

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

**Present:**

E. McShane  
J. Ayorinde  
K. Barker  
K. Clayton  
M. Flaherty  
E. Gotowicz  
H. Gracie  
F. Koroma  
A. Louden  
P. McGinlay MBE  
M. Overthrow  
M. Smith

**In Attendance:**

A. McKee, Chief Executive (AM)  
N. Logan, Finance Director (NL)  
J. Murray, Housing Services Director (JM)  
L. McNicol, Technical Manager (LM)  
M. Hutcheson, Corporate Services Manager (MH)  
P. Bridges, Corporate Services Officer (Minutes)

Freya Lees, North Star Consulting [Item 4(2)]

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

**Apologies:**

Apologies were **noted** on behalf of Board Members S. Gaunt (Chairperson) and A. Edgar, and staff member D. Weir.

E. McShane (Vice-Chairperson) agreed to Chair the meeting in the Chairperson's absence.

**Declarations of Interest:**

**Item 4(1):** M. Smith declared an interest in Item 4(1) and will leave the meeting room while this item is discussed by the Board.

## 2. Minutes of previous Board Meetings

### (i) Decisions taken between meetings

Nothing to report.

### (ii) Board Meeting 21.8.19 & Confidential 21.8.19

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

### (iii) Matters Arising/Tasks

*Page 2, Item 3 - Board Appraisals:* AM will add the SHR statutory intervention reports to the Decision Time document library.

*Page 3, Item 5 - Assurance Statement:* The Board **noted** the changes made to the agenda format following the discussion at the recent Strategy Session. The Chairperson and AM had also discussed the procedure for minuting Board and Sub-Committee meetings and proposed that a draft of the minutes should be circulated to the Board within **5 working days** of the Board/Sub-Committee meeting taking place. The Board **approved** the changes to the procedure for preparing and circulating minutes.

## 3. Minutes of Sub-Committees and other Meetings

### (i) Finance, Audit & Corporate Services Sub-Committee 12.6.19

### (ii) Housing, Technical and Health & Safety Sub-Committee 4.9.19

Noted.

## 4. Matters for Discussion/Decision

### (1) Progress Report: Potential Development Projects

*M. Smith declared an interest in this item and left the meeting room.*

LM reported that the Scheme Agreement for Arden Phase 7A and 7B (site to east of Kilmuir Crescent) had been received and asked the Board to consider signing the document at the end of the meeting. The Board **agreed** that the Chairperson would sign the Scheme Agreement. LM advised that the Association has Glasgow City Council's approval to proceed with housing on both sites (Phase 7A and 7B). LM said that staff would be meeting with AS Homes tomorrow. LM commented that Phase 7B is under review, adding that Glen Oaks has until summer to commit.

The Board considered the additional project costs for Arden Phase 5 which were due to some minor alterations to the specification as detailed in the report. The Board **approved** the additional expenditure.

The Board discussed the derelict pub (Arden Phase 6) and **agreed** that this area was a top priority for development.

The Board **noted** the contents of the report and confirmed the following:

- The Board **agreed** that the Chairperson would sign the Scheme Agreement for Arden Phase 7A and 7B.
- The Board **approved** the submission of the Strategy & Development Funding Plan (SDFP) to Glasgow City Council's Development & Regeneration Services (DRS).
- The Board **approved** the additional expenditure for Arden Phase 5.

*M. Smith re-joined the meeting.*

## **(2) Rent Consultation 2020/21**

The Board **agreed** to consult tenants on the following options:

- **2.6%** (RPI plus 0.5%) - this would allow us to maintain our core business but will not allow us to provide the wide range of additional services that tenants have come to expect; or
- **2.8%** (RPI plus 0.7%) - this would allow us to continue to provide some local services like ESOL (English for speakers of other languages), physical activities and leisure classes.

See Confidential Minute.

## **(3) Report back from the Business Plan Strategy Session**

AM commented that the Strategy Session had been a good event. David Bookbinder (GWSF) had been invited to speak to the Board on Friday evening, and Alan Ferguson (SHARE) had facilitated the Business Planning Session on the Saturday. AM advised that he had not received A. Ferguson's final report yet, adding that the report would be forwarded to the Board as soon as it was available. AM proposed that the report could be discussed in detail at the January Board meeting. The Board **agreed** with this proposal. AM added that he had made a provisional booking with Seamill Hydro for next year's Strategy Session which will take place on 13/14 November 2020. The Board **approved** the dates and venue.

## **(4) Calendar of Board & Sub-Committee Meetings**

The Board **approved** the Calendar of Board & Sub-Committee Meetings for January-December 2020.

## **(5) Approval of Bank Signatories**

The Board approved NL's request to amend the Bank Signatories following the election of the Office Bearers at the AGM. The signatories of the Association would therefore be the 4 Office Bearers and the 4 members of the Corporate Management Team. The Board **approved** the amendment to the Association's Bank Signatories.

## **(6) Former Tenant Write-Off: Arrears, Credits & Court Costs**

JM asked the Board to ratify the decision taken by the Housing, Technical and Health & Safety Sub-Committee at their meeting in September. In response to a query from a Board member, J. Murray confirmed that the decision taken by the Sub-Committee was in line with the Association's bad debt provision. The Board **ratified** the decision taken by the Sub-Committee.

## **(7) Greater Pollok Properties Limited update - see Confidential Minute.**

### **5. Risk Management**

#### **(i) Strategic Risk Report**

NL advised that the Strategic Risks had been reviewed and confirmed that no changes had been required. NL also confirmed that there was no change to the risk appetite following the recent review at the Strategy Session. The Board **noted** the report.

### **6. Assurance Statement**

#### **(i) Action Plan**

A Board member asked if the completion dates noted in the Action Plan were achievable. AM replied that although the Action Plan is ambitious, staff are confident that they can achieve the majority of the tasks by the agreed completion dates. Following further discussion, the Board **agreed** that AM would provide an update on progress with the Action Plan at every Board meeting.

#### **(ii) GWSF Report**

AM referred to the GWSF report which gives an analysis of the Assurance Statements submitted by housing associations to the Scottish Housing Regulator (SHR). AM noted that Glen Oaks is not one of the ten housing associations chosen by the SHR for a follow-up visit.

## **7. Notifiable Events - see item 4(7) of the Confidential Minute.**

## **8. Business Plan Quarterly Review: 1.4.19 - 30.9.19**

The Board **noted** the report.

## **9. Health & Safety**

The Board **noted** the contents of the report. LM asked the Board to discuss their preferred format for the required Health & Safety training. LM advised that the training would take approximately 2 hours. Board members discussed whether they would prefer one session facilitated by an external trainer or bite-size training sessions at each Board meeting.

At this point, Board member M. Smith expressed his concern that, in his opinion, Health & Safety was not being given the importance it should at Board meetings and asked for his comments to be formally noted in the minutes of the meeting. M. Smith stressed the importance of allocating more time to discussing Health & Safety matters at Board meetings. AM advised that he would discuss this with the Chairperson and move Health & Safety up the agenda to ensure that it is discussed at the start of every Board meeting. A Board member asked about fire evacuation training for the Board. LM will ensure that this is prioritised.

It was **noted** that the issue of the timing for Board training needs to be confirmed. AM will follow this up.

**10. Staffing - see Confidential Minute.**

**11. Membership**

The Board approved one membership application - see Confidential Minute.

**12. Use of Seal**

Nothing to report.

**13. Policy Review**

**(1) Notifiable Events**

AM noted some minor typing errors in the Notifiable Events policy and confirmed that these would be corrected. The Board **approved** the Notifiable Events policy.

**14. Community Regeneration**

- AM advised that Workingrite had been unsuccessful with their grant funding application. However, Workingrite had applied to Glasgow City Council for funding and were waiting to find out if that application had been successful. AM added that the Association hoped to be able to continue to work with Workingrite.
- JM advised that the goConnect project had organised a St. Andrew's Night Ceilidh which was being held the following evening. JM commented that the ceilidh was a sell-out and it should be a really good event.
- JM reported that she had met with Glasgow University to discuss the possibility of having a student in the office for 22½ hours per week from now until April 2020, hopefully to support the goConnect project.
- JM had been trying to meet with the Manager from Money Matters to discuss the Starting Out project but the Manager is currently on holiday.

- NL asked the Board to approve an extension to the contracts for the goConnect and Starting Out staff. The Board **approved** the extension of the contracts until February 2020.

## **15. Matters for Information**

### **(1) Management Accounts for the period to 30 September 2019**

A Board member asked about the void costs which seemed high. LM advised that turnover had been higher than originally forecast. LM also noted that the cost of the decoration vouchers currently being used is higher than the decorating packs used previously. A Board member asked if it would be cheaper for Glen Oaks to carry out the decoration work. LM replied that it would be too expensive for the Association to do this. The Board **agreed** that the Housing, Technical and Health & Safety Sub-Committee would discuss this matter further.

### **(2) Treasury Report for the period to 30 September 2019**

The Board **noted** the Treasury Report.

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

*SFHA Finance Conference:* Board member K. Barker had attended this event and reported that some of the sessions at the conference were relevant to Glen Oaks. K. Barker advised that she would share her notes from the Conference with the Board, and added that copies of the literature provided at the Conference were available if anyone would like a copy.

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

The Board **noted** the previously circulated Correspondence report. The Board was asked to consider the following additional items:

- (1) *Glasgow City Mission - Winter Night Shelter:* AM advised that the Association had supported the Winter Night Shelter for several years now and asked if the Board would like to make a donation again this year. The Board **agreed** to contribute £200.
- (2) *SHARE Conference, 13-15 March 2020, Peebles Hydro:* MH advised that there was a limited number of single rooms available so we would need to book places at the Conference as soon as possible.

**K. Clayton** and **A. Loudon** would like to attend.  
**M. Flaherty** and **M. Overthrow** will confirm their availability.

**18. Any Other Competent Business**

- (1) *Nitshill War Memorial:* AM advised that the Chairperson, S. Gaunt, had laid a wreath at the Armistice Day Parade on behalf of the Association.
- (2) *Housing, Technical and Health & Safety Sub-Committee:* H. Gracie and M. Smith submitted their apologies for the Sub-Committee's December meeting. AM advised that any Board members who would like to join one of the Association's Sub-Committees should contact A. McKee or P. Bridges.
- (3) *Glen Oaks' Christmas Function, 6 December 2019, Qua Italian Restaurant, 7 for 7.30pm:* AM advised that the Association would be supplying a meal and drinks for Board and staff members attending, adding that he would organise taxis for Board members who require transport to the event.

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

The next Board meeting will take place on **Wednesday 22 January 2020** at **6pm**. Board members are invited to attend at 5.30pm for an informal chat with A. McKee if they wish.

**Signed:** .....

**Date:** .....