

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

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

CHAIR: L Campbell

IN ATTENDANCE: J Munro (Director), C Donnelly (Head of Corporate Services), J Allison (Head of Housing), M Scott (Asset Manager), J McLelland (Minute Secretary) S Lowrie (Observer)

ABSENT: R Irvine, W Paterson

The meeting commenced at 6.00pm

The Chair welcomed attendees to the meeting.

| Item | | Action |
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| 1.0 | Formal Business | |
| 1.1 | <u>Apologies</u> None. | |
| 1.2 | <u>Declaration of Interest</u> None. | |
| 1.3 | <u>Minutes of the Meeting held on 29 September 2021</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 29 September 2021. | |
| | <i>A Rae joined the meeting at this point.</i> | |
| 1.4 | <u>Action Plan</u> | |
| | - Item 2.5: Barbieston Road [FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)] | |
| | - Item 2.1: Westgate House | |
| | The Asset Manager (AM) advised that the drone footage obtained will be shared with the Board. | DIR |
| | The DIR advised the Board that plans are underway for the Association to have a ‘walk around’ Newmilns with Newmilns Regeneration Association and Historic Environment Scotland. | |

| Item | | Action |
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| | <p>Funding opportunities will be explored with Historic Environment Scotland.</p> <ul style="list-style-type: none"> - Item 2.4: Refugee Resettlement Programme The Head of Housing (HH) confirmed that two properties in Netherthird are being held for the programme. The first family will arrive next week, with no date yet set for the second family. The Association met with the Refugee Resettlement team on 27 October 2021, with the HH confirming that partnership working has been outstanding. The HH advised the Board that the Customer Service Assistant (CSA) has played a key role in developing and driving the programme. The Board asked for their thanks to be passed to the CSA for her hard work and dedication in successfully delivering the programme. - Item 2.2: Social Event The DIR confirmed that funding may be available from East Ayrshire Council for a team building event for staff and Board. It is probable that the event will take place in February/March 2022, with Connect Three facilitating. The Board welcomed this. <p>The Board noted the content of the Action Plan.</p> | AM |
| 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> The Director (DIR) presented the report to the Board.</p> <p>The Board approved the appointment of S Lowrie and R Morris to the Management Board on three-year fixed term appointments.</p> <p><i>S Lowrie joined the meeting at this point.</i></p> | |
| 1.8 | <p><u>Health & Safety Report</u> The Asset Manager (AM) presented the report to the Board and advised that no general office related Health and Safety issues have occurred since the last meeting in September 2021.</p> <p>N Allan advised of surplus PPE supplies available through an organisation that he is involved in. N Allan will set up a conversation with the relevant parties. The Community Engagement Coordinator (CEC) will liaise with local community group who may benefit.</p> <p>The Board noted the content of the Health & Safety report.</p> | CEC |
| 2.0 | <p>Items requiring a Board Decision</p> | |

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| 2.1 | <p><u>Draft Assurance Map and 2021 Assurance Statement</u> The Director (DIR) presented the report to the Board, advising that the Audit Committee fully reviewed the document at their September meeting.</p> <p>The Board welcomed the report and highlighted that the Assurance Mapping document demonstrates the breadth of work carried out by the Management Board, Senior Management Team, and wider staff team.</p> <p>The DIR confirmed that the ‘Strong’ and ‘Substantial’ ratings referred to within the Assurance Map are based on the Internal Auditors criteria for assurance ratings.</p> <p>The Director outlined development areas, where work is ongoing to strengthen regulatory compliance including effective collection and use of equalities information to ensure services are inclusive and confirmed that further work will be undertaken on adopting a human rights’ approach to services, with the regulator due to provide further guidance on this.</p> <p>The Board requested that ‘Future Actions’ are given more specific timelines going forward to further enhance the Assurance Map.</p> <p>The Board agreed that they were happy with the conclusion that the Association are regulatory compliant.</p> <p>The Board approved the submission of the Annual Assurance Statement to the Scottish Housing Regulator, confirming regulatory compliance. The statement will be submitted before the deadline of 31 October 2021.</p> | SMT |
| 2.2 | <p><u>Draft Revised Business Plan</u> The Director (DIR) presented the report to the Board.</p> <p>The Board confirmed that they are satisfied with the amendments that have been made to the Business Plan.</p> <p>The DIR confirmed that the document will be sent to the Association’s design and print management provider to ensure a professional and corporate finish.</p> <p>The Board approved the revised Draft Business Plan.</p> | |
| 2.3 | <p><u>Management Accounts</u> The Head of Corporate Services (HCOR) presented the report to the Board.</p> <p>The HCOR advised the Board that the overspend on reactive repairs is mainly related to void spend. The previous Mitie contract provided a</p> | |

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| 2.4 | <p>fixed fee for voids, whereas the new contract through Turner Property Services (TPS) is on a time and materials basis. There have been several voids that required extensive works, resulting in the higher than budgeted spend. The Board noted that the effects of this contractual implication will be factored into the budget.</p> <p>The HCOR also advised that void quality at termination is being monitored by the Customer Service Team, with pre-termination visits resuming following a period of hiatus during the pandemic.</p> <p>[FOISA Status- Exempt under Section 36 (Confidentiality)]</p> <p>The Board approved the Draft Management Accounts for the period to 30 September 2021. The Board approved the submission of these Management Accounts to RBS.</p> <p><u>New Office Development: Project Management Procurement</u> The Director (DIR) presented the report to the Board.</p> <p>Working Group members confirmed their recommendations.</p> <p>The DIR confirmed that the necessary actions and investigations will be undertaken to ensure Value for Money at each stage of the process.</p> <p>The Board approved for the Association to proceed to use the new Crown Commercial Services Framework, which is scheduled to become live on 3 November 2021. The Board agreed that staff should investigate the cost of procuring an external consultant to assist with the development and submission of a Statement of Requirements and Request for Procurement Action documents. An update will be brought to the Board in November 2021.</p> | <p>HH/AM</p> <p>WG/DIR</p> |
| 3.0 3.1 | <p>Items for Discussion</p> <p><u>Quarterly Performance Report</u> The Head of Housing (HH) presented the report to the Board. The HH welcomed feedback on the new report format.</p> <p>The Board requested the following:</p> <ul style="list-style-type: none"> • Complaints - graph to show quarterly figure rather than cumulative year to date figure. • Repairs complaints to be broken down into reactive and planned maintenance. • More sophisticated graphics to be utilised. <p>Overall, the Board liked the new format of the report.</p> <p>The Board noted the Quarterly Performance Report.</p> | <p>HH/CSM</p> |

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| | <p><i>D MacLeod joined the meeting at this point.</i></p> | |
| | <p><i>S Roberts left the meeting at this point.</i></p> | |
| 4.0 | <p>Reports for Information Only</p> | |
| 4.1 | <p><u>Business Plan Strategic Delivery Update</u></p> | |
| | <p>The Head of Housing (HH) presented the report to the Board.</p> | |
| | <p>The Board requested that the Association explore the possibility of self-funding priority 2 medical adaptations to support tenancy sustainment. The Asset Manager (AM) will also write to East Ayrshire Council to advise of the current budget position and make enquiries around additional funding.</p> | SMT/AM |
| | <p>The Board noted the progress of the Strategic Delivery Plan.</p> | |
| 4.2 | <p><u>Planned Maintenance Report</u></p> | |
| | <p>The Asset Manager (AM) presented the report to the Board.</p> | |
| | <p>Following the takeover of the new Gas Servicing and Repairs contractor (Kingdom Gas) by the McGill Group, the AM advised that a letter of comfort, confirming that there will be no changes to the contract terms, has been received from the McGill Group. A novation agreement has also been requested.</p> | |
| | <p>The Board noted the physical and financial progress of the Planned Improvement Programme for 2021-2022.</p> | |
| 5.0 | <p>Training</p> | |
| | <p>None.</p> | |
| 6.0 | <p>Deferred Items</p> | |
| | <p>None.</p> | |
| 7.0 | <p>AOCB</p> | |
| 7.1 | <p><u>Audit Committee Convenor</u></p> | |
| | <p>The Chair advised Board members that N Allan has stepped down as Convenor of the Audit Committee after serving for 7 years. The Chair took the opportunity to thank N Allan on behalf of the Board for his time and commitment to the Committee and the Association.</p> | |
| | <p>N Allan thanked the Chair for his kind words and thanked members for their support. N Allan passed on his best wishes to the future Convenor of the Audit Committee.</p> | |
| 7.2 | <p><u>EVH – Potential Wage Negotiations</u></p> | |
| | <p>The Director (DIR) advised the Board that EVH have issued a letter to all members to advise that it is very likely that a return to wage negotiations will occur in October 2021. This is due to the inflation rate</p> | |

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| | <p>rising above the ceiling rate of the current pay deal.</p> <p>EVH have requested that members submit their views by Monday 15 November 2021. The Board will email the DIR with their views to be included in the Association's response.</p> | |
| 7.3 | <p><u>Christmas Community Fund and Staff Christmas Night Out</u> The Board agreed to allocate £1500 to use for community ventures leading up to Christmas.</p> <p>The Board agreed to contribute £25 per head to the staff Christmas night out.</p> | |
| 7.4 | <p><u>Stock Tour</u> The DIR will issue an email over the next few weeks to gauge interest in carrying out a stock tour before Christmas.</p> | DIR |
| 8.0 | <p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 24 November 2021 <p>Venue: MS Teams.</p> <p>Meeting Concluded at 8.15pm.</p> <p>I confirm this Minute is a true and accurate record of the meeting:-</p> <p>Chair _____</p> | |