

**Minutes of the Board Meeting held on
Wednesday 19 June 2019 at 6pm
in The McGinlay Suite at the Association's Arden Office**

Present:

K. Barker
M. Flaherty
S. Gaunt
E. Gotowicz
P. McGinlay MBE
E. McShane
M. Smith

Observers:

Johnson Ayorinde
Kerry Clayton
Allan Edgar
Fiona Koroma
Mitchell Overthrow

In Attendance:

N. Logan, Finance Director
J. Murray, Housing Services Director
D. Weir, Technical Director
M. Hutcheson, Corporate Services Manager
P. Bridges, Corporate Services Officer (Minutes)

1. Apologies and Declarations of Interest (including agenda item to which this refers)

Apologies:

Apologies were **noted** on behalf of Board Members H. Gracie, A. Kirkwood, and A. Loudon, and staff members A. McKee and J. Murray.

Declarations of Interest:

Nothing to report.

2. Risk Management

(1) Strategic Risk Report

N. Logan advised that the Finance, Audit and Corporate Services Sub-Committee had reviewed the Risk Register and the Departmental Risk Registers. N. Logan confirmed that all of the items added to the Risk Register are low risk.

The Board **noted** the report and **ratified** the Sub-Committee's amendments to the Risk Register.

3. Health & Safety *(please also see Confidential Minute)*

D. Weir reported that the contents of this report had been discussed in detail by the Housing, Technical and Health & Safety Sub-Committee at their meeting earlier in the week.

D. Weir advised that the Staff Health & Safety Handbook will be issued to staff via email following Board approval. D. Weir will also raise this matter at the next Staff Briefing to ensure that all staff members have read the Handbook.

D. Weir noted that various sections of the Health & Safety Control Manual and the Landlord Safety Manual needed to be signed off by the Board. The Board **agreed** that the Chairperson would sign both documents at the end of the meeting.

The Board **noted** the report.

4. Staffing

Nothing to report.

5. Minutes of previous Board Meetings

(i) Decisions taken between meetings

Nothing to report.

(ii) Board Meeting 22.5.19 & Confidential 22.5.19

The Minutes were **approved** as an accurate record of the meeting.

Matters Arising *(please also see Confidential Minute)*

The Board discussed the outstanding items in the Tasks section of Decision Time (formerly MinutePad):

Service Improvement Group (SIG)

The Board discussed the SIG's recent report on the Association's Allocations process. It was **agreed** that the Corporate Management Team (CMT) would discuss and agree dates for implementing the recommendations for improvement agreed with the SIG, before reporting back to the August Board meeting.

Corporate Management Team Succession Plan

The Board asked for an update on the CMT Succession Plan. N. Logan advised that A. McKee will present this document at a future Board meeting.

Value for Money (VfM)

N. Logan will arrange the first meeting of the VfM Working Group.

Feasibility Study (see Confidential Minute)

Office Options (see Confidential Minute)

N. Logan advised that all of the remaining outstanding Tasks would be completed by the August Board meeting.

(iii) Special Board Meeting 15.1.19

The Minutes were **approved** as an accurate record of the meeting.

6. Minutes of Sub-Committees and other Meetings

(1) Finance, Audit and Corporate Services Sub-Committee 19.2.19 & 17.4.19

The Board noted the Minutes.

***** The Observers were asked to leave the meeting room while the Board discussed the next item *****

7. Membership (please also see Confidential Minute)

The Board **approved** the two membership applications contained in the report. The Board also **approved** two additional membership applications which had been presented at the meeting.

The Chairperson advised that the five Observers had now attended two Board meetings (as per Item 12.7 of the Board Succession Plan) and proposed that the Board offers each of the Observers a casual vacancy on the Board until the AGM on Wednesday 18 September 2019. The Board **unanimously agreed** with this proposal.

***** The Observers were asked to return to the meeting room *****

The Chairperson advised the Observers of the Board's decision to offer each of them a casual vacancy until the AGM 2019. The Board was very pleased to **note** that all five of the Observers accepted the casual vacancies.

8. Use of Seal

Nothing to report

9. Policy Review

(1) Entitlements, Payments and Benefits

N. Logan thanked P. Bridges for her assistance with reviewing the policy. N. Logan advised that Appendix 2 of the policy (Contractors/Suppliers List) was currently being reviewed by staff and would be presented to the Board at a future meeting.

A Board member asked how the Association measures satisfaction with the performance of contractors. N. Logan replied that the Association uses several methods, including tenant satisfaction surveys. D. Weir and his staff also hold regular meetings with contractors to monitor their performance. D. Weir commented that this process had led to the recent cancellation of two contracts due to the Association's concerns with the performance of the contractors.

The Board **approved** the Entitlements, Payments and Benefits policy. The Board also **agreed** with N. Logan's recommendation that Appendix 2 of the policy (Contractors/Suppliers List) should be reviewed annually and reported to the Board for approval.

10. Matters for Discussion/Decision

(1) Revised Business Plan Financial Appendix 2019-24

N. Logan asked the Board to note the amendments to the Business Plan Financial Appendix as detailed in the report.

A Board member enquired about the reduction in the budget for environmental works (back courts). D. Weir advised that the Association will be implementing a pilot project in 6 closes in Arden later this year. We will carry out 'before' and 'after' surveys and, if the pilot goes well, this will be replicated in the majority of the other closes in Arden.

The Board thanked N. Logan for her very comprehensive report and **approved** the Revised Business Plan Financial Appendix 2019-24.

(2) Revised Budget for the Year to 31 March 2020

N. Logan highlighted all variances in the Budget, including the significant variation in the Pension scheme which is due to the new accounting treatment. The Board had been provided with information from the Pension Trust which explained the changes and included a comparison with the previous accounting treatment.

In response to a question from a Board member, N. Logan advised that the increase to the surplus was due to the reduction in depreciation. N. Logan commented that the surplus is conservative in comparison to other housing associations.

N. Logan confirmed that all covenants meet the lenders' requirements.

The Board **approved** the Revised Budget for the Year to 31 March 2020.

(3) SHR Five Year Financial Projection Return

The Board **approved** the Five-Year Financial Projection Return for submission to the Scottish Housing Regulator by 30 June 2019.

(4) SHR Loan Portfolio *(please also see Confidential Minute)*

N. Logan advised that the Loan Portfolio contained information about the Association's loans and compliance with covenants.

The Board **approved** the Loan Portfolio for submission to the Scottish Housing Regulator by 30 June 2019.

(5) Development Report: Programme Agreement & SDFP 2020-25 *(please also see Confidential Minute)*

Board member M. Smith asked if he should declare an interest in this item and leave the meeting room due to his friendship with the Managing Director of AS Homes. The Chairperson **noted** the declaration of interest but advised that it would not be necessary for M. Smith to leave the meeting room.

D. Weir gave a brief overview of the Association's existing housing stock and new developments for the benefit of the Observers.

The Board **noted** the Programme Agreement and Grant Planning Target for 2019/20 and **agreed** that the Chairperson should sign the Programme Agreement letter on behalf of the Association.

The Board **approved** the submission of the Strategy & Development Funding Plan for 2020-2025 by Friday 28 June 2019.

The Board **instructed** D. Weir to arrange for a further flood risk assessment to be carried out at Arden Phase 7.

(6) Scottish Housing Regulator - Regulatory Framework *(see Confidential Minute)*

11. Community Regeneration

Nothing to report.

12. Matters for Information

(1) Resignation of Board Member

The Board **noted** with regret the letter of resignation received from Alex Kirkwood. The Board asked that the Minutes should reflect their thanks to Alex for his hard work and support for Glen Oaks during his 7 years as a Board member.

(2) SHAPS Employer Committee

The Board **noted** the letter received from the Chair of the SHAPS Employer Committee.

(3) Calendar of Board & Sub-Committee Meetings - updated

The Board **noted** the updated Calendar. However, the Calendar will now be amended to reflect the additional Board meeting agreed for Wednesday 9 October 2019. The amended Calendar will be reported to the Board at their meeting on 21 August 2019.

13. Report back from Meetings/Conferences attended

Nothing to report.

14. Correspondence and Other Matters for Decision

Nothing to report.

15. Any Other Competent Business

Nothing to report.

16. Date and Time of Next Meeting

The next Board meeting will take place on **Wednesday 21 August 2019** at **6pm**. Board members are invited to attend at 5.30pm for an informal chat with A. McKee if they wish.

Signed:

Date: