

**Minutes of the Board Meeting held on
Wednesday 31 October 2018 at 6pm
in The McGinlay Suite at the Association's Arden Office**

Present:

K. Barker
M. Flaherty
S. Gaunt
H. Gracie
A. Kirkwood (part meeting)
A. Louden
P. McGinlay MBE
M. Smith

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 the Chairperson, E. McShane.

The Board **agreed** that the Vice-Chairperson, S. Gaunt, would stand in for the Chairperson for this meeting.

Lawrence Lawson

S. Gaunt was sad to note that Board member Lawrence Lawson had recently suffered a fatal heart attack. The Board was very shocked to hear that Lawrence had passed away and asked A. McKee to convey their condolences to Lawrence's family and friends. A. McKee has circulated information regarding the funeral arrangements to the Board and staff. Board members who would like to attend and require transport were asked to contact A. McKee.

Declarations of Interest:

Item 6: M. Flaherty declared an interest in this item and will leave the meeting room while this item is discussed by the Board.

Item 7(1): All staff members will leave the meeting room while this item is discussed by the Board. S. Gaunt will note the Board's decision for inclusion in the Minutes of the meeting.

Item 12 (6): M. Smith declared an interest in this item and will leave the meeting room while this item is discussed by the Board.

2. Election of Office Bearers 2018/19 (Secretary and Treasurer)

Secretary

Following the recent sudden death of the Association's Secretary, Marisa Mundt, the Chief Executive (Alasdair McKee) had been acting as Secretary on a temporary basis. A. McKee advised that although this was common practice amongst other housing associations, Glen Oaks has always appointed a Board member to fill this role. The Board discussed this matter and **agreed** that **Alasdair McKee** would continue to act as **Secretary** until February 2019 when the Board will discuss this matter again.

Treasurer

Kimberley Barker was nominated by Alex Kirkwood, seconded by Maryrose Flaherty. There were no other nominations. **Kimberley Barker** was elected as **Treasurer**.

Action: (Board)

- Board to discuss the Secretary's post in February 2019.

3. Rent Consultation 2019/10

S. Gaunt reported that he had met with A. McKee and N. Logan prior to the Board meeting to discuss the Rent Consultation process. Following this meeting, it was proposed to defer any decision on the Rent Consultation until after the Board has discussed this matter at the Business Planning Strategy Event. The Board **agreed** with this proposal.

Please see Confidential Minute.

4. Risk Management

N. Logan reported that the Corporate Management Team had reviewed each of the Strategic Risks, adding that the changes had been detailed in the report. N. Logan advised that the Finance, Audit and Corporate Services Sub-Committee will be looking at this in detail at their meeting in November.

The Board **noted** the report and approved the amendments to the Strategic Risks.

5. Business Plan Quarterly Review: 1.4.18 - 30.9.18

A Board member commented that the policy schedule had slipped in some areas. N. Logan advised that this was due to workload, adding that the relevant policies will be reviewed and brought to the Board for discussion/ approval as soon as possible. With regard to Treasury Management, N. Logan will be meeting with a treasury adviser in the next few weeks and will update the policy after the meeting.

A Board member enquired about the outcome of Board Training Plan for the previous year. A. McKee will report back to the Board on this item.

The Board **noted** the report.

Action: (Staff)

- A. McKee to report back on the outcome of last year's Board Training Plan.
- Staff to ensure that all outstanding policies are reviewed as soon as possible and presented to the Board/Sub-Committees for discussion/approval.

6. Health & Safety - Confidential

Please see Confidential Minute.

7. Staffing - Confidential

(1) EVH - Salary Consultation 2018

Please see Confidential Minute.

8. Minutes of previous Board Meetings

(i) Decisions taken between meetings

Nothing to report.

(ii) Board Meeting 22.8.18 & Confidential 22.8.18

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

(iii) Matters Arising

At their meeting on 23 May 2018, the Board **agreed** to take part in the Remembrance Service organised by Alex Glass (ex Councillor) to mark the 100th year since the official end of the Great War. A. McKee advised that he had organised a wreath on behalf of Glen Oaks and added that the Association's Vice-Chairperson, S. Gaunt, would be laying the wreath at the Nitshill War Memorial on Remembrance Sunday.

9. Minutes of Sub-Committees and other Meetings

Nothing to report.

10. Membership

Nothing to report.

11. Use of Seal

Nothing to report.

12. Matters for Discussion

(1) Treasury Management Report

The Board **noted** the report and **approved** the closure of the Nationwide account as per Item 4.3.

N. Logan referred to Item 4.5 and advised that the draft RBS amendment letter which had been sent to TC Young for review had not been returned yet. The Board **agreed to delegate authority** for N. Logan or A. McKee to sign the RBS amendment letter when the details have been agreed.

The Board **approved** the request to update the Office Bearer Bank Signatories list. N. Logan will bring the forms to the Business Planning Strategy Event at Seamill for signing.

Action: (Staff)

- N. Logan will ask the Office Bearers to sign the Bank Signatory forms at the Strategy Event at Seamill.

(2) SHAPS - changes to Accounting Disclosure

The Board **noted** the report which provided an update on changes to the Accounting Disclosure of the DB pension scheme and details of the timetable for the next valuation.

(3) Proposed Change to Board/Sub-Committee Remit for Finance

The Board **agreed** with the proposal to change the name of the Audit & Corporate Services Sub-Committee to the **Finance, Audit and Corporate Services Sub-Committee**.

A. McKee proposed that key strategic finance documents would still be presented to the Board for discussion/approval, with more routine finance documents being considered by the Finance, Audit & Corporate Services Sub-Committee. This proposal would allow the Board more time to discuss non-finance strategic items, and would also allow the Sub-Committee to discuss routine finance reports in greater detail.

The Board **agreed** to amend the Remits for the Board and the Finance, Audit & Corporate Services Sub-Committee to reflect the change.

A Board member enquired about the number of Sub-Committee meetings being held. N. Logan confirmed that Sub-Committee meetings were being held in accordance with the calendar. The Vice-Chairperson noted that several recent Sub-Committee meetings had not been quorate and encouraged Sub-Committee members to attend as many meetings as possible.

**Action:
(Staff)**

- Staff to change the name of the Audit & Corporate Services Sub-Committee to Finance, Audit & Corporate Services.
- A. McKee to amend the Board Remit and the Remit for the Finance, Audit & Corporate Services Sub-Committee.

(4) Update on Business Planning Strategy Event - 9/10 November 2018

A. McKee was pleased to note that 8 Board members were able to attend the Strategy Event.

A. McKee advised that the Strategy Event will be facilitated by Alan Ferguson from SHARE. A. McKee has arranged a planning meeting with A. Ferguson, S. Gaunt and K. Barker at 11am on 1 November 2018 to finalise the arrangements.

**Action:
(Staff)**

- A. McKee will contact the Board members who require transport to Seamill with the taxi arrangements.

7.30pm - Alex Kirkwood left the meeting.

(5) Kitchen & Bathroom Replacement Contract - Procurement

The Board **approved** the re-issue of the Contract Award Notice for the Kitchen & Bathroom Contract, conferring preferred candidate status on City Building LLP. The other contractors who submitted tenders have 10 calendar days to challenge the award.

(6) Arden Phase 5 Development Opportunity

Please see Confidential Minute.

13. Community Regeneration

A. McKee advised that an Offer of Grant (£72,195) for the Workingrite project had been received.

14. Policy Review

Nothing to report.

15. Matters for Information

Nothing to report.

16. Report back from Meetings/Conferences attended

Nothing to report.

17. Correspondence and Other Matters for Decision

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

- (8) **GWSF:** Annual Conference 2018, Friday 23 November 2018, Grand Central Hotel, Glasgow. Board members S. Gaunt, K. Barker and P. McGinlay MBE will attend this event.
- (9) **Positive Action in Housing:** AGM, 2 November 2018, City Chambers. A. McKee will attend this event.
- (13) **SHARE:** Board Development (Jan - March 2019) - K. Barker advised that she wished to attend some SHARE training courses. A. McKee asked K. Barker to email him with the details of the courses she would like to attend.
- (14) **Alexander Mackenzie:** Charitable Donation request. The Board **agreed** to donate £100 in support of children's hospices.

The Board **noted** the following additional item of correspondence:

- (1) **SFHA:** 'Housing Scotland' magazine - Autumn issue.

**Action:
(Board)**

- K. Barker to email A. McKee details of the SHARE courses she would like to attend.

**Action:
(Staff)**

- A. McKee to arrange donation of £100 to Alexander Mackenzie.

18. Any Other Competent Business

- (1) **Good Neighbour Awards 2018:** A. McKee advised that Anne Wright from Workingrite has agreed to be this year's judge for the Good Neighbour Awards. A. Wright will also present the awards at the Residents Conference on Thursday 15 November 2018.

- (2) **SHARE Conference:** A. McKee advised that this event will take place during the first weekend in March at Peebles Hydro. Board members S. Gaunt and A. Loudon will contact A. McKee to advise if they are able to attend.

**Action:
(Board)**

- S. Gaunt and A. Loudon to let A. McKee know if they would like to attend the SHARE Conference.

- (3) **November Board Meeting:** M. Flaherty asked for her apologies for the November meeting to be recorded.

19. Date and Time of Next Meeting

- The Business Planning Strategy Session will take place at Seamill Hydro on **9 & 10 November 2018**.
- The next Board meeting take place on **Wednesday 28 November 2018** at **6pm**. Board members are invited to attend at 5.30pm for an informal chat with A. McKee if they wish.