

Meeting: Minutes of Board Meeting
Meeting Date: 27 August 2024
Time: 5.30pm
Location: Ardenglen Boardroom, 355 Tormusk Road

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		
	John Duncan	Board Member	Karen Fee	Director of Finance, Digital Engagement and Corporate Services (DFDCS)
	Karen McDonagh	Board Member	Suzanne Casey	Director of Customer Services
	Fiona Dunwoodie	Co-opted Member	Michelle Hart	Finance and Corporate Manager
	Chinenye Anameje	Board Member	Joe Dewar	Asset Management Consultant
	Sharon Richford	Board Member	Jacqui Mills	Corporate Services Officer (CSO) (Minute Taker)
	Alex Warren (via Teams)	Board Member		
	Apologies		In attendance	
	Richard Mahon	Board Member	John Mullholland	Mullholland Consultancy
	Chuks Nwadi-Nwadi	Board Member	Trudi Tokarczyk	Scottish Housing Network
			Charles Ball	Observer
			Leigh Cavanagh	Observer
			Stuart Beattie (via Teams)	C&T
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.	<u>Minutes of Board Meetings for Approval</u>			

Minutes of Board Meeting 25 June 2024	
Approved by:	
John Duncan	Mark Ingram

Minutes of Audit Sub Committee 8 August 2024	
Approved by:	
Mark Ingram	John Duncan

Policy Sub Committee 13 August 2024	
Approved by:	
Mark Ingram	Sharon Richford

5. Matters Arising/ Action Sheet

No matters arising from the minutes or action sheet.

Action Sheet:

Approved by: Sharon Richford	Seconded by: John Duncan

Items requiring a discussion/ approval

8. Jenniburn Update

CEO made request to bring agenda item 8 forward. Members agreed to discuss the Jenniburn Update first.

John Mullholland presented an update on progress with the Jenniburn site. He advised that the site had looked promising until news of funding cuts. It is advisable at this stage to cease any further action on the site as it would present financial risk to the Association.

The Board queried the outcome of the feasibility study. John confirmed that it is complete and with the council. The feasibility study looked positive until the Scottish Government announced funding cuts.

CEO advised that the site may soon go up for sale and NRS will notify us as the site goes on sale.

The Board approved decision to cease any further action in relation to the Jenniburn site until further notice.

John Mullholland left the meeting at 5.40pm.

6. Financial Statements

Stuart Beattie, C&T joined the meeting to present the Financial Statements. He advised that it was a clean audit with no modifications.

	<p>He reported the surplus outturn for the financial year to March 2024 is £739,928 (£244,605) prior to Pension scheme adjustments. The year end cash position remains stable with a balance of £5,750,925.</p> <p>The Board were asked to sign off on the Report of the Board of Management.</p> <p>The Chair requested that all staff members in attendance leave the meeting to allow the Board to hold a closed session with the auditor.</p> <p>Staff were invited to return to the meeting at 6pm.</p> <p>The Board approved the Financial Statements 2023-24 and subsequent AFS submission to the Scottish Housing Regulator.</p>
7.	<p>Scottish Housing Network – Annual Performance Visit</p> <p>Trudi Tokarczyk presented Ardenglen’s Annual Performance benchmarking report highlighting that the Association had good performance across the board in comparison with our peers. She reported that Ardenglen had performed consistently well compared to our peers in the last few years in the following performance areas:</p> <ul style="list-style-type: none"> • Emergency Repairs • Non-emergency Repairs • Gas Safety • Tenancy Sustainment • Medical Adaptations • Rent Arrears – strongest performance in peer group <p>She then highlighted areas Ardenglen may wish to look at including:</p> <ul style="list-style-type: none"> • Offers of Housing Refused • Right First Time Repairs • Repair Satisfaction <p>The Board advised that this is a great piece of work and expressed thanks to staff team for their efforts.</p> <p>Trudi left the meeting at 6.15pm.</p> <p>The Board noted the Scottish Housing Network Peer Report.</p>
9.	<p>Policy Sub Papers</p> <p>DFDCS referred to the three policies that were reviewed by the Policy Sub Committee earlier in the month. It was recommended that the Board approve the following policies:</p> <ul style="list-style-type: none"> • Staff Member Expenses Policy • Performance Management Policy

	<ul style="list-style-type: none"> • Treasury Management Policy <p>The Board approved the three policies recommended by the Policy Sub Committee.</p>
10.	<p>Business Plan Overview Document and Timeframe</p> <p>CEO advised that it is time to refresh and update the Business plan. He proposed setting a date in December for Board and Colleague Team Strategic Away Day.</p> <p>The Board approved Strategic Away Day for Board and Colleague Team in December.</p>
11.	<p>Gutter Cleaning Contract Report</p> <p>Joe Dewar, Asset Consultant (JD) presented Gutter Cleaning and Roof Anchors Contract Report. The two items were combined to ensure that AHA achieve value for money and consistency in our approach to contracts. The Association used quick quote tendering and received one tender from MCS. A quality and value for money assessment was made and it was recommended that MCS should be awarded the contract following board approval.</p> <p>The Board queried what the Association currently pay if this is a cost saving. JD advised that contractors are now very competitive with their pricing which is advantageous for AHA.</p> <p>The Board queried whether tidying up after completion of work can be added into the contract. JD advised that this is a key point and has been factored into the contract.</p> <p>The Board approved the Gutter Cleaning and Roof Anchor Contract Report.</p>
Items for Noting	
12.	<p>Investment Plan Update</p> <p>JD presented the Investment Plan Update asking members to note update on the following:</p> <ul style="list-style-type: none"> ➤ 5-year Investment Plan ➤ 30-Year Life Cycle Plan ➤ Investment pre-programme plan <p>JMP Partnership are continuing with the stock condition survey and this will feed into our 5 year Investment Plan and our 30 year cycle lifespan. An independent review will assess the stock condition survey and SLT will then discuss and agree on investment areas for Board approval. The Board were presented with a timeline of activity leading up to November 2024 when it is anticipated that the Capital Investment works will commence. A further update will be brought to September Board.</p> <p>The Board noted the Investment Plan Update.</p>
13.	<p>Transforming HR Presentation</p> <p>Richard Fairley, HR Consultant (RF) joined the meeting at 6.45pm to present on all the work that Ardenglen have been doing to develop and prioritise a health and wellbeing strategy.</p> <p>RF advised that work began in 2022 after concerns were raised about the culture at Ardenglen. Proactive work began and the wellbeing of staff became a priority. Many</p>

	<p>conversations have been held with teams to establish a team charter that exemplifies the behaviours expected of the team. It presents an ideal of how each team can effectively work together.</p> <p>A staff away day was arranged in June 2024 which allowed staff vision to align with the new health and well being strategy. A three year road map for Ardenglen to enhance health and wellbeing whilst linking to the strategy was established. RF advised that he is also keen to get board input into the strategy.</p> <p>The Board put forward some ideas which they have found effective in their experience such as:</p> <ul style="list-style-type: none"> • Anonymous surveys • Safe spaces (connexions room) • Subsidised Therapies • Staff Volunteer days • Mental Health First Aid Training <p>The board queried how AHA ensure that the team charters don't create a silo culture.</p> <p>RF advised that the charters will be reviewed every six months to ensure they are effective. The CEO also added that current team relations and culture within AHA are really good.</p> <p>RF left the meeting at 7.15pm.</p> <p>The Board noted the Health and Wellbeing Strategy Update.</p>
14,	<p>Supplier Update</p> <p>DFDCS presented the supplier review report which provides analysis of the top five suppliers utilised in the year. DFDCS that this report will be an annual feature to allow members to understand our use of suppliers in the year.</p> <p><i>“The minute was redacted to remove commercially sensitive information.”</i></p> <p>JD advised that the Association also carries out post inspections on 10% of the works carried out to ensure quality of service and VFM.</p> <p>The Board noted the Supplier Review Update Report.</p>
	<p>Notifiable Events</p> <p>None.</p>
13.	<p>Health and Safety (standard item)</p> <p>None.</p>
14.	<p>Correspondence</p> <p>CEO referred to the Scottish Government correspondence regarding grant funding which will be circulated to Board after the meeting.</p>

15.	<p>Use of Delegated Authority</p> <p>None.</p>
16.	<p>A.O.C.B</p> <p>Staffing Update DCS advised that the Association was successful in achieving funding for the Community Development Worker post for another two years.</p> <p>Pantry Plus funding has also been awarded which will be used to create a new post of Financial Inclusion Digital Worker. Recruitment for both posts will begin in the next couple of days.</p> <p>Two maternity cover posts will also be recruited.</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 Financial Statements 2023/24 ➤ The Board Approved Business Plan Timeframe ➤ The Board Noted Scottish Housing Network Performance Analysis Report ➤ The Board Approved Gutters and Roof Anchor Tender Report ➤ The Board Noted Investment Plan Update Report ➤ The Board Noted Suppliers Review Report ➤ The Board Noted Health and Wellbeing Strategy Update
13.	<p>Meeting Evaluation</p> <p>The Board thanked staff for their reports and advised the meeting had lots of good discussion.</p>
14.	<p>Date and time of next meeting – 24 September 2024</p>
15..	<p>Meeting Close</p> <p>The meeting closed at 7.20 PM with a vote of thanks to the Chair.</p>