

Meeting: Minutes of Board Meeting
Meeting Date: 29 October 2024
Time: 5.30pm
Location: Virtual (MS Teams)

Discussion			
Meeting Opening			
1.	<u>Welcome & Apologies</u>		
Present		Staff	
Liz McKenzie	Chair	David Byfield	Chief Executive (CEO) Company Secretary (CS)
Mark Ingram	Vice-Chair		
Richard Mahon	Board Member	Karen Fee	Director of Finance, Digital Engagement and Corporate Services (DFDCS)
Chuks Nwadi-Nwadi	Board Member	Suzanne Casey	Director of Customer Services
Charles Ball	Co-opted Member	Peter Kelly	Director of Asset Management
		Joe Dewar	Asset Management Consultant
		Jacqui Mills	Corporate Services Officer (CSO) (Minute Taker)
Apologies		In attendance	
Alex Warren	Board Member		
Chinenye Anameje	Board Member		
Fiona Dunwoodie	Co-opted Member		
John Duncan	Board Member		
Karen McDonagh	Board Member		
2.	<u>Declaration of Interest</u>		
	None		
3.	<u>Declaration of Receipt and Understanding</u>		
	Members present confirmed they read and understood the contents of the Board papers.		
4.	Minutes of Board Meetings for Approval		
	Minutes of Board Meeting 24 September 2024		

Approved by:	
Richard Mahon	Mark Ingram
Minutes of Policy Sub Committee Meeting: 21 October 2024	
Approved by:	
Mark Ingram	

5.	<p><u>Matters Arising/ Action Sheet</u> No matters arising from the minutes or action sheet.</p> <p>Action Sheet:</p> <table border="1" style="width: 100%;"> <tr> <td>Approved by: Richard Mahon</td> <td>Seconded by: Chuks Nwadi-Nwadi</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Approved by: Richard Mahon	Seconded by: Chuks Nwadi-Nwadi		
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Items requiring a discussion/ approval

6.	<p>CEO Report</p> <p>CEO presented a quarterly update on Ardenglen’s progress across a number of areas to Board. He discussed the following items;</p> <p>The Lived Experiences Group led by Ardenglen in partnership with three other Castlemilk HAS continues to make positive ground in taking forward issues experienced by the Community. The Scottish Government and Scottish Human Rights Commissioner have attended meetings and have agreed to support the group in taking issues forward. The group have received recognition in the form of shortlisting for a CIH Award following an award submission from Ardenglen.</p> <p>CEO requested approval for AHA to donate £2000 to the Lived Experiences Group budget as part of a four way agreement by each partnering Association contribute £2000 each to running costs.</p> <p>The Association has been working with PR Consultant Craig Cowborough and as a result raised the profile of Ardenglen with a lot of positive feedback in the sector from our peers.</p> <p>CEO requested approval to close the office at 12 noon on Christmas Eve for staff to take part in some festive activities before heading home to their families for Christmas. He also requested half day openings of the office during the festive period on Monday 30 and Tuesday 31 December, 9am to 1pm.</p> <p>A Strategic Away Day for Board and the Colleague Team has been scheduled for Wednesday 4 December.</p> <p>The Association has begun the tender process for kitchen, bathroom and boiler renewal programme. A report on the outcome of these tenders will come to the December Board meeting.</p> <p>The CEO confirmed that the Chair has completed the CEO Appraisal.</p>
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	<p>CEO thanked Alex for the recent colleague visit to the Wise Group to learn about their culture shift. The Board suggested that the office requires a bit of an overhaul and could link into a new culture shift.</p> <p>The Board approved the £2000 contribution to the Lived Experiences Group budget and the proposed festive opening hours and noted the CEO Report.</p>
7.	<p>Financial Conduct Authority Annual Return</p> <p>DFDCS presented the Financial Conduct Authority Return advising that it is an annual regulatory submission. She requested approval to submit the return.</p> <p>The Board approved the Financial Conduct Authority Annual Return.</p>
8.	<p>Policy Sub Committee</p> <p>The Policy Sub Chair with some assistance from Senior Leadership Members provided a brief overview of the policies recommended for approval at last week's policy sub committee. The following policies were recommended to Board for approval:</p> <ul style="list-style-type: none"> • Leasing Policy • Rent Arrears Policy • Asset Management Policies: Estate Management Policy, Medical Adaptations Policy, Fire Safety Management Policy, Lift Management Policy. <p>DAM referred to the Medical Adaptations Policy and advised that there is more onus on Social Landlords to fund adaptations as government funding has been cut.</p> <p>The Board queried whether DAM has considered utilising the Independent Living Fund. DAM advised that the new Financial Inclusion Team will be able to advise us on these matters.</p> <p>The Board approved the Leasing, Rent Arrears and Asset Management policies.</p>
8.	<p>SFHA Model Code of Conduct</p> <p>CSO presented a report on the recently revised SFHA Model Code of Conduct. She advised of some light touch reviews to the language. She sought Board approval to implement the revised document at Ardenglen.</p> <p>CSO also advised the Board that on approval of the document, she will email a copy of the new document to everyone and request that they sign and return along with their annual Declaration of Interests form.</p> <p>The Board approved the Model Code of Conduct.</p>
9.	<p>Share Membership Report</p> <p>CSO presented the Share Membership Report requesting approval to add ten new members to the register.</p>

	<p>The Board approved the Share Membership Report</p>
6.	<p>Alterations at 6 Ardencraig Street Report</p> <p>DAM presented a report to update the Board of Management and seek approval for an alternative procurement method for engaging a contractor to undertake the alteration works to the former Relaxation Centre to provide a new Community Hub.</p> <p>DAM recommended that Ardenglen's Board of Management approve procuring the contract works through Quick Quotes to those contractors who register an interest in tendering from the attached list.</p> <p>If no tenders are received, DAM sought approval to negotiate with the main contract tender price to ensure that it is in line with our budget.</p> <p>The Board queried what is a reasonable quote to expect from the tender process. DAM advised that a cost consultant has reviewed this and advised that some of the costs provided are too high. Our budget is in the region of £90,000 and we would hope for something nearer this.</p> <p>The Board approved the Alterations at 6 Ardencraig Road Tender Report.</p>
12.	<p>Electrical Inspection & Condition Report (EICR) Contract 2025-2030</p> <p>DAM presented a report on the procurement process for the Electrical Inspection and Condition Report. The current electrical contract is due to expire on 31 March 2025. He advised that the procurement process would be advertised on Public Contracts Scotland through single stage open tender, and the contract term is five years. The tenders will be assessed on quality and price.</p> <p>The Board approved the Electrical Inspection and Condition Report Contract 2025-2030.</p>
Items for Noting	
13.	<p>Five Year Investment Plan Update</p> <p>Asset Management Consultant, Joe Dewar (JD) provided the Board with a verbal update on the Five-Year Investment Plan.</p> <p>JD provided a short summary on the five year plan. The procurement process began in September and documents were posted on Public Contracts Scotland in October. Due to the October week holiday, seven contractors came back to request a seven day extension to the procurement timescale which the Association approved.</p> <p>Seventeen contractors have tendered and the closing date is 11 November. The price Assessments for the tender will be carried out by Allan Shanks and the Asset Management Team at Ardenglen will complete the quality assessment with assistance from JD.</p>

	<p>JD suggested that it may be useful for the Board to have a procurement training session and if agreeable to Board he will proceed with this.</p> <p>The Board approved Allan Shanks attending December Board meeting and noted the Five Year Investment Plan Update.</p>
Meeting Closure	
	<p>Notifiable Events</p> <p>None.</p>
13.	<p>Health and Safety (standard item)</p> <p>None.</p>
14.	<p>Correspondence</p> <p>None.</p>
15.	<p>Use of Delegated Authority</p> <p>None.</p>
16.	<p>A.O.C.B</p> <p>None.</p>
	<p>Summary of actions/ decisions at this meeting</p> <ul style="list-style-type: none"> ➤ The Board Approved the minutes and action sheet ➤ The Board Approved the CEO Report including Festive Opening Hours 2024 ➤ The Board Approved Share Membership Report ➤ The Board Approved the SFHA Model Code of Conduct Revision ➤ The Board approved the Leasing Policy, Rent Arrears Policy and Asset Management Policies, Estate Management, Medical Adaptations, Fire Safety and Lift Management Policy. ➤ The Board approved Alterations Work at 6 Arden Craig Street ➤ The Board approved the Electrical Inspection and Condition Contract Procurement Report ➤ The Board approved Allan Shanks attendance at December Board and noted Investment Plan Update Report
13.	<p>Meeting Evaluation</p> <p>The Board thanked staff for their reports and advised the meeting went well with good reports presented.</p>
14.	<p>Date and time of next meeting – 3 December 2024</p>
15..	<p>Meeting Close</p> <p>The meeting closed at 7.30 PM with a vote of thanks to the Chair.</p>