

**Minutes of Shire Board Meeting Held on 27th May 2020
at 6.30 pm via Microsoft Teams Application (Covid-19)**

PRESENT: L Campbell (Chair), H Carr (Vice Chair), N Allan (Convenor), S Lowrie, D MacLeod, A Malik, L Murphy, W Paterson, A Rae, S Roberts

ABSENT: S Murray

CHAIR: L Campbell

IN ATTENDANCE: J Munro (Director), C Donnelly (Head of Corporate Services), L Miller (Head of Customer Services), C McHardy (Senior Asset Officer), J McLelland (Minute Secretary)

The meeting commenced at 6.30pm

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> None. The Board acknowledged R Morris' leave of absence, which was agreed on 25 th March 2020. The Director confirmed that he had spoken R Morris and that he will be resuming full participation from June 2020.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting Held on 29th April 2020</u> The Chair presented the minute and invited comment or corrections. The Board approved the minute as a true and accurate record of the meeting of 29th April 2020.	
1.4	<u>Action Plan</u> - Item 2.1 25/03/20; Barbieston Road, Auchinleck The Director provided an update and advised the Board that he has contacted East Ayrshire Council to arrange a meeting. The Association is currently awaiting a response from EAC. - Item 3.2 25/03/20; Newbiggin Terrace The Director provided an update and advised that work remains on hold due to the current Covid-19 restrictions. Legal advice received indicates any potential delay to complete will be reasonable in the circumstances. The Director advised that Morris & Spottiswood will be required to provide the relevant health and safety documentation with regards to	SAO

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	<p>Covid-19 requirements before the Association will permit access to the site. Board will be updated as progress develops.</p> <p>- Item 2.1 25/03/20; Castleview Avenue, Galston</p> <p>[FOISA Status – Exempt under Section 36 (Confidentiality)]</p> <p>The Board noted the contents of the Action Plan.</p>	DIR
1.5	<p><u>Matters Arising</u></p> <p>None.</p>	
1.6	<p><u>Notifiable Events</u></p> <p>None.</p>	
1.7	<p><u>Membership Report</u></p> <p>None.</p>	
1.8	<p><u>Health & Safety Report</u></p> <p>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 April 2020.</p> <p>The SAO advised that 1 remaining item is outstanding following the Health & Safety Audit. The Board requested that the SAO take this action forward and encourage staff to update Risk Assessments in order to complete the Action Plan.</p> <p>The SAO advised that staff are completing home working DSE Assessments to reflect operating practice due to Covid-19. Board noted preparations are underway to stock PPE to enable staff to resume services when restrictions begin to ease.</p> <p>W Paterson will share a presentation around working from home with the Head of Corporate Services (HCOR).</p> <p>The Board noted the content of the Health & Safety report.</p>	<p>SAO</p> <p>WP</p>
2.0	Items requiring a Board Decision	
2.1	<p><u>Covid-19 Update</u></p> <p>The Director presented the report to the Board.</p> <p>The Director advised that staff wellbeing remains a key focus. Wellbeing information is being shared with staff on a regular basis and the Senior Management Team are carrying out personal welfare calls.</p> <p>The Board welcomed the news that the Association was awarded £50,000 from the Scottish Government's Supporting Communities Fund. The Director advised that the funds have begun to be distributed to local groups. Board noted that the Association is open to distributing funds to</p>	

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	<p>organisations/groups out with the list of core groups included in the report. Evidence is being gathered as to how the Association is distributing funds and how these funds will be used by groups.</p> <p>The Director advised that the Association's contract with MPS will terminate on 30 June 2020. The situation has been discussed with the Regulator and they are comfortable with the action being taken.</p> <p>The Director advised that cyber security remains a risk, with staff working remotely from home. Staff have been advised to remain vigilant and this will be reiterated during the staff meeting tomorrow.</p> <p>The Board noted the likelihood of the Association continuing with home working and remote Board meetings for the foreseeable future.</p> <p>The Director advised that measures are being taken to mitigate the risks associated with dated computers. The ICT Performance Officer is currently trying to source additional hardware, but the supply chain has been adversely affected by the Covid-19 crisis. This will remain a key priority for the Association going forward to ensure business continuity.</p> <p>The Board noted that the annual Gas Servicing Programme is due to recommence in June 2020. The Health and Safety Executive have issued revised guidance which states that it would be reasonable to delay a service for tenants who are vulnerable, shielding, or self-isolating. Board noted that robust evidencing of this will be required.</p> <p>The Director advised that the Association would follow the Scottish Government's joint guidance with COLSA on property allocations. Safe practices for resuming allocations and void work will be developed in line with this guidance.</p> <p>The Board noted that the Care and Repair team are liaising with partners to increase essential and external work services where it is safe to do so.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the ongoing challenges presented by the Covid-19 crisis and the actions being taken by the Association to mitigate associated risks. • Agreed that as the lockdown restrictions ease, the Association should resume the allocation of void properties as soon as practicably possible, subject to the development of robust risk assessments and procedures that protect staff and tenants. • Agreed to resume "essential" Care and Repair services in partnership with the East Ayrshire Health and Social Care Partnership. <p>[FOISA Status – Exempt under Section 36 (Confidentiality)]</p>	<p>DIR</p> <p>ICT</p>

Item		Action
2.2	<p><u>Maintenance Contracts: Reactive Repairs/Voids, and Gas Maintenance</u> The Head of Customer Services (HCS) presented the report.</p> <p>- Repairs and Maintenance Contract, Proposed Contingency Appointments</p> <p>The HCS thanked Board members for their feedback over the course of the month as the situation developed following MPS's termination on 30 June 2020. The Senior Management Team, Office Bearers and Members with legal and procurement expertise have collaborated over the past month, helping to establish legal position, TUPE requirements and contingency arrangements.</p> <p>[FOISA Status – Exemption under Section 33 (Commercial interests and the Economy)]</p> <p>- Potential Extension of the Gas Maintenance Contract The HCS advised that since the time of writing, the Association was notified of Saltire's transfer of ownership to United Capital. Addleshaw Goddard have confirmed that this does not change the legal status of the contract and the Association can still consider the extension. However, Addleshaw Goddard have agreed with the Association to amend the draft acceptance letter to include acknowledgement of transfer of ownership to United Capital and suggested adding the following:</p> <p>1 - Performance will be closely monitored; and 2 - That the Association be notified of any key personnel changes.</p> <p>The HCS will circulate the revised Addleshaw Goddard acceptance letter to Board for comment.</p> <p>The Board fully discussed the issue of extending the Gas Maintenance Contract and noted the pragmatic approach being taken by the Association to safeguard services. It was acknowledged that there are risks attached to this option, but the Board felt that it was the best option available.</p> <p>The Board considered and approved:</p> <ul style="list-style-type: none"> • Turner Property Services as Primary Contingency Repairs and Maintenance Service Provider for a period of 6 months, subject to a mutually agreed extension, • DM Home shield and A-Catch Environmental & Property Services as Interim Contingency Support Providers as per the terms above, • The extension of Saltire's Gas Maintenance Contract for a further 12-months, subject to a revised acceptance letter from Addleshaw Goddard. 	HCS

Item		Action
2.3	<p><u>Annual Subscriptions – Scottish Federation of Housing Association (SFHA) Membership</u></p> <p>The Director presented the report to the Board.</p> <p>The Board fully discussed the costs and benefits of re-joining the SFHA and agreed that, given the uncertain climate created by Covid-19, the Board will revisit this item in November 2020.</p> <p>This will allow for a better evaluation of the impact of Covid-19 on the Association and will enable the final decision on membership to be worked into the budget.</p> <p>The Director advised that SFHA have published revised Model Rules, which will cost the Association £500 to purchase given the decision to not re-join at this present time. It was noted that adoption of the new Model Rules is a regulatory requirement.</p> <p>The Board agreed that the Director will bring this item back to Board in November 2020. It was agreed to Purchase the new Model Rules and to progress their adoption at the next Annual General Meeting.</p>	DIR
2.4	<p><u>Planned Maintenance Budget Update</u></p> <p>The Senior Asset Officer (SAO) presented the report to the Board.</p> <p>In terms of ad hoc capital works, which saw some heating systems replaced earlier than planned, the HCS advised that Vokera model heating systems seem to be failing earlier than their anticipated life span, with replacements scheduled in the next 3-5 years.</p> <p>The Board requested that Appendix 1 and 2 are included for all quarterly reports and that a more detailed breakdown of 'other' costs in Appendix 2 is provided going forward.</p> <p>The Board discussed and noted that Covid-19 will impact next year's programme of planned works.</p> <p>The Board noted the year end position of the Planned Maintenance Programme for 2019-2020.</p> <p>A Malik and C McHardy left the meeting at this point.</p>	SAO
2.5	<p><u>Confidential Staffing Update – (Item taken at the end of the meeting)</u> [FOISA Status – Exempt under Section 36 (Confidentiality)]</p>	
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Outline Review of Assurance Statement</u></p> <p>The Head of Corporate Services (HCOR) presented the report to the Board. The HCOR advised that the Assurance Map is a working document which has continued to be updated since last year's</p>	

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	<p>submission. The HCOR proposed that the Audit Committee review the changes to the Assurance Map and overall cumulative evidence, prior to final approval by the Board.</p> <p>The Board approved the proposed approach, with the Audit Committee reviewing the changes to the existing Assurance Map and the overall cumulative evidence in August/September for final approval by the Board thereafter.</p>	AC
4.0	Reports for Information Only	
4.1	<p><u>Customer Service Excellence Retention</u></p> <p>The Board welcomed and noted the positive report outcome. The Head of Customer Services (HCS) advised that the Association achieved a Compliance Plus award in the Culture criteria during this year's assessment, in recognition of the Association's response to diversifying services during the Covid-19 pandemic. The Board requested that their congratulations and thanks are passed on to the staff team.</p> <p>The Board noted the findings of the report and the dates for next year's full re-accreditation assessment.</p>	
4.2	<p><u>Verbal Feedback from ARC Data Validation</u></p> <p>The Director advised that CD Consultancy carried out a validation visit, remotely, on 18 and 19 May. 19 Indicators were tested, with 11 being fully validated, 6 were online for validation and 2 partially validated. C Dugan noted improved data performance compared to previous years.</p> <p>The Director advised that C Dugan's full report has now been received and this will be brought to Board in June as part of the ARC Approval report.</p> <p>The Board noted the updated position and commended the staff team for their efforts.</p>	DIR/HCS
5.0	<p>Training</p> <p><u>None.</u></p>	
6.0	<p>Deferred Items</p> <p><u>None.</u></p>	
7.0	AOCB	
7.1	<p><u>H Carr</u></p> <p>Given that meetings are now being held remotely, H Carr advised that he is now able to remain on the Board, with travelling distance no longer being an issue. Board welcomed this news.</p>	
7.2	<p><u>Reporting Cycle</u></p> <p>The Head of Corporate Services (HCOR) advised the Board that the items on the Reporting Cycle for May that do not feature in May's Agenda have been taken in previous months, with the exception of ARC</p>	

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7.3	<p>Approval which will be brought to Board in June.</p> <p><u>Loan Refinancing</u></p> <p>The Head of Corporate Services (HCOR) provided an update and advised that a report will be brought to Board in June.</p>	HCOR
8.0	<p>Date of Next Board Meeting: Wednesday 24th June 2020.</p> <p>Venue: Ochiltree Community Hub at 6.30pm or remotely.</p> <p>Meeting Concluded at 8.20pm.</p> <p>I confirm this Minute is a true and accurate record of the meeting.</p> <p>Chair_____</p>	