source Heat Pump (ASHP) and this will incur an additional cost of approximately £7,000 to the Association. The Board fully discussed the pros and cons of the ASHP. The Board requested that the SAO investigates whether Renewable Heat Incentive (RHI) funding would be available. If no funding is available, the Association are</p>	<p>SAO</p>

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3.5	<p>not to proceed with the ASHP system, instead installing a gas boiler. This information is to be obtained ASAP to prevent causing any delay with the project.</p> <p>The SAO advised that an update will be brought to Board in September.</p> <p>The Board noted the updated position.</p> <p><i>The SAO left the meeting at this point</i></p> <p>Item 2.3 was taken at this point.</p> <p><u>Open Space Ground Maintenance Contract Extension</u> The Director presented the report to the Board.</p> <p>The Chair outlined the background as to why the contract was not tendered by June 2020.</p> <p>The Board ratified the Chair’s decision to award a 1-year extension to the Open Space Contract, with the contract being re-procured in 2020/21.</p>	SAO
3.6	<p><u>Secretary’s Pre-AGM Report</u> The Director presented the report to the Board.</p> <p>The Board noted that all necessary actions for the 2020 AGM have been adhered to on behalf of the Association by the Secretary.</p>	
4.0	<p>Reports for Information Only None.</p>	
5.0	<p>Training None.</p>	
6.0	<p>Deferred Items None.</p>	
7.0	<p>AOCB</p>	
7.1	<p><u>A Fond Farewell</u> The Chair advised that this evening would be L Murphy’s final Board meeting before retiring at the AGM. The Chair thanked L Murphy on behalf of the Board for actively guiding the Association through challenging times. L Murphy’s hard work and commitment to the Association was noted by both the Board and the Senior Management Team, who have benefitted from Laura’s sound advice during her time on the Board.</p> <p>L Murphy thanked the Board for their kind words and advised that she has thoroughly enjoyed her time on Shire’s Board, particularly getting to know both Board members and the staff team.</p>	

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8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 23 September 2020 (Post AGM Board Meeting) • Wednesday 30 September 2020 <p>Venue: Ochiltree Community Hub at 6.30pm or remotely.</p> <p>Meeting Concluded at 8.45pm. I confirm this Minute is a true and accurate record of the meeting:-</p> <p>Chair _____</p>	