

**Minutes of Shire Board Meeting Held on 16 December 2020
at 6.00 pm via Microsoft Teams Application (Covid-19)**

PRESENT: L Campbell (Chair), H Carr (Vice-Chair), R Irvine, D MacLeod, W Paterson, A Rae, 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 Gallacher (Observer), A Smith (Allanpark Consultant)

The meeting commenced at 6.00pm

The Chair welcomed A Smith, Allanpark Consultant, and L Gallacher, observer, to the meeting.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> A Malik and N Allan.	
1.2	<u>Declaration of Interest</u> Item 2.3 - L Campbell advised that he is an employee of Scotland Excel.	
1.3	<u>Minutes of the Meeting held on 25 November 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 meeting of 25 November 2020.	
1.4	<u>Action Plan</u> - Item 2.2 28/11/18; Professional Membership Fees The Director confirmed that this item will hopefully be brought to the Board in February 2021, supported by the new People Development Strategy which is currently being drafted to support the Business Plan Vision.	DIR
	The Board noted the contents of the Action Plan.	
1.5	<u>Matters Arising</u> None.	
1.6	<u>Notifiable Events</u> ➤ Gas Safety – Office and Netherthird Property The Director presented the report to the Board, confirming that the failure to carry out the office gas safety inspection arose as a result of a combination of software reporting error and human error. The	

Item		Action
1.7	<p>Director confirmed that steps have now been taken to include the office in the automated process of generating gas safety inspection work. Additional checks and revised procedures have also been put in place to make reviewing and validating the automated gas safety job lines a more robust process.</p> <p>The Director advised that the gas safety inspection failure in Netherthird, due to tenant self-isolation, and the Association's Office have been reported to the Scottish Housing Regulator (SHR). The SHR are satisfied with the way the Association has dealt with both incidents.</p> <p>The Board welcomed the steps taken by the Association and agreed that there is no requirement at this time for a further review of gas safety procedures by Internal Auditors.</p> <p>The Director confirmed that the Asset Team and Customer Service team are working closely to support tenants with any underlying issues that may deter them from arranging their gas safety inspections, such as financial hardship.</p> <p>The Board noted the Notifiable Events report.</p> <p><u>Membership Report</u> The Governance Assistant presented the report to the Board.</p> <p>The Chair confirmed that W (Liam) Gallacher would also like to be considered for co-option onto the Management Board.</p> <p>The Governance Assistant advised that following a manual review of the Membership Register, it was found that some tenant members had sadly passed away, with a further tenant failing to provide a forwarding address following a move. Therefore, these memberships are noted for termination. The Governance Assistant advised the Board that the ICT Performance Officer will explore the possibility of flagging tenant members within Open Housing System. This would ensure a less onerous and more reliable process for keeping the Membership Register up to date. The Board will be provided with an update at the January 2021 meeting.</p> <p>The Board noted that the Association will run a membership marketing campaign in the new year.</p> <p>The Board approved the membership application and noted the terminations under Rule 17.1 and Rule 11.1.2. The Board also approved the co-option of W Gallacher onto the Management Board.</p>	<p>GA/ICT</p> <p>SMT</p>
1.8	<p><u>Health & Safety Report</u></p>	

Item		Action
<p>2.0</p> <p>2.1</p>	<p>The Asset Management Consultant (AMC) presented the report to the Board and advised that there has been one Health and Safety incident since the last meeting – as reported by the Director under Item 1.5.</p> <p>The AMC confirmed that the Scottish Government’s decision to move the local authority area to Level 3 restrictions has resulted in the resumption of reactive non-emergency repairs. Internal Planned Improvements remain on hold given the proximity to the festive period shutdown and the tentative nature of the current situation regarding restrictions.</p> <p>The Board noted the content of the Health & Safety report.</p> <p>Items requiring a Board Decision</p> <p><u>Board Appraisal Review Report</u></p> <p>The Director gave an overview of the process undertaken by A Smith of Allanspark Consultants.</p> <p>The Chair advised that he found the one-to-one sessions with Board Members extremely valuable. The Chair welcomed the recommendations within the report and expressed his commitment to taking them forward to strengthen the Board. The Chair confirmed that he will discuss the report further with the Director, particularly in relation to exploring the merits of members’ suggestions to improve the Board experience.</p> <p>The Board agreed that an Action Plan incorporating the recommendations should be produced.</p> <p>A Smith advised Board Members that Personal Development Plans (PDPs) will be sent to the Chair to be signed off before being issued to members. It is hoped that Board Members will have their PDP before Christmas.</p> <p>A Smith clarified that the review focussed on members’ own assessments of the Board, with additional observations from A Smith. This allows for the Board to take ownership of the process and the final conclusions drawn.</p> <p>A Smith advised that her observation around scrutiny and challenge is reflected in the Training Plan and urged the Board to consider a competency-based system to allow a more comprehensive, consistent, and measured framework.</p> <p>The Board thanked A Smith for her comprehensive report.</p> <p>The Board noted the Board Appraisal Review Report and requested that an Action Plan is devised, incorporating the recommendations within the report.</p>	<p></p> <p>CHAIR/ DIR</p> <p>DIR</p>

Item		Action
2.2	<p><u>Draft Business Plan Strategy</u> The Director presented the report and welcomed Board opinion on the revisions to the draft Business Plan Strategy, which will inform the wider Business Plan. A short discussion followed about the revised Business Plan Strategic objectives.</p> <p>The Board reviewed and approved the revised strategic objectives. The Senior Management Team will now accelerate the completion of the five-year Business Plan.</p>	SMT
2.3	<p><u>Reactive Repairs Procurement Update</u> The Asset Management Consultant (AMC) presented the report to the Board.</p> <p>The AMC confirmed that there have been 2 expressions of interest following the publication of the Contract Notice on the Public Contract Scotland (PCS) website.</p> <p>The Board noted that following discussions with Scotland Excel, it has been confirmed that they do not currently have a single framework that would meet the Association's reactive repair requirements.</p> <p>The Board agreed that the financial risk to the Association if a contractor were to fail financially is low as all works are paid on completion. There is, however, a risk in term of service continuity and reputational damage. The Association will review the last three years' Financial Statements to obtain a picture of the viability of the contractor to mitigate such risks as much as possible.</p> <p>The Board noted the progress made on the procurement of the new Reactive Maintenance Contract, particularly in relation to the Contract Form. The Board agreed that the Association should continue to progress Single Contract Award procurement.</p>	
2.4	<p><u>Confidential Verbal Update on H.R.</u> See confidential minute.</p>	
3.0 3.1	<p>Items for Discussion</p> <p><u>Risk Plan</u> The Head of Corporate Services (HCOR) presented the report to the Board and advised that a thorough review of the Risk Map was carried out by the Audit Committee at their November meeting.</p> <p>The HCOR advised that Risk 1.10 - Impact of Covid 19 Pandemic - covers a wide range of issues which are laid out in the Covid Risk Map. The Covid Risk Map will be brought back to Board in January 2021 for review.</p>	DIR

Item		Action
	<p>The Board noted the content of the updated Risk Map approved by the Audit Committee.</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>Christmas Donations</u> The Director advised that there has been no Cash for Kids funding this year, as such, the Association has utilised the Community Engagement Budget to support 48 children.</p> <p>The Director also advised that PMP made a generous donation of food parcels for distribution to tenants. The Board thanked the AMC and her colleagues at PMP for their contribution. It was noted that staff have also donated a significant amount of food.</p>	
7.2	<p><u>Eydent Update</u> The Chair provided an update on the Eydent Meeting that was held earlier this month, particularly the desire to increase joint working.</p>	
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 27 January 2021 <p>Venue: Remotely via Teams.</p> <p>Meeting Concluded at 7.20pm. I confirm this Minute is a true and accurate record of the meeting:-</p> <p>Chair _____</p>	