

**Minutes of the Board Meeting held on  
Wednesday 27 March 2019 at 6pm  
in The McGinlay Suite at the Association's Arden Office**

**Present:**

M. Flaherty  
S. Gaunt  
E. Gotowicz  
H. Gracie  
A. Kirkwood  
A. Louden  
P. McGinlay MBE  
E. McShane  
M. Smith

**In Attendance:**

A. McKee, Chief Executive  
N. Logan, Finance Director  
J. Murray, Housing Services Director  
D. Weir, Technical Director  
M. Hutcheson, Corporate Services Manager (part meeting)  
P. Bridges, Corporate Services Officer (Minutes)  
  
L. Shaw, Research Resource (part meeting)

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

**Apologies:**

Apologies were **noted** on behalf of K. Barker.

**Declarations of Interest:**

Nothing to report.

- 2. Residents Survey** (*please also see Confidential Minute*)

The Chairperson introduced Lorna Shaw of Research Resource. L. Shaw advised that she would provide a brief overview of the results of the recent Residents Survey to the Board at this meeting. L. Shaw added that the full report and analysis are also available to any Board member who would like a copy.

L. Shaw reported that the overall satisfaction figures for this survey were consistent with the results of the 2015 survey. The majority of indicators are very positive, with a significant increase in satisfaction (14%) with our repairs service. However, L. Shaw commented that the results for neighbourhood management were 8% lower.

The Board **commended** staff on the considerable improvement with the repairs service. On behalf of the Board, the Chairperson **thanked** L. Shaw for her report and for attending the meeting. L. Shaw left the meeting.

### **3. Risk Management**

#### **(1) Strategic Risk Report** *(please also see Confidential Minute)*

N. Logan advised that the CMT had reviewed the Strategic Risk Register, looking at the key objectives and reviewing scores. N. Logan confirmed that the CMT had updated assurances and checked controls. The Board **noted** the amendments to the Board Assurance statements and **approved** the Strategic Risk Register.

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

The Board **noted** the report.

#### **5. Staffing** *(please also see Confidential Minute)*

The Board **noted** the verbal update provided by A. McKee.

### **6. Minutes of previous Board Meetings**

#### **(i) Decisions taken between meetings**

Nothing to report.

#### **(ii) Board Meeting 20.1.19 & Confidential 20.1.19**

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

#### **(iii) Matters Arising** *(please also see Confidential Minute)*

**Page 1, (1), Observer:** A. McKee confirmed that a Board Member recruitment pack had been sent to the tenant who had attended the Board meeting in January as an Observer, however there had been no response.

**Page 4, 8(1) Minutes of Sub-Committees and other Meetings:** N. Logan advised that Sub-Committee reports would be made available to all Board members after each Sub-Committee meeting has taken place. Sub-Committee papers will be copied to the document library in MinutePad.

**Page 3, 7(iii) Matters Arising - Board Training Plan:** A. McKee advised that this report would now be presented to the May Board meeting. Board members were asked to let staff know about any training they would like to undertake.

**Page 8, Item 17(2), Arden Phase 5:** A. McKee advised that the site start ceremony had gone very well. The Board had been represented by S. Gaunt and P. McGinlay MBE.

## **7. Minutes of Sub-Committees and other Meetings**

### **(i) Audit and Corporate Services Sub-Committee 26.9.18**

Noted.

## **8. Membership**

Nothing to report.

## **9. Use of Seal**

Nothing to report

## **10. Matters for Discussion/Decision**

### **(1) Business Plan 2019-2024** *(please also see Confidential Minute)*

A. McKee noted that the Board had discussed the Business Plan at their Strategy Session at Seamill in November 2018. The staff team had also been asked for their comments at the Business Planning Session in February 2019. A. McKee confirmed that feedback from both sessions had been taken into consideration when reviewing the Business Plan.

### **Business Plan - Financial Appendix**

N. Logan advised that this document included the Consolidated Statements of Comprehensive Income, Financial Position and Cashflow over a 30-year period. Key Assumptions were noted on p.22 and N. Logan had also carried out a Sensitivity Analysis (p.23), and a Scenario Review (p.24) which considered the potential impact of Brexit.

The Board **approved** the Business Plan for 2019-2024 and the Financial Appendix.

### **(2) Budget for the Year to 31 March 2020** *(please also see Confidential Minute)*

N. Logan reported that she had looked in detail at this year's budget which forms the basis of the Association's 30-year plan. N. Logan advised that some costs had been re-allocated to match the objectives, adding that additional information had been included in Appendix 1 - Notes. N. Logan confirmed that the Budget meets all covenant requirements of lenders.

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

The Board **agreed** that the Budget would be reviewed again in June 2019.

### **(3) Management Accounts for the Period to 31 December 2018**

N. Logan commented on the favourable results to the end of December and advised that additional information on the Management Accounts is contained on pages 6 & 7 of the report. The Association is complying with all lenders' covenants. The Board **noted** and **approved** the Management Accounts.

### **(4) Treasury Management Review & Report** *(please also see Confidential Minute)*

The Board **reviewed** and **approved** the Treasury Management Strategy.

### **(5) Value for Money Strategy**

N. Logan commented that introducing a Value for Money (VfM) Strategy was one of the Association's key objectives. The Board **agreed** with the proposal to set up a short-life Working Group - consisting of Board members, Service Improvement Group (SIG) members and staff - to progress the VfM Strategy. Board members S. Gaunt, M. Flaherty and A. Loudon volunteered to join the Working Group. N. Logan will invite SIG and staff members to join the Working Group and will then contact the Group members to arrange the first meeting.

### **(6) Regulation of Social Housing in Scotland**

The Board **noted** the report which detailed the steps taken by the Association to meet the requirements of the revised Regulatory Framework.

### **(7) Position of Secretary of Glen Oaks Housing Association**

A. McKee noted that, in the past, the Board had appointed a Board member as Secretary. However, following the death of our previous Secretary, the Board had agreed that the Chief Executive, A. McKee, should carry out this role. The Board **agreed** that A. McKee should continue as Secretary. The Board also **agreed** that N. Logan should carry out the duties of Secretary in her role as Acting Chief Executive during A. McKee's sickness absence. The Board **agreed** to review this matter at their first meeting after the next AGM.

### **(8) EVH Salary Negotiations - Employers' Ballot**

The Board discussed EVH's recommendation on salaries for 2019-2021 and **agreed** with the proposed three-year deal as detailed on the Employers' Ballot Paper. The Board **agreed** that the Chairperson would sign the Ballot Paper which A. McKee will return to EVH before 2pm on Thursday 28 March 2019.

**(9) Greater Pollok Properties Limited (GPPL)** *(please also see Confidential Minute)*

The Board **noted** the report and **approved** the Written Resolution in relation to the number of members that are required to be on the Board of GPPL.

**(10) Cyclical Paintwork Contract**

The Board **noted** the recommendation made by D. Weir. However, the Board had concerns about awarding the contract to the contractor recommended in the report until additional assurances had been provided, e.g. references and evidence of the standard of the contractor's work.

A Board member suggested awarding the contract to the recommended contractor subject to references and an enhanced inspection regime by the paint manufacturer. The Board **agreed** with this proposal and **instructed** D. Weir to obtain references to reassure the Board of the contractor's experience and suitability.

**(11) Office Options**

The Board **agreed** to defer this item until the Board meeting in May to allow more time to consider the report. In the meantime, Board members were asked to email A. McKee or D. Weir with any concerns or comments they may have about the options detailed in the report.

**(12) John Gordon - Consultant**

The Board **agreed** to re-engage the services of John Gordon as a Consultant on our Wider role projects for the sum detailed in the report.

**11. Community Regeneration**

The Board **noted** that the Workingrite, goConnect and Starting Out projects had been discussed earlier in the meeting - Item 10(2).

**12. Policy Review**

**(1) Charitable Donations Policy**

The Board **noted** the amendments detailed in the Policy Review and **approved** the Charitable Donations policy.

**(2) Competitions & Prize Draws Policy**

The Board **noted** the amendments detailed in the Policy Review and **approved** the Competitions & Prize Draws policy.

### **(3) Board Induction Policy**

The Board **noted** that this is a new policy which had been introduced to formalise the induction process for new Board members. The Board **approved** the Board Induction policy.

### **(4) Financial Regulations**

The Board **noted** the minor amendments detailed in the Policy Review and **approved** the Financial Regulations.

### **(5) Scheme of Delegated Authority**

The Board **noted** that this document had been reviewed as per the Policy Schedule and that no changes had been made. The Board **approved** the Scheme of Delegated Authority.

## **13. Matters for Information**

### **(1) Board Recruitment**

The Board discussed the recruitment process, noting that 17 completed applications had been received. The Board **agreed** to recruit up to 4 new members at this time, with at least one of the new Board members being a tenant. A. McKee advised that the interview panel (S. Gaunt, M. Flaherty and A. McKee) would be interviewing the candidates on 3 & 10 April. The Board **agreed to delegate authority** to the interview panel to select potential new Board Members who would be asked to observe 2 Board meetings (or 1 Board meeting and 1 Sub-Committee meeting) before being formally invited to join the Board.

**Post Meeting Note:** Following the interviews, the Chairperson **approved** the interview panel's recommendation to appoint 5 new Board members.

## **14. Report back from Meetings/Conferences attended**

- (1) **SHARE Conference:** Board members E. Gotowicz and A. Loudon had attended the conference and both agreed that this was a great event with well-organised, interesting workshops.

## **15. Correspondence and Other Matters for Decision**

The Board **noted** the report and agreed the following:

- (6) **Rosehill Housing Co-operative Limited:** Invitation to the opening of the new build development at Househillwood, Tuesday 26 March 2019. Board members P. McGinlay MBE and A. Loudon will attend with staff members J. Murray and D. Weir.

**16. Any Other Competent Business**

A. McKee reminded the members of the Finance, Audit and Corporate Services Sub-Committee that their next meeting would take place on Wednesday 17 April 2019 at 6pm.

**18. Date and Time of Next Meeting**

The next Board meeting will take place on **Wednesday 22 May 2019 at 6pm.** Board members are invited to attend at 5.30pm for an informal chat with A. McKee if they wish.

**Signed:** .....

**Date:** .....