

**Minutes of the Board Meeting held on
Wednesday 28 November 2018 at 6pm
in The McGinlay Suite at the Association's Arden Office**

Present:

K. Barker
S. Gaunt
H. Gracie
A. Kirkwood
A. Louden
P. McGinlay MBE
E. McShane
M. Smith

Observer:

E. Gotowicz

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 M. Flaherty.

Declarations of Interest:

Item 9(4): M. Smith declared an interest in this item and will leave the meeting room while this item is discussed by the Board.

Welcome

The Chairperson introduced Ewa Gotowicz who had come along to the meeting as an Observer. The Board welcomed Ewa to the meeting.

A. McKee asked E. Gotowicz to leave the meeting room to allow the Board to discuss her interest in becoming a Board member.

E. Gotowicz left the meeting room while this item was discussed by the Board.

Please see Confidential Minute.

E. Gotowicz re-joined the meeting.

A. McKee advised that B. Whitelaw had identified a couple of tenants who may also be interested in joining the Board. A. McKee will meet with both tenants to discuss Board membership and invite them to attend the January meeting as Observers.

A. McKee commented that despite the loss of 4 members in the past year, the Association still has a really strong, diverse Board.

**Action:
(Staff)**

- A. McKee to meet with tenants interested in joining the Board.

2. Risk Management

N. Logan reported that the Risk Management Strategy had been amended to include Risk Appetite following the Board's discussion at the recent Strategy Session. N. Logan advised that a new item had been added to the Governance Strategic Risks (*Risk No. 23 - Risk that the number of Board members falls to 7 or below*). The Board **noted** the amendments to the Risk Management Strategy.

3. Health & Safety

Nothing to report.

4. Staffing

5. Minutes of previous Board Meetings

(i) Decisions taken between meetings

Nothing to report.

(ii) Board Meeting 31.10.18 & Confidential 31.10.18

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

(iii) Matters Arising

Page 3, Item (5) - A. McKee will prepare a report on the outcome of last year's Board Training Plan for the January Board meeting.

Page 4, Item 12 (3) - A. McKee will present the amended Remits for the Board and the Finance, Audit & Corporate Services Sub-Committee for approval by the Board at their January meeting.

Page 6, Item 17 (13) - A. McKee advised that he had received details of the SHARE courses that K. Barker would like to attend and confirmed that he would action this.

Page 6, Item 17 (14) - A. McKee confirmed that Alexander Mackenzie had reached his funding target in support of children's hospices. A. Mackenzie thanked the Board for the Association's donation.

Page 6, Item 18 (1) - A. Louden advised that she would like to attend the SHARE Conference. A. McKee will book a place for A. Louden.

**Action:
(Staff)**

- A. McKee agreed to:
- report back to the January meeting on the outcome of last year's Board Training Plan.
 - present amended Remits for the Board and the Finance, Audit & Corporate Services Sub-Committee to the January meeting.
 - book SHARE courses for K. Barker.
 - book a place at the SHARE Conference for A. Louden.

Please see Confidential Minute.

6. Minutes of Sub-Committees and other Meetings

Nothing to report.

7. Membership

Nothing to report.

8. Use of Seal

Nothing to report.

9. Matters for Discussion

(1) Management Accounts for the period to 30 September 2018

N. Logan advised that she had changed the format of the report in order to highlight variances. N. Logan confirmed that the Association continues to meet all lenders' covenants. The Board **noted** the report.

N. Logan noted the significant increase in the surplus and explained that details of the underspend were included in the Budget.

With regard to Asset Management/Maintenance Repairs, a Board member commented on the delays with some of the contracts. N. Logan and D. Weir advised the following:

- **Windows & Doors:** The contract started 2 months late but is now going very well and catching up really quickly. It is anticipated that the contract will be finished by the end of the financial year and the full budget will be spent.
- **Kitchens & Bathrooms:** The contract had been held up due to a procurement challenge. Work will commence in the New Year.
- **Cyclical Maintenance:** The procurement exercise for the paintwork contract has started. The successful contractor should be on site in April 2019.

The Board member asked if resourcing was an issue. It was **agreed** that the Corporate Management Team would look at resources and report back to the Board at the January meeting.

**Action:
(Staff)**

- CMT to discuss resources and report back to the January Board meeting.

(2) Revised Budget for the year to 31 March 2018

The Board **approved** the revised Budget.

(3) RBS Amendment Letter

Please see Confidential Minute.

(4) Development Opportunity: Site adjacent to Thornliebank Industrial Estate

Declaration of Interest: Board Member M. Smith left the meeting room while this item was discussed by the Board.

Please see Confidential Minute.

M. Smith re-joined the meeting.

(5) The Scottish Housing Regulator's Consultation on the Regulatory Framework

The Board **noted** the report and **agreed** that the Association must take steps to ensure that it complies with any updates to the Regulatory Framework.

A. McKee advised that an officer from N. Logan's team will be co-ordinating the information required to meet the requirements of the Assurance Statement.

The Board noted that the SHR plans to publish the new Regulatory Framework and guidance in February 2019, with the intention to 'go live' from 1 April 2019. The first Annual Assurance Statements require to be submitted by the end of October 2019.

A Board member suggested that staff should prepare a checklist of the evidence the Board is going to be supplied with. A. McKee agreed and advised that the Board and Sub-Committees would receive regular updates.

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

Please see Confidential Minute.

(7) Board Recruitment

A. McKee commented that this item had been discussed at the start of the meeting. The Board **agreed** with the proposal to advertise for new Board members in January 2019.

Action: (Staff)

- A. McKee to make arrangements to advertise for new Board members in January 2019.

(8) Calendar of Board & Sub-Committee Meetings

The Board **noted** and **approved** the Calendar of Board & Sub-Committee meetings. A. McKee advised that a few recent Sub-Committee meetings had been inquorate and asked Board members who are not already members of the Sub-Committees to consider joining.

Action: (Board)

- Board members who would like to join a Sub-Committee were asked to contact A. McKee.

10. Community Regeneration

The Board **agreed** that A. McKee and J. Murray would prepare a written report on this item for the Board meeting in January.

Action: (Staff)

- A. McKee and J. Murray to prepare written report on Community Regeneration for the January Board meeting.

11. Policy Review

Nothing to report.

12. Matters for Information

(1) Chief Executive's PDR Outcomes

The Board **noted** the report.

Please see Confidential Minute.

13. Report back from Meetings/Conferences attended

(1) Residents Event

A. McKee advised that this event, held at Ashpark Primary School in Arden, had gone very well. The event was attended by over 60 residents, with good tenant representation from all of our areas.

This year's Good Neighbour Awards were judged and presented by Anne Wright from Workingrite. A. Wright also spoke about the Workingrite project and asked everyone present to encourage local 16-24 year olds who are looking for training and work experience to contact Workingrite or Glen Oaks. A. McKee added that the Association's winter newsletter will include a personal letter from him promoting the Workingrite project with the aim of generating increased interest.

A. McKee thanked the Association's Treasurer, K. Barker, for speaking at the Residents Event. K. Barker had given a very interesting talk to delegates about what it means to be a Board member of Glen Oaks. A. McKee hoped that this would encourage residents to consider joining the Board. A. McKee also thanked the Corporate Services team for co-ordinating the event.

**Action:
(Staff)**

- A. McKee to write personal letter to residents about the Workingrite project for inclusion in the winter newsletter.

(2) GWSF Annual Conference

K. Barker and S. Gaunt had attended this event on Friday 23 November 2018 at the Grand Central Hotel, Glasgow.

14. Correspondence and Other Matters for Decision

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

- (2) **Community Land Scotland:** K. Barker thought this was a very interesting event and will advise if she is able to attend. K. Barker suggested that it may also be of interest to the Association's goConnect staff.
- (6) **SFHA Fee System Review:** A Board member asked if the amount mentioned in the report was comparable with last year. A. McKee will check and report back to the next Board meeting.
- (9) **Glasgow City Mission:** The Board discussed the request for financial support for the Glasgow Winter Night Shelter 2018/19 and **agreed** to donate the same amount as last year. (*Post meeting note: last year's donation was £200*).

**Action:
(Staff)**

- A. McKee to report back to the January Board meeting with regard to SFHA fees.
- Staff to arrange donation of £200 to Glasgow City Mission.

18. Any Other Competent Business

- (1) **St. Andrew's Night:** A. McKee advised that the Association's goConnect project was organising an event featuring Scottish and Polish activities. The event is being held at Arden Tenants Hall tomorrow evening and all are welcome.
- (2) **Darnley United Free Church:** A. McKee had been contacted by Service Improvement Group member, Eleanor Stewart. E. Stewart asked if Glen Oaks could make a donation to the church in support of their evening club which provides activities for primary school age children. The Board **agreed** to support this initiative and donated £100.
- (3) **Santa's Grotto:** Santa is coming back to Glen Oaks! A. McKee advised that the Grotto will take place on Wednesday 12 December 2019. A. McKee added that this fantastic event (organised by our Housing Services team) is very popular, with over 100 local children visiting Santa this year.
- (4) **Christmas Office Closure:** A Board member asked about the Christmas holiday closure. A. McKee confirmed that the Association's office will close at noon on Friday 21 December 2018 and will re-open at 9am on Thursday 3 January 2019.
- (5) **Board Travel Expenses:** A. McKee reminded Board members that they should not be out of pocket for attending Board/Sub-Committee meetings and conferences. A. McKee added that Expense Claim forms are available from the office. Board members are also able to make use of the Association's taxi account for attending meetings/conferences (account details can be provided on request).

Action: (Staff)	<ul style="list-style-type: none">• Staff to arrange £100 donation to Darnley United Free Church in support of their children's club.
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A. McKee thanked the Board for their work and support during the year.

E. McShane thanked the staff team on behalf of the Board and wished everyone a Merry Christmas.

19. Date and Time of Next Meeting

The next Board meeting take place on **Wednesday 23 January 2019 at 6pm**. Board members are invited to attend at 5.30pm for an informal chat with A. McKee if they wish.

Signed:

Date: