

**Minutes of Shire Board Meeting Held on 24 November 2021
at 6.00pm via Microsoft Teams Application (Covid-19)**

PRESENT: L Campbell (Chair), S Roberts (Vice Chair), H Carr (Audit Committee Convenor), N Allan, W Gallacher, R Irvine, D MacLeod, R Morris, W Paterson, 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), and K Hair (Observer).

Board Training: J Edwards (PMP), and AM McGrath (PMP)

The meeting commenced at 6.00pm

The Chair welcomed attendees to the meeting. The Chair welcomed K Hair, who is observing the meeting with a view of potentially joining the Board.

The Chair welcomed J Edwards and AM McGrath, of PMP, who will provide the Board with training on Strategic Asset Management and Procurement.

Strategic Asset Management and Procurement Training

AM McGrath and J Edwards delivered the training session.

On behalf of the Board, the Chair thanked A McGrath and J Edward for the session.

The presentation slides will be shared with Board members.

Item		Action
1.0	Formal Business	
1.1	<u>Apologies</u> A Malik and S Lowrie.	
1.2	<u>Declaration of Interest</u> None.	
1.3	<u>Minutes of the Meeting held on 27 October 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 27 October 2021.	
1.4	<u>Action Plan</u> - Item 2.3: Office Redevelopment	

Item		Action
	<p>The Director (DIR) advised that himself and the Asset Manager (AM) are progressing discussions and exploring associated costs following the approval of the Working Group’s recommendations at the October 2021 meeting. The AM advised that Crown Commercial Services have contacted the Association to arrange a meeting. The DIR will liaise with the Office Working Group to arrange their next meeting. The Board will be updated on the outcome of both meetings.</p> <ul style="list-style-type: none"> - Item 2.4: Refugee Resettlement The Head of Housing (HH) advised the Board that the two families have now arrived and have been settled into their homes. - Item 2.2: Social Event The Director (DIR) advised that preparations are well underway for the event, with the facilitator and venue being secured for 9 February 2022. The DIR highlighted that the situation with Covid will be monitored and will determine whether the event goes ahead. <p>The Board noted the content of the Action Plan.</p>	DIR
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 & 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 October 2021.</p> <p>The Board welcomed the actions taken by the Association in dealing with the recent positive covid case within the staff team.</p> <p>The Board noted the content of the Health & Safety report.</p>	
2.0	<p>Items requiring a Board Decision</p> <p>2.1 <u>Draft Budget 2022/23</u> The Head of Corporate Services (HCOR) presented the report to the Board.</p> <p>The HCOR highlighted that lots of cost uncertainties remain, and best estimates have been used in planning the draft budget.</p> <p>The HCOR confirmed that void loss and bad debt assumptions (both 2%) consider the potential impact of the current climate on tenants.</p>	

Item		Action
2.2	<p>The Board welcomed the inclusion of a Hardship Fund within the draft budget and agreed that it will be pivotal to administer the fund appropriately and transparently.</p> <p>The Board discussed the Capita One Housing product and the associated costs. The Board requested that the Association explore what help CivTech may be able to offer.</p> <p>The HCOR advised the Board that the cyclical maintenance budget for the current financial year included a catch up of external paintwork – subsequently, the budget has been able to be reduced for 2022/23.</p> <p>The Board noted that the increase in management costs comes from various factors such as the assumed 4% uplift, the new staffing structure, and additional professional fees.</p> <p>The Board thanked the HCOR for a very comprehensive report.</p> <p>The Board noted the draft Budget for 2022/23, which will help shape the final Budget and the required rent increase for the year. A final draft Budget will be presented to the Board for approval in February 2022.</p> <p><u>Rent Increase 2022/23 Consultation</u> The Head of Corporate Services (HCOR) presented the report to the Board.</p> <p>The HCOR advised that the Audit Committee had a discussion around rent increase options at their meeting on 4 November 2021. General feedback from the Audit Committee was to provide a broader range of rent increase options.</p> <p>The Board noted that the Association has delivered below Business Plan assumption rent increases for the last two consecutive years.</p> <p>The Board highlighted the importance of making tenants aware of the levels of service we deliver in comparison to other local authorities or RSLs.</p> <p>R Morris informed the Board that Scottish Housing Network (SHN).will be issuing a survey next week to gauge what increase options are being considered across the sector. The Director also highlighted the annual survey that Glasgow West of Scotland Forums of Housing Associations are undertaking, which shows the range of rent increase options that other RSLs are considering.</p> <p>The Board fully discussed the complexity of the current climate in terms of balancing the viability of the Association and affordability for tenants.</p>	<p>SMT</p> <p>HCOR</p>

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	<p>The Board agreed that both labour and material costs are likely to continue to rise going forward.</p> <p>The Board highlighted the importance of supporting tenants during these difficult times and discussed tenant groups who may be most affected. The Head of Housing (HH) confirmed that the Financial Inclusion team will identify and target tenants most in need of support and will run a campaign around available support.</p> <p>The Board requested that the Community Engagement Coordinator (CEC) engage with tenants to bolster consultation responses.</p> <p>The Board considered the report and approved to present rent increase options of 4% and 5% to tenants. The Board also approved the programme of consultation. Feedback from the rent consultation process will be reviewed by the Board in January 2022.</p>	<p>HH</p> <p>CEC</p> <p>HCOR</p>
2.3	<p><u>Confidential Update of Barbieston Road and 2022-27 Strategic Housing Investment Plan (SHIP)</u></p> <p>The Director (DIR) presented the report to the Board.</p> <p>[FOISA Status – Exempt under Section 33 (Commercial Interests and the Economy)]</p> <p>The Board also noted the inclusion of Westgate House and the Craigens Road site in the 2022-27 SHIP.</p>	
2.4	<p><u>Appointment of External Auditor Following Tender</u></p> <p>The Head of Corporate Services (HCOR) presented the report to the Board.</p> <p>The Convenor of the Audit Committee confirmed that he was comfortable with the process undertaken.</p> <p>The HCOR confirmed that, in line with the Association's Notifiable Events Policy, a Notifiable Event Notification will be sent to the Scottish Housing Regulator (SHR) if the appointment of Chiene + Tait is approved. The Association's lender, Royal Bank of Scotland, will also be notified.</p> <p>The Board approved the appointment of Chiene + Tait for a three-year period beginning with the audit of financial statement for the year ended March 2022, with the potential of offering an extension of up to two further years to be assessed in the future.</p>	<p>HCOR</p>
3.0	<p>Items for Discussion</p>	
3.1	<p><u>Board Corporate Training Plan, and Board Appraisals</u></p> <p>The Director (DIR) presented the report to the Board.</p>	

Item		Action
	<p>The DIR advised that annual Board appraisals will be carried out virtually.</p> <p>The Board noted the progress in implementing the Board Training and Development Action Plan. The Board also noted that annual Board Appraisals will commence in January/February 2022.</p>	<p>DIR/ CHAIR</p>
3.2	<p><u>Fire Safety Compliance Update</u> The Asset Manager (AM) presented the report to the Board.</p> <p>The Board thanked the AM for the report and welcomed the success in securing 8 additional staff allocated by J Frew, for the delivery of the EICR and LD2 contract.</p> <p>The Board noted the physical and proposed progress of the fire safety compliance update.</p>	
3.3	<p><u>Digital Inclusion</u> The Head of Housing (HH) presented the report to the Board.</p> <p>The Board welcomed the report and the Association's social media updates around this subject.</p> <p>The Board noted the Association's approach and actions to date that support improving digital inclusion for tenants.</p>	
4.0	<p>Reports for Information Only</p>	
4.1	<p><u>Equalities Recruitment Analysis – Asset Officer</u> The Governance Assistant (GA) presented the report to the Board.</p> <p>The Board noted the content of the report.</p>	
4.2	<p><u>Annual Return on the Charter - Revision to SHQS figures</u> The Head of Housing (HH) presented the report to the Board.</p> <p>The Board noted the reasons for, and impact of, the recent revision to SHQS figures following the Scottish Housing Regulator correspondence.</p> <p><i>In line with the Association's Standing Orders, the Chair requested to extend the meeting by 10 minutes at 8.30pm. The Board agreed.</i></p>	
4.3	<p><u>Annual Assurance Statement Update</u> The Director (DIR) presented the report to the Board.</p> <p>The Board noted the Assurance Statement submitted to the Scottish Housing Regulator on 28 October 2021, with additional reference to effective use of equalities information and</p>	

Item		Action
4.4	<p>consideration of human rights in our work.</p> <p><u>Verbal Update on Audit Committee Meeting of 4 November 2021</u> The Director (DIR) provided a verbal update and confirmed that the minute will be shared with the Board when approved.</p> <p>The DIR confirmed that H Carr was elected as Convenor of the Audit Committee.</p> <p>The Board noted the verbal update on the Audit Committee meeting of 4 November 2021.</p>	
5.0	<p>Training None.</p>	
6.0	<p>Deferred Items None.</p>	
7.0 7.1	<p>AOCB <u>PPE Equipment</u> N Allan advised of surplus PPE supplies available at no cost through an organisation that he has contacts in. The Director (DIR) confirmed that the Community Engagement Coordinator (CEC) is currently identifying local community groups who may benefit. The DIR will liaise with N Allan on this issue.</p>	DIR
7.2	<p><u>December Board Meeting</u> The Board agreed that no meeting is required in December 2021. It was agreed that the Board will be provided with an update via email with a summation of the fire and gas safety position. The Director will liaise with Office Bearers if any other issues of concern arise.</p>	SMT
8.0	<p>Date of Next Board Meeting:</p> <ul style="list-style-type: none"> • Wednesday 26 January 2022 <p>Venue: MS Teams.</p> <p>Meeting Concluded at 8.40pm.</p> <p>I confirm this Minute is a true and accurate record of the meeting:-</p> <p>Chair _____</p>	