

**Minutes of Shire Board Meeting Held on 29<sup>th</sup> April 2020  
at 6.30 pm via Microsoft Teams Application (Covid-19)**

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

**CHAIR:** L Campbell

**IN ATTENDANCE:** J Munro (Director), C Donnelly (Head of Corporate Services), L Miller (Head of Customer Services), 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> D MacLeod, A Malik, S Murray.	
	The Board acknowledged R Morris' leave of absence, which was agreed on 25 <sup>th</sup> March 2020.	
1.2	<u>Declaration of Interest</u> None.	
	1.3 <u>Minutes of the Meeting Held on 25<sup>th</sup> March 2020</u> The Chair presented the minute and invited comment or corrections.	
	<b>The Board approved the minute as a true and accurate record of the meeting of 25<sup>th</sup> March 2020.</b>	
1.4	<u>Action Plan</u> - Item 2.1 27/11/19; <b>Loan Refinancing</b> The Head of Corporate Services (HCOR) provided an update and advised that the Association is currently waiting on RBS providing an update on all matters. Initial discussions around the matter of valuation have suggested that RBS would be content with an update to the JLL valuation, which was carried out last year, due to the current restrictions caused by the Covid-19 pandemic, with a new physical review being carried out when it is safe to do so.  - Item 2.6 26/02/20; <b>Procurement</b> The Director provided a verbal update and advised that draft pre-procurement tender documents are likely to be reviewed by the Asset Team and D MacLeod over the next few weeks.  - Item 2.1 25/03/20; <b>Castleview Avenue, Galston</b>  [FOISA Status – Exempt under Section 36 (Confidentiality)]	<b>AT/DM</b>

Item		Action
	<p>- Item 4.3 26/06/19; <b>Office Re-Development</b> Given the current Covid-19 pandemic, the Convenor of the Audit Committee suggested that this item be pushed back until June, with the possibility of extending this further depending on the longevity and associated restrictions caused by the crisis.</p> <p><b>The Board noted the contents of the Action Plan.</b></p> <p>1.5 <u>Matters Arising</u> None.</p> <p>1.6 <u>Notifiable Events</u> None.</p> <p>1.7 <u>Membership Report</u> None.</p> <p>1.8 <u>Health &amp; Safety Report</u> The Director presented the report. The Board noted that no general office related Health and Safety issues have occurred since the last meeting in March 2020.</p> <p>The Director advised that the Action Plan, following the Health &amp; Safety Audit, continues to be actioned and updated.</p> <p>In relation to the current Coronavirus pandemic, the Director advised that all major works and construction sites have been shut down, in accordance with the guidance from the Scottish Government and UK Parliament. In terms of the rebuild at Newbiggin Terrace, the Board noted that the site has closed, and the Association have received a letter from Morris &amp; Spottiswood, the construction provider, to confirm this. The deadline for completion is July 2020. However, the Association's insurers do not foresee any adverse consequences if this deadline is not possible due to the current crisis as the build had commenced and was on track for completion prior to the pandemic. The Board noted that the owners of the adjoining property are being kept fully informed.</p> <p>The Director advised that the Association's office has had a 'deep clean' carried out and the HCOR has been issuing regular guidance to staff in relation to home working and health and wellbeing.</p> <p>The Director advised that a more detailed update around the Covid-19 crisis will be provided under Item 2.1.</p> <p><b>The Board noted the content of the Health &amp; Safety report.</b></p> <p><b>2.0 Items requiring a Board Decision</b></p> <p>2.1 <u>Review of the Organisational Impact of Covid-19 Crisis</u> The Director presented the report to the Board.</p> <p>The Board noted that the Association have so far been able to cope well</p>	<p><b>OWG</b></p>

Item		Action
<p>2.2</p>	<p>with Scottish Housing Regulator and Scottish Federation of Housing Association's requests for information and data.</p>	
	<p>The Director advised that discussions are underway with regards to alternative arrangements for the AGM should lockdown or social distancing measures remain.</p>	
	<p>The HCOR advised that staff are being encouraged to take leave during this time to ensure that staffing levels throughout the remainder of the year remain stable. Leave balances will continue to be reviewed to prevent a concentrated influx in leave requests, which would not be feasible for the business to accommodate.</p>	SMT
	<p>The Board noted their concerns around the contradictory guidance from the Scottish Government and the Health and Safety Executive with regards to gas safety inspections. It was agreed that the Association will make tenants aware that these checks are still expected to go ahead, in line with the Health and Safety Executive guidance. The HCS advised that where tenants refuse access for fear of Covid-19, capping would not occur. The Board highlighted the importance of documenting all reasonable access attempts if an inspection is completed after the expiry date.</p>	HCS
	<p>The Director advised that, following notification from MPS of their intention to terminate the reactive repairs contract, the Association is seeking legal advice on the required period of notice and potential recourse via the Parent Company Guarantee. Advice will be provided by Morton Fraser as Addleshaw Goddard have a conflict of interest, with Mears also being a client of theirs. The Director advised that work is underway to secure alternative contract arrangements before termination. This will also allow time to re-procure a longer-term contract to deliver Reactive &amp; Void Maintenance services going forward.</p>	HCS/SAO
<p>In light of MPS' intent to terminate their reactive repairs contract, the Board fully discussed delaying the procurement of the gas maintenance contract to avoid a situation where both contracts are due to be procured simultaneously. The Board requested that the Association seek legal advice from Addleshaw Goddard on this matter. The HCS will liaise with Saltire to gauge their willingness to extend the contract for a further 12 months. The Board will be updated at the May Board Meeting.</p>	HCS DIR	
<p><b>The Board noted the ongoing challenges presented by the Covid-19 crisis, and the actions being taken by the Association to mitigate the risks associated with the crisis.</b></p>		
<p><u>Confidential Barbieston Road Update – Legal Opinion</u></p> <p>[FOISA Status – Exempt under Section 36 (Confidentiality)]</p>		

Item		Action
2.3	<p><u>Quarter 4 Draft Management Accounts</u> The Head of Corporate Services (HCOR) presented the report to the Board, advising that the overall surplus for the year is ahead of budget.</p> <p>The HCOR advised that, despite the current Covid-19 crisis, Alexander Sloan, External Auditor, is planning to carry out the Association's audit as planned. This will be done remotely. The HCOR is currently preparing Statutory Accounts and Schedules. The audit may be harder to complete due to this remote alternative and, as such, the Association may not be in a position to sign off the Financial Statements in June 2020.</p> <p>The Board discussed increasing the community spend budget for 2020/21 and agreed that, particularly given the current crisis, an increase would be beneficial and would better allow the Association to support its local communities.</p> <p><b>The Board approved:</b></p> <ul style="list-style-type: none"> <li>• <b>the Draft Management Accounts for the year to 31 March 2020 for use in the draft financial statements for audit and thereafter submission to the Co-operative Bank,</b></li> <li>• <b>an increase of £5,000 to the community budget for 2020/21.</b></li> </ul>	HCOR
2.4	<p><u>Confidential Review of the Coronavirus Job Retention Scheme</u></p> <p>[FOISA Status – Exempt under Section 36 (Confidentiality)]</p>	
2.5	<p><u>Confidential Planned Maintenance External Wall Insulation Budget Review</u></p> <p>[FOISA Status – Exempt under Section 36 (Confidentiality)]</p>	
2.6	<p><u>Confidential Staff Review</u></p> <p>[FOISA Status – Exempt under Section 36 (Confidentiality)]</p>	
3.0 3.1	<p><b>Items for Discussion</b></p> <p><u>Performance Report</u> The Head of Customer Services (HCS) presented the report to Board.</p> <p>The Board welcomed an overall positive year-end position and agreed to delay consideration of the 2020/21 performance targets until the impact of lockdown becomes clearer. This will establish a more realistic performance position for the year ahead. A timeframe will be included in the Action Plan.</p> <p>The HCS advised that C Duggan will carry out the Annual Return on the Charter (ARC) validation on 18<sup>th</sup> and 19<sup>th</sup> May. The focus of this year's validation is to review all partially validated indicators from last year's submission and all new and updated indicators in the new ARC. Board noted that the SHR have extended the ARC submission deadline to 31 July 2020.</p>	SMT

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	<p>The HCS advised that no assistance, has as yet, been requested for homeless accommodation from East Ayrshire Council.</p>	
	<p><b>The Board noted the Performance Report and agreed that the 2020/21 performance targets will follow later in the year when the Association can better review the impact of the Covid-19 pandemic. This will be added to the Action Plan with a timeframe.</b></p>	
4.0	<p><b>Reports for Information Only</b></p>	
4.1	<p><u>Interim Review Reports: Investors in People and Investors in Young People</u></p>	
	<p>The Head of Customer Services (HCS) presented the report to the Board and welcomed any questions.</p>	
	<p><b>The Board considered the findings and recommendations contained within the Interim Review Reports and noted that these will contribute towards shaping the 2020-2025 Business Plan, which is currently being developed.</b></p>	
4.2	<p><u>Equalities Recruitment Analysis – Community Engagement Co-ordinator</u></p>	
	<p>The Governance Assistant presented the report to the Board.</p> <p>The Director advised that Alan Thomas has now taken up his role and is being proactive in creating networks.</p> <p><b>The Board noted the report.</b></p>	
5.0	<p><b>Training</b></p>	
	<p><u>None.</u></p>	
6.0	<p><b>Deferred Items</b></p>	
	<p><u>None.</u></p>	
7.0	<p><b>AOCB</b></p>	
7.1	<p><u>EVH Board Representatives</u></p> <p>S Lowrie and W Paterson confirmed that they wish to remain as Shire Board representatives for EVH and permitted the Association to provide EVH with their email addresses.</p>	
8.0	<p><b>Date of Next Board Meeting: Wednesday 27<sup>th</sup> May 2020.</b></p>	
	<p><b>Venue: Microsoft Teams.</b></p>	
	<p><b>Meeting Concluded at 8.00pm.</b></p>	
	<p>I confirm this Minute is a true and accurate record of the meeting:-</p>	
	<p>Chair _____</p>	