

**Minutes of the Board Meeting
held on Wednesday 22 August 2018 at 6pm
in The McGinlay Suite at the Association's Arden Office**

Present:

K. Barker
M. Flaherty
S. Gaunt
H. Gracie
A. Kirkwood
L. Lawson
P. McGinlay MBE
W. McNamara
E. McShane
M. Mundt

In Attendance:

A. McKee, Chief Executive
N. Logan, Finance Director
D. Weir, Technical Director
M. Hutcheson, Corporate Services Manager (minutes)

P. Morrice, Alexander Sloan (for item 2)
A. Ferguson, SHARE (for item 3)

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

Apologies:

Apologies were **noted** on behalf of Board members A. Louden and M. Smith and staff members J. Murray and P. Bridges.

Declarations of Interest:

There were no declarations of interest.

2. Year End Financial Statements

N. Logan presented her report on the Financial Statements and explained that the sale of properties plus increased rental income had contributed to a higher surplus.

N. Logan introduced P. Morrice, Audit Manager from Alexander Sloan. P. Morrice was pleased to report a completely clean audit report for the year. He advised that the Financial Statements provided a true and fair view of the Association's affairs as at 31 March 2018 and confirmed that Alexander Sloan had therefore issued an unqualified audit opinion on the Financial Statements. P. Morrice thanked the Association's staff for their assistance with the audit.

There were two minor errors in the Financial Statements - on Page 1 one of the Board member's names is incorrect – K Barbour should be changed to K Barker. Also, the second bullet point on Page 11 did not make sense. P.Morrice agreed to have these changes made.

P. Morrice referred to the Audit Management Letter which summarises the audit objectives. He also noted that there were no internal control issues.

The Board **approved** the Financial Statements. The Letter of Representation was signed by the Chairperson and Vice-Chairperson.

The Board thanked P. Morrice for his report and he left the meeting.

3. Board Appraisals

E. McShane introduced A. Ferguson from SHARE. He explained that he will be carrying out Board appraisals in September. He thanked the members who had already returned their forms. He was asked how areas highlighted for development would be addressed. He said this could be done in various ways e.g. formal training course or meeting with relevant member of staff. A Ferguson also recommended self-development through reading information published by the Scottish Housing Regulator such as regulation plans.

As part of the appraisal process, each Board member will receive an Individual Learning Statement. It was suggested that these should be reviewed in approximately 6 months.

E. McShane thanked A. Ferguson for his presentation.

4. Risk Management

(i) Strategic Risks

N. Logan summarised the key risks from the report. A Board member asked about the level of risk relating to the Association's pension scheme (SHAPS). N. Logan explained that an update on the position may be provided at a meeting in September. **The Board will receive a report on SHAPS in October.**

(ii) Strategic Risk Register

The Board **noted** the updated Risk Register.

5. Business Plan Quarterly Review: 1.4.18 – 30.6.18

The Board **noted** the report and acknowledged the addition of comments to explain where performance had slipped.

6. Health & Safety

D. Weir gave a brief summary of the findings from the Gas Quality Assurance Audit that was carried out in April. The Board **noted** the report.

7. Staffing Update

Please see confidential Minute.

8. Minutes of Previous Board Meetings

(i) Decisions taken between meetings

A McKee explained that he had discussed the SFHA Board election with the Chairperson and they had agreed which two candidates should be supported in the ballot.

(ii) Board Meeting 23.5.18 & confidential 23.5.18

The Minutes were **approved** as an accurate record of the meeting. A McKee explained that tasks / action points would now be tracked on Minutepad. This will replace the action list that had previously been circulated at the start of each Board meeting.

(iii) Action Agreed

All action points from the last meeting have been completed. D Weir confirmed the cost of hanging baskets was £97 per unit. A McKee confirmed that Board members attending the EVH anniversary event are: P McGinlay MBE, H Gracie, S Gaunt, M Mundt & K Barker. He will check if M Smith or A Loudon wish to attend.

(iii) Special Board Meeting 13.6.18

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

9. Minutes of Sub-Committees and Other Meetings

(i) Housing, Technical and Health & Safety Sub-Committee 6.6.18

The Minutes were **noted**.

(ii) Audit and Corporate Services Sub-Committee 13.6.18

The Minutes were **noted**.

10. Membership

Nothing to report.

11. Use of Seal

Nothing to report.

12. Matters for Discussion/Decision

(1) 27th Annual General Meeting – Wednesday 19 September 2018

(a) AGM Arrangements

The Board **noted** the report and **agreed** that High Street shopping vouchers should be purchased for the prize draw. It was **agreed** that a gift would be purchased for W McNamara in recognition of his long service as a Board member. There was some discussion about potential speakers for the AGM. It was **agreed** that L Mandelson (Welfare Rights Assistant) would be asked to talk about Universal Credit. A Wright from Workingrite could present an update on the project. K Barker suggested it would be useful to include a short presentation on Board recruitment – she **agreed** to do this.

(b) Supplementary information

The Board **noted** the report.

(c) Ending of Membership

The Board **noted** the report and agreed that 6 memberships should be cancelled in accordance with Rule 16.

(2) Board Member Resignations and Recruitment

The Board **noted** the report and discussed possible ways of attracting local people. It was suggested that posters could be displayed in local shops. K Barker said she would be happy to promote the benefits of Board membership by speaking to people who attend clubs in the community. An advert could also be placed in East Renfrewshire Council's office.

(3) Management Accounts for the period to 30 June 2018

N Logan discussed key points from the Management Accounts. The Board asked for clarification on the use of brackets (when variance is positive?). **N Logan will check this and report back.** It was also suggested that negative figures could perhaps be shown in a different colour.

(4) Loan Refinancing

N Logan explained the background to the proposal to refinance some of the Association's loans. She also clarified the admin fees for refinancing. The

Board was satisfied with the level of fees and **approved** the repayment of two loans. She confirmed that **a report will be presented to the Board in October with details of properties to be used as security.**

(5) Insurance Tender

The Board **noted** the report and discussed the proposal for tendering for insurance cover. They **agreed** to delegate authority for appointing the preferred bidder to the Corporate Management Team plus office bearers or the Audit & Corporate Services Sub-Committee.

(6) Donation Requests

The Board **noted** the report and **agreed** with the proposed donations to the Butterfly Nursery and St Angela's Participation Centre.

(7) Shared Ownership

The Board **noted** the report. They **approved** the proposal for staff to progress the possible purchase and refurbishment of a shared ownership property with a view to adding it to the Association's rented stock.

13. Community Regeneration

A McKee updated the Board on the offer of grant from the Starting Out project. He explained that the grant offer for the Workingrite project had not yet been received.

Please see confidential Minute.

14. Policy Review

(1) Governance Handbook

The Board **agreed** to adopt the SFHA's Model Role Description for Board Members and Office Bearers. This information is incorporated in the updated Governance Handbook. The Board **approved** the changes to the Handbook. A McKee thanked P Bridges for preparing the review and updating the Governance Handbook. A McKee said he would **update the Standing Orders** to reflect the changes.

15. Matters for Information

(1) SHAPS Financial Assessment

The Board **noted** the Pension Trust Financial Assessment.

(2) Treasury Management Report

The Board **noted** the Treasury Management Report.

(3) Evaluation of Tenant Participation Activities 2017-18

The Board **noted** the report on Tenant Participation Activities.

16. Report back from Meetings/Conferences attended

There were no reports from meetings or conferences.

17. Correspondence and Other Matters for Decision

The correspondence report was **noted**.

18. Any Other Competent Business

- **SFHA AGM** – A McKee will attend. He will send a copy of the papers to K Barker.
- **Board & CMT Strategy Session at Seamill** – A McKee explained there was a draft programme which included the Chief Executive from SFHA speaking on the Friday evening. Saturday morning is likely to include discussion on risk. He asked Board members to email him with any suggestions for the programme. Members who want to be involved in planning the event are: E McShane, K Barker, S Gaunt, M Mundt & M Flaherty.

19. Date and Time of Next Meeting

The next Board meeting will take place on **Wednesday 31 October 2018** at **6pm**. Board members are invited to attend at 5.30pm for an informal chat with A. McKee if they wish.

Signed:

Date: