

**Minutes of Shire Board Meeting Held on 30 September 2020
at 6.30 pm via Microsoft Teams Application (Covid-19)**

PRESENT: L Campbell (Chair), N Allan, R Irvine, D MacLeod, W Paterson, S Roberts

CHAIR: L Campbell

IN ATTENDANCE: J Munro (Director), C Donnelly (Head of Corporate Services), A McGrath (Asset Management Consultant), J McLelland (Minute Secretary), L Morrison (Financial Inclusion Assistant), T Pogson (Scotland’s Housing Network), T Tokarczyk (Scotland’s Housing Network)

The meeting commenced at 6.30pm

The Chair welcomed members to the meeting.

Scotland’s Housing Network Performance Analysis Visit

The Chair welcomed Tim Pogson to the meeting to give the annual Performance Analysis presentation to the Board. Tim highlighted the areas of excellence and those for improvement. The Chair thanked Tim Pogson for his presentation. The Director will provide all Board members with a copy of the presentation for information.

L Morrison, T Pogson and T Tokarczyk left the meeting at this point.

N Allan joined the meeting at this point.

Formal business commenced at 7.40pm

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> H Carr, R Morris and A Rae.	
	The Board acknowledged A Malik’s leave of absence which was approved on 23 September 2020.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meetings held on 26 August 2020 and 23 September 2020</u>	
	The Chair presented the minutes and invited comment or corrections.	
	The Board approved the minutes as a true and accurate record of the meetings of 26 August 2020 and 23 September 2020.	

Item		Action
1.4	<p><u>Action Plan</u> - Item 3.3 26/08/20; Rewire Programme The Director and the Asset Management Consultation (AMC) advised the Board that despite the challenges around the rewire contract, work is due to commence. March-ins are intended to start on Monday 5 October 2020. The AMC advised the Board that a decant property is being prepared for households who required asbestos removal as well as a rewire.</p> <p>- Item 7.2 24/06/20; Board Appraisals The Director confirmed that he has a meeting with A Smith tomorrow afternoon. The Chair asked that Board members complete and return their appraisal questionnaire once issued by the Director/A Smith.</p> <p>The Board noted the contents of the Action Plan.</p>	BOARD
1.5	<p><u>Matters Arising</u> None.</p>	
1.6	<p><u>Notifiable Events</u> ➤ Gas Safety Inspection Failure The Director presented the report to the Board and advised that the deadline for an annual gas safety inspection for a property in Auchinleck was missed due to the tenants displaying Covid-19 symptoms and undertaking a period of self-isolation. The Director advised the Board that there is a robust audit trail which evidences the reason for the deadline being missed and a clear process is in place with Saltire for any future incidences. The Director confirmed that he has reported the Notifiable Event to the Scottish Housing Regulator, in line with the Notifiable Events Policy.</p> <p>The Board noted the report.</p>	
1.7	<p><u>Membership Report</u> The Governance Assistant presented the report to the Board and asked that they note the termination of 8 memberships under Rule 11.1.3.</p> <p>The Board requested that the Association analyse the trends in membership over the last 5 years. The Board also asked that the Association explore membership retention, looking at alternative ways to engage with members.</p> <p>The Board noted the termination of 8 memberships under Rule 11.1.3.</p>	GA
1.8	<p><u>Health & Safety Report</u> The Director presented the report to the Board.</p> <p>The Director advised that the Maintenance Officer (MO) was involved in</p>	

Item		Action
2.4	<p>The Director presented the report to the Board on behalf of the Senior Customer Services Officer.</p> <p>The Board noted the content of the report and approved the half-year net write-off of £1,203.60, authorising the Senior Customer Services Officer to update accounts accordingly.</p> <p><u>Castleview Avenue, Galston</u> The AMC presented the report to the Board and apologised for the late issuing of the report, which was due to a delay in receipt of the final Tender Report from the Ewing Sommerville Partnership. The AMC also highlighted the error in the covering report which stated that a 60/40 quality/price ratio was used to assess the tenders; the returned tenders were assessed on price.</p> <p>The Board discussed the content of the Tender Report, including the assessment of the tenders on price rather than on a price/quality ratio, and what feedback had been sought from companies who did not return tenders. It was agreed that the Director and AMC undertake a review of the process, including discussion with Ewing Sommerville Partnership, and if necessary, consulting with Addleshaw Goddard solicitors before any work is instructed. The Director confirmed that he would consult with Board Members on the outcome of the review before any decision is taken on how to proceed.</p>	
2.5	<p><u>Confidential H.R. Report</u> See confidential minute.</p>	SMT
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Newbiggin Terrace Update</u> The Director and the AMC updated the Board and advised that work is progressing well, with a target completion date of 30 October 2020.</p> <p>The Director confirmed that the property will be allocated via the Common Housing Register, the same as all other allocations.</p> <p>The Board noted the updated position. An update report will be brought back to Board in October.</p>	
4.0	<p>Reports for Information Only</p>	
4.1	<p><u>Draft Audit Committee Minute</u> The Board noted the draft minute from the meeting of the Audit Committee in August 2020.</p>	

Item		Action
5.0	Training None.	
6.0	Deferred Items None.	
7.0	AOCB None.	
8.0	Date of Next Board Meeting: <ul style="list-style-type: none"> • Wednesday 28 October 2020 Venue: Ochiltree Community Hub at 6.30pm or remotely. Meeting Concluded at 9.05pm. I confirm this Minute is a true and accurate record of the meeting:- Chair _____	