

**Minutes of Shire Board Meeting Held on 27 January 2021  
at 6.00 pm via Microsoft Teams Application (Covid-19)**

**PRESENT:** L Campbell (Chair), H Carr (Vice Chair), N Allan (Convenor of the Audit Committee), L Gallacher, R Irvine, A Malik, 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) A Black (Customer Services Manager)

**The meeting commenced at 6.00pm**

Item		Action
<b>1.0</b>	<b>Formal Business</b>	
1.1	<u>Apologies</u> D MacLeod.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 16 December 2020</u> The Chair presented the minutes and invited comment or corrections.	
	<b>The Board approved the minutes as a true and accurate record of the meeting of 16 December 2020.</b>	
1.4	<u>Action Plan</u> - Item 3.4 29/01/20; <b>Community Engagement – Mosaic Project</b> The Director provided an update and advised that it is likely that the project will reach completion in February/March. The Board will be updated on completion. Board members were advised that pictures are available on the Association’s social media platforms.  - Item from 27/11/2019; <b>ICT Hardware</b> The Head of Corporate Services (HCOR) provided an update and asked that Board members, who have not already done so, return the survey on the use of devices.  - Item 1.7 16/12/2020; <b>Membership</b> The Governance Assistant (GA) advised the Board that various options for identifying tenants who are Members have been discovered. This will aid in maintaining the Membership Register. The ICT Performance Officer is currently waiting on guidance from Capita before a final decision will be made.	<b>CEC/DIR</b>          <b>BOARD</b>          <b>ICT/GA</b>

Item		Action
	<p>- Item 2.1 16/12/2020; <b>Board Appraisal Review</b> The Director asked that Board members confirm that they are happy with the draft Performance Development Plans. This will allow the Director to finalise the draft Action Plan and bring this to Board for approval in February 2021.</p> <p><b>The Board noted the contents of the Action Plan.</b></p>	<b>BOARD/DIR</b>
1.5	<p><u>Matters Arising</u> None.</p>	
1.6	<p><u>Notifiable Events</u> None.</p>	
1.7	<p><u>Membership Report</u> None.</p>	
1.8	<p><u>Health &amp; Safety Report</u> The Asset Management Consultant (AMC) presented the report to the Board and advised that no general office related Health and Safety issues have occurred since the last meeting in December 2020.</p> <p>The AMC confirmed that, in line with the tighter lockdown restrictions introduced by the Scottish Government on 26 December 2020, the Association is currently only carrying out emergency or urgent repairs and outdoor repair work. The Board noted that work to void properties continues to progress, whilst planned maintenance works, such as kitchen and window replacements, remain on hold until restrictions are lifted or relaxed.</p> <p><b>The Board noted the content of the Health &amp; Safety report.</b></p>	
2.0	<p><b>Items requiring a Board Decision</b></p>	
2.1	<p><u>Rent Increase for 2021/22: Tenant Consultation and Decision</u> The Head of Corporate Services (HCOR) presented the report to the Board. The Board discussed and considered the consultation results, welcoming the increased response rate and noting that consultation methods were solely virtual due to the pandemic.</p> <p>The HCOR advised that staff are following up on all comments where contact information has been provided. The Board welcomed the reduction in comments on rent affordability in comparison to last year.</p> <p>The Board felt it would be important to provide tenants with the rationale behind the new office project when the time comes, highlighting that the current office would require ongoing expenditure due to the age and condition of the building, to manage expectations and understanding of expenditure.</p>	SMT

Item		Action
2.2	<p>The Board discussed and considered the findings that the majority of tenants (67.7%) preferred the lower increase of Option 1 - 1.0% with 29% preferring Option 2 – 1.2%. The Board discussed the outcome at length and agreed that it is imperative that we demonstrate that we listen and take account of the views of our tenants.</p> <p><b>The Board approved a 1.0% annual rent increase for 2021/22.</b></p> <p><u>Q3 Management Accounts</u></p> <p>The Head of Corporate Services (HCOR) presented the Quarter 3 draft Management Accounts for approval to allow them to be submitted to RBS (Royal Bank of Scotland).</p> <p>The HCOR advised the Board that the Care and Repair Service was excluded from the budget entirely, with neither income nor cost included. The Care and Repair Officer has organised a meeting with East Ayrshire Council to discuss the current financial position given the reduced requirement for certain services during Covid restrictions. The Board will be updated on the outcome.</p> <p>The Board noted there are no issues regarding cash resources or loan covenant compliance.</p> <p>The Board discussed the favourable headline variances, which were largely a result of the pandemic. The HCOR confirmed that where necessary, unfulfilled projects have been re-budgeted for the next financial year and advised that this will not endanger covenants.</p> <p>The Board agreed that it is imperative for the Association to give a clear message to tenants that the money that we have been unable to spend on components this year will be invested into our properties when the situation allows.</p> <p>The Board had a comprehensive discussion around the underspend and acknowledged that the SMT (Senior Management Team) and staff have had to put less pressing matters on hold due to the additional workload brought about by the pandemic. Therefore, the Board asked that the SMT discuss with staff and consider options to engage external consultants to support staff and drive forward projects which could be funded from the budget underspend.</p> <p>The HCOR advised the Board that there is budget remaining for any Board members who wish to undertake training.</p> <p>The Board took the opportunity to thank the staff team for their hard work during the pandemic and requested that the SMT explore options for a staff event when the situation allows. The Board welcomed the steps being taken by the SMT to ensure staff wellbeing and requested that this remains a key focus going forward.</p>	<p>HCOR</p> <p>SMT</p> <p>SMT</p> <p>SMT</p>

Item		Action
2.3	<p><b>The Board approved the Quarter 3 Management Accounts and the submission to RBS as presented.</b></p> <p><u>Office Working Group Update – Tender Brief for Project Manager</u> The Director presented the report to the Board, highlighting the need to engage a project manager to give the project momentum.</p> <p>The Working Group expressed that they are keen to involve the new members of staff in the development of the brief – the Asset Manager and the Head of Housing. The Director confirmed that staff members will also be consulted early in the design process to allow for an office space which meets the needs of the staff team.</p> <p>The Board had a detailed discussion around the changing trends and needs in offices post Covid.</p> <p>The Board expressed the importance of integrating the IT Strategy and the office development, taking a longer-term view of the Association's requirements.</p> <p>L Gallacher offered to join the Office Working Group.</p> <p>The HCOR advised that the Audit Committee are also looking for members. Any Board members who are interested are to contact the Director or the HCOR.</p>	
2.4	<p><b>The Board approve the drafting of a brief by the Management Team to support the procurement of a Project Manager. The Board noted that the brief will be presented at the March 2021 meeting for approval.</b></p> <p><u>Barbieston Road Option Appraisal – Updated Report (Confidential)</u> The Director presented the report to the Board.</p> <p>The Board fully discussed the content of the final report, [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p><b>The Board reviewed the revised final Option Appraisal report. The Board approved:</b></p> <ul style="list-style-type: none"> <li>• For the report to be shared with both the Scottish Government and East Ayrshire Council,</li> <li>• For the Director to arrange a further meeting with the Scottish Government and East Ayrshire council to seek solutions.</li> </ul>	SMT
2.5	<p><u>Confidential H.R. Update</u> See confidential minute.</p>	DIR DIR

Item		Action
<p><b>3.0</b></p> <p>3.1</p>	<p><b>Items for Discussion</b></p> <p><u>Quarterly Performance Report</u> The Customer Services Manager (CSM) presented the report to the Board.</p> <p>The CSM advised that the campaign to generate interest in difficult to let stock, as referred to in the paper, has resulted in 3 difficult to let properties in Dalmellington being let this week, with a further 2 enquiries about Westgate House, Newmilns.</p> <p>The Board welcomed the securing of communities grant funding in both the first and second tranche. The CSM advised that more funding will be available, and the Association intend to apply.</p> <p>The Board thanked the CSM for a clear and informative paper. The Board welcomed the Community Engagement update and the work being carried out by staff to support local communities.</p> <p>The Board also took the opportunity to pass on their thanks to both PMP and the staff team for their foodbank donations.</p> <p><b>The Board noted the Performance Report.</b></p>	
<p>3.2</p>	<p><u>Covid Risk Map</u> The Head of Corporate Services (HCOR) presented the report to the Board.</p> <p>The Board welcomed the report and the maintenance and implementation of the Covid Risk Map, which demonstrates good practice and good governance.</p> <p><b>The Board noted the report and the appended Risk Map.</b></p>	
<p>3.3</p>	<p><u>Planned Maintenance Report</u> The Asset Management Consultant (AMC) presented the report to the Board.</p> <p>The AMC advised the Board that an external electrical lighting scheme at Cessnock Gardens, Hurlford is underway.</p> <p>[FOISA Status- Exempt under Section 36 (Confidentiality)]</p> <p><b>The Board noted the physical and financial progress of the Planned Maintenance Improvement Programme for 2020/21.</b></p>	<p>SMT</p>
<p>3.4</p>	<p><u>Update on new EESSH2 (Energy Efficiency Standard in Social Housing 2) Guidance</u> The Asset Management Consultant (AMC) presented the report to the</p>	

Item		Action
	<p>Board.</p> <p>The Board fully discussed the content of the report and agreed that it is vital that the new Asset Manager and Head of Housing look at implementing an Energy Efficiency Investment Policy.</p> <p>The Board also highlighted the importance of the Association positioning itself for the future and investigating how EESSH plays into the longer-term strategy.</p> <p><b>The Board noted the content of the report, in particular, that the new Asset Manager and Head of Housing will work with the Management Team to monitor EESSH 2 milestones and present the Board with options around how the Association can meet these requirements.</b></p>	AM/HH
4.0	<p><b>Reports for Information Only</b> None.</p>	
5.0	<p><b>Training</b> None.</p>	
6.0	<p><b>Deferred Items</b> None.</p>	
7.0	<p><b>AOCB</b></p>	
7.1	<p><u>A McGrath</u> With the new Head of Housing due to take up the role on 1 February 2020, the Board took the opportunity to thank A McGrath for her valuable contribution to the Association since her arrival. The Board thanked A McGrath for her time and effort during this transitional period, and for providing support to the Asset Management area of the business.</p>	
7.2	<p><u>Website Update</u> The HCOR asked that Board members who do not already have a picture and biography for the website, send these to the ICT Officer to allow the website to be kept up to date. Any Board member who wishes to update their existing biography can also send updates to the ICT Officer.</p>	BOARD
7.3	<p><u>Eydent Meeting</u> The Chair advised the Board that he attended a virtual Eydent Meeting with the Director. The Annual Conference was discussed, and it was agreed that SHARE would be engaged to help with the planning and execution of the event. The Chair and the Director will provide the Board with any updates.</p>	CHAIR/ DIR
8.0	<p><b>Date of Next Board Meeting:</b></p> <ul style="list-style-type: none"> <li><b>Wednesday 24 February 2021</b></li> </ul>	

Item		Action
	<p data-bbox="336 277 624 313"><b>Venue: MS Teams.</b></p> <p data-bbox="336 351 802 387"><b>Meeting Concluded at 8.10pm.</b></p> <p data-bbox="336 389 1286 425">I confirm this Minute is a true and accurate record of the meeting: -</p> <p data-bbox="336 499 1254 535">Chair _____</p>	