

**Minutes of the Board Meeting held on
Wednesday 30 January 2019 at 6pm
in The McGinlay Suite at the Association's Arden Office**

Present:

K. Barker
M. Flaherty
E. Gotowicz
A. Kirkwood
A. Louden
P. McGinlay MBE
E. McShane
M. Smith

Observer:

A. Alexander

In Attendance:

A. McKee, Chief Executive
N. Logan, Finance Director
J. Murray, Housing Services Director
D. Weir, Technical Director
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 S. Gaunt and H. Gracie.

Declarations of Interest:

Nothing to report.

Observer:

The Chairperson welcomed Arden resident Andrea Alexander who was attending the meeting as an Observer. A. McKee added that he would meet with A. Alexander after the meeting to discuss her interest in joining the Board.

**Action:
(Staff)**

A. McKee will arrange a follow-up meeting with A. Alexander to discuss her interest in joining the Board.

2. Insurance Tender Exercise

N. Logan advised that Maureen Batten, Business Risk Consultant, was unable to attend the meeting due to bad weather. M. Batten had asked N. Logan to pass on her apologies to the Board.

N. Logan highlighted the main points of the comprehensive Tender Report prepared by M. Batten on behalf of the Evaluation Panel (M. Batten, N. Logan and D. Weir).

The Board thanked the Evaluation Panel for their work and **agreed** with the Panel's recommendation that Glen Oaks should appoint Zurich Municipal as its insurance adviser for a period of three years, with the possibility of extension for up to a further two years, subject to market conditions at that time, with the contract commencing on 1 April 2019. The appointment would be subject to the mandatory standstill period which will expire 10 days after the outcome of the Tender review is notified to bidders.

3. Risk Management (1) Strategic Risk Report

N. Logan advised that the Corporate Management Team had reviewed the Strategic Risk Register. N. Logan confirmed that although the Strategic Risk indicators had not been changed, some of the Board Assurance statements had been amended. N. Logan added that the Finance, Audit and Corporate Services Sub-Committee would be looking at the Strategic Risk Register in detail at their meeting on 5 February 2019. The Board **noted** the amendments to the Board Assurance statements and **approved** the Strategic Risk Register.

4. Business Plan Quarterly Review: 1.4.18 - 31.12.18

The Board **noted** the report.

5. Health & Safety

The Board **noted** the report.

Please see Confidential Minute.

6. Staffing

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

Please see Confidential Minute.

7. Minutes of previous Board Meetings

(i) Decisions taken between meetings

Nothing to report.

(ii) Board Meeting 28.11.18.18 & Confidential 28.11.18

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

(iii) Matters Arising

Page 2, Item (5) Board Training Plan - A. McKee advised that a report on the outcome of last year's Board Training Plan, and a copy of this year's Board Training Plan, had been saved in the Documents section of MinutePad. A. McKee asked the Board to decide if training should be carried out in the evening or possibly on Saturday mornings. Board members agreed that their preferred option would be Wednesday evenings. A. McKee advised that staff would try to combine training where possible in order to limit the number of training sessions required.

Page 3, Item (5) SHARE Conference - A. McKee asked if any Board members would like to attend the SHARE Conference. A. Louden had already confirmed that she would like to attend. E. Gotowicz and E. McShane will contact A. McKee to advise if they would also like to attend the Conference.

Page 4, Item 9(1) Staffing Resources - A. McKee advised that the Corporate Management Team had been discussing staffing resources across the Association and asked if he could report back to a future FAC Sub-Committee (FAC) meeting on this item. The Board **agreed** with the proposal to provide a detailed report to a future FAC Sub-Committee meeting but also **requested** an update at next week's FAC Sub-Committee meeting.

Page 6, Item 14 SFHA Fees - A. McKee advised that last year's fees were £11,985. The current year's fee is £11,710 which is a reduction of £275 on last year's fee. The Board thanked A. McKee for clarifying this matter.

Action: (Staff)

- A. McKee agreed to:
- Update the FAC Sub-Committee re staffing resources at their next meeting.
 - Prepare a detailed report on staffing resources for discussion at a future FAC Sub-Committee meeting.

Action: (Board)

- E. Gotowicz and E. McShane to contact A. McKee to advise if they would like to attend the SHARE Conference.

Please see Confidential Minute.

8. Minutes of Sub-Committees and other Meetings

(1) Housing, Technical and Health & Safety Sub-Committee 5.12.18

The Board **noted** the Minutes.

A Board member commented that there was insufficient detail in the Sub-Committee minutes for the Board to fully understand what had been discussed and agreed at the meeting. It was suggested that the Board should have access to all Sub-Committee reports. A. McKee advised that this would be arranged.

Page 5, Item 12: A Board member asked if the Association inspected the playpark at Ashpark Primary School. A. McKee advised that this was the responsibility of Glasgow City Council.

Action: (Staff)

- A. McKee will arrange for the Board to have access to all Sub-Committee reports.

9. Membership

Nothing to report.

10. Use of Seal

The Board **noted** the report.

Please see Confidential Minute.

11. Matters for Discussion/Decision

(1) Report back from the Board & CMT Strategy Session

A. McKee referred to the report prepared by Alan Ferguson of SHARE and invited comments from the Board.

A Board member commented that it had been agreed at Seamill that Board members should be more involved in the discussion and planning of Board training, referring to the item at the top of Page 6 of A. Ferguson's report:

- *Board and staff should agree a plan of Board training and development, based on discussion with Board members and taking account of the results of the appraisal exercise.*

A. McKee advised that the Training Plan had been prepared by A. Ferguson, following discussion with Board at the Strategy Session. A. McKee agreed that the Board should be fully involved in the process and encouraged the Board to discuss and amend the Training Plan to suit their needs. A. McKee suggested adding this item to the agenda for discussion at the next Board meeting. The Board **agreed** with this proposal.

A. McKee advised that the Business Plan will be presented at the Board meeting in March, adding that comments made by the Board at the Strategy Session will be taken into consideration when preparing the Business Plan.

**Action:
(Staff)**

- A. McKee to add 'Board Training Plan' to the agenda for the Board meeting in March 2019.

(2) Board Recruitment

A. McKee asked the Board to comment on the draft Board Recruitment advert. A. McKee proposed placing the advert with the Scottish Housing News, the Big Issue and s1.jobs (all dependent on cost which could also mean that the content of the advert may have to be reduced).

A Board member suggested preparing an additional advert, for use in the newsletter, aimed specifically at tenants and encouraging them to become more involved in their local communities. A. McKee agreed to email an amended advert to the Board member who would reply with their comments.

A. McKee advised that 4 Board members had expressed an interest in being involved in the interview panel. A. McKee asked the Board to delegate authority to the interview panel to recommend suitable candidates. The Board **approved** this proposal.

With regard to inviting Observers to attend 2 meetings, a Board member asked if this meant 2 Board meetings or if Sub-Committee meetings would also be included. It was **agreed** that prospective Board members could observe 2 Board meetings or 1 Board meeting plus 1 Sub-Committee meeting.

**Action:
(Staff)**

- A. McKee to place Board Recruitment advert.

(3) Clydesdale Bank Covenant Amendment Letter

Please see Confidential Minute.

(4) Former Tenant Arrears Write-Off

Please see Confidential Minute.

(5) Bad Debt Write-Off

Please see Confidential Minute.

(6) SHAPS Corporate Accounting Changes - indicative impact report

The Board **noted** the report.

(7) Review of Factoring Service

The Board **noted** the report and **approved** the proposal to delegate responsibility for approving the increase to the Factoring Management Fee to the FAC Sub-Committee at its February meeting.

**Action:
(Staff)**

- D. Weir to report to the FAC Sub-Committee on this item.

12. Community Regeneration

(1) Update Report

The Board **noted** the report which detailed the progress of the Association's wider role projects. J. Murray advised that the funding (People and Communities Fund) for the Starting Out and Workingrite projects was due to end on 31 March 2019, however staff have made a request for an extension of the PCF funding for both projects until June 2019.

The funding (Aspire Communities Fund) for the Association's goConnect project is due to expire on 31 August 2019. There is no option to extend this funding so staff have been looking at alternative funding methods and are currently preparing an application for a grant from the Bank of Scotland Foundation.

J. Murray commented that the attached appendices provided further information about the work being done by each project and how the services offered benefit our residents. Each project is on target to meet the required outcomes.

Aberlour Childcare Trust

J. Murray advised that the Association had received a funding request from Aberlour Childcare Trust who provide support to children and their families in our area. Their work includes a very popular youth club which is held in the Arden Tenants Hall.

At this point, Board Member K. Barker declared an interest in this item, advising that her children attend the youth club.

K. Barker left the meeting room while this agenda item was discussed by the Board.

Aberlour Childcare Trust's current funding had come to an end and they were requesting a donation of £800 from Glen Oaks to allow them to continue their work in the Arden area for the period from 19 February 2019 - 19 March 2019. J. Murray added that the Trust were also asking other local partners to make a contribution.

The Board **agreed** to donate £800 to Aberlour Childcare Trust.

K. Barker re-joined the meeting.

**Action:
(Staff)**

- J. Murray to arrange for a donation of £800 to be made to Aberlour Childcare Trust.

13. Policy Review

(1) Risk Management Strategy

The Board **noted** the addition of a section on Risk Appetite and **approved** the Risk Management Strategy.

(2) Treasury Management Strategy

The Board **noted** that this document had been reviewed with no amendments required. The Board **approved** the Treasury Management Strategy.

(3) Board Remit

The Board **noted** and **approved** the amendments to the Board Remit as detailed in the policy review report.

(4) Finance, Audit and Corporate Services Sub-Committee Remit

The Board **noted** and **approved** the amendments to the FAC Sub-Committee Remit. This Remit (and the Board Remit) had been amended to reflect the Board's decision to discuss routine finance documents at the FAC Sub-Committee meetings. Key strategic finance documents would continue to be presented to the Board for discussion/ approval.

14. Matters for Information

(1) Sector Scorecard Scotland Analysis Report

The Board **noted** the report.

N. Logan commented that the results were very similar to last year and advised that the report would be discussed in detail with the FAC Sub-Committee.

**Action:
(Staff)**

- N. Logan to discuss this item with the FAC Sub-Committee at their next meeting.

(2) Tender for Internal and External Auditors

The Board **noted** the report.

15. Report back from Meetings/Conferences attended

Nothing to report.

16. Correspondence and Other Matters for Decision

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

- (2) **Humza Yousaf MSP:** Request for funding in support of Glasgow Action for Pensioners. The Board **noted** this item.

The Board discussed the possibility of supporting a local pensioners' group. J. Murray advised that staff had recently identified some older people who were isolated and the Association applied for funding to help provide a befriending service. The Board **agreed** to donate £300 in support of the befriending initiative.

**Action:
(Staff)**

- J. Murray to arrange for a donation of £300 to be made to the befriending initiative on behalf of Glen Oaks.

17. Any Other Competent Business

Please see Confidential Minute.

- (2) **Arden Phase 5:** A. McKee advised that a Site Start Ceremony was being planned, adding that the Board would be notified of the arrangements in due course.

**Action:
(Staff)**

- A. McKee to notify the Board of the arrangements for the Arden Phase 5 Site Start Ceremony.

18. Date and Time of Next Meeting

The next Board meeting take place on **Wednesday 20 March 2019** at **6pm**. Board members are invited to attend at 5.30pm for an informal chat with A. McKee if they wish.

Signed:

Date: