

Meeting: Minutes of Board Meeting
Meeting Date: 30 May 2023
Time: 5.30pm
Location: Virtual

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		
	Maureen Cope	Board Member	Karen Fee	Director of Finance, Digital Engagement and Corporate Services (DFDCS)
	John Duncan	Board Member	Peter Kelly	Director of Asset Management (DAM)
	Ann Marie Docherty	Board Member	Suzanne Casey	Temporary Director of Customer Services (DCS)
	Richard Mahon	Board Member	Michelle Hart	Finance and Corporate Manager (FCM)
	Karen McDonagh	Board Member	Anthony Chelton	Corporate Services Officer (CSO) (Minute Taker)
	Alex Warren	Board Member		
			In attendance	
			Geraldine Cotter	Money Matters
	Apologies		Leave of Absence	
	Sharon Richford	Board Member		
	Chukwudi Chuks-nnadi	Co-Optee		
	Chinenye Anameje	Co-Optee		
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 25th April 2023	
Approved by:	Seconded by:
Ann Marie Docherty	John Duncan

5. Matters Arising/ Action Sheet

Matters Arising from previous Minute 25 April 2023

Item 7

DAM referred to the Dynamic Purchasing System discussed at April Board meeting. He updated that there is no longer an appetite for partnership working on this system from our local partners in Castlemilk. DAM has a meeting with Ferguslie Park HA to potentially work with the IFLAIR Group on a Dynamic Purchasing System for Maintenance. The timelines are tight but DAM will keep Board apprised of any progress.

Item 9

The Board queried if further update regarding expansion of the Pantry. CEO advised that CIM is currently reviewing what the issues are and will report back at future Board meeting.

Item 12

DAM confirmed that the electrical contractor Magnus where willing to accept the price increase for the duration of the contract.

Action Sheet:

Approved by: Ann Marie Docherty	Seconded by: Alex Warren
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Items requiring a discussion/ approval

6. Welfare Rights Service Annual Statistics 2022/23

Geraldine Cotter was welcomed to the meeting to present the Annual Welfare Rights Report. She highlighted the following in her presentation:

- (a) 203 clients accessed the service during 2022-23
- (b) Service is utilised most by clients in 46-55 and 56-65 age band
- (c) More than half of clients are from a White Ethnic Grouping
- (d) 41% of those accessing the service had an income between £6k and £10k
- (e) 36% had physical impairment, 33% had mental health illness, 15% had a long term illness
- (f) The majority of customers accessed Welfare Rights support
- (g) 51% of customers had credit card debts of over £10,000
- (h) Money Matters supported customers to access over £416k of financial support that they were entitled to during 2022-23.

The Board noted the report and thanked Geraldine for her presentation.

<p>7.</p>	<p>External Audit Plan</p> <p>DFCS presented the RSM External Audit Plan to 31 March 2023 inviting members to consider RSM's audit plan for Ardenglen Housing Association and subsidiary. She advised that the financial year ended at 31 March 2023 and there is a statutory obligation to carry out an audit of our financial accounts which will take place over June and July with the final accounts presented to Board for approval before our AGM.</p> <p>The external audit will focus on the significant operations of the Association, assess the appropriateness of our Going Concern assumptions and assess our level of risk.</p> <p>This year's audit will be carried out at a total cost of £14,520 including the audit of Ardenglen Developments Limited.</p> <p>No questions arose.</p> <p>The Board approved the External Audit Plan 2023.</p>
<p>8.</p>	<p>Five Year Plan 2023-24 to 2027-28</p> <p>FCM presented the Five Year Financial Plan to 2027-28 (FYFP) for approval to submit to the Regulator by 31 May.</p> <p>The Board queried the favourability in year two, as our operating surplus doubles year on year and whether this is manageable with staffing, maintenance and overhead costs. DFCS advised that Interest rates will eventually decrease which will have a positive impact. The Board felt that the Regulator may scrutinise this and queried whether there would be additional narrative submitted to the Regulator to support the submission. FCM advised that she could do further light touch analysis of the Five Year Plan prior to submission.</p> <p>The Board also queried the figures projected and whether stringent stress testing had been carried out on the FYFP. FCM advised that she has factored in that inflation is likely to come down. Stress Testing has been carried out and more information on this will be available at the Special Board Meeting to discuss the Business Plan on 20 June. Paul McNeill will be in attendance to talk members through this.</p> <p>There is a spike in year 5 of the FYFP which FCM advised is a fairly normal occurrence. This has been impacted by catching up with deferred planned works from previous years.</p> <p>The Board approved the Five Year Financial Plan 2023-24 to 2027-28.</p>
<p>9.</p>	<p>Loan Portfolio 2022-23</p> <p>FCM presented and sought approval for the Loan Portfolio submission advising that it provides the Board with analysis of the Association's long-term loans position at 31 March 2023. It also gives analysis of loan value, loan type; purpose of loan; loan covenant compliance as well as information on any inter-company loans.</p> <p>No questions arose.</p>

	The Board approved the loan portfolio submission 2022-23.
10.	<p>SHR Stock Report 2022-23</p> <p>FDCS presented SHR Stock Report advising that it is an accompaniment to the Annual Return on the Charter. The report presents the stock profile of Ardenglen and accounts for all our managed stock as at 31 March 2023. FDCS queried whether the Board would like to review this report each year as a supplement to the Charter. The Board agreed that it would be useful to review annually.</p> <p>No questions arose.</p> <p>The Board approved the SHR Stock Report for submission to the Scottish Housing Regulator by 31 May 2023.</p>
11.	<p>Policy Approval</p> <p>The Policy Sub Committee Chair updated that two policies were reviewed by the Policy Sub Committee and are recommended for approval:</p> <p>Stress Management Policy The Policy Sub Chair advised that the policy has been fully revised and language updated to ensure that everyone takes accountability for managing stress .All line managers who are a direct report will receive training on how to implement, manage the policy as well as support a staff member experiencing stress at work.</p> <p>The Board commented that this is a well written policy and noted that the staff training on this will be imperative as stress is an emotive subject for all concerned.</p> <p>The Policy Sub Chair advised that this was discussed by the committee at great length and they recognised that a corporate approach is required for this to ensure consistency and that everyone feels supported in the process.</p> <p>Flexi Time and TOIL Policy The Chair advised that there are no major updates to the policy, it is fairly minor updates to language within.</p> <p>The Board approved the Stress Management Policy and the Flexi Time Policy.</p>
12.	<p>Notifiable Events None.</p>
13.	<p>Health & Safety None.</p>
14.	<p>Correspondence</p> <ul style="list-style-type: none"> ➤ Putting Safety First Governing Body Member Assurance <p>CEO advised that the Regulatory Guide will be circulated to members this week.</p>

Meeting Closure

15.	Use of Delegated Authority None.
16.	A.O.C.B None.
17.	<p>Summary of actions/ decisions at this meeting</p> <ul style="list-style-type: none"> ➤ The Board Noted the Annual Money Matters Report 2022-23 ➤ The Board Approved External Audit Plan 2023 ➤ The Board Approved the Five Year Financial Plan 2023-24 to 2027-28 ➤ The Board noted further context on stress testing in relation to the Business Plan and Five Year Plan will be provided at the Special Board Meeting on 20 June 2023. ➤ The Board Approved the Loan Portfolio 2022-23 ➤ The Board Approved the SHR Stock Return ➤ The Board Noted progress with Dynamic Purchasing System ➤ The Board Noted that further update on the Pantry will be brought to future Board Meeting. ➤ The Board Approved Stress Management Policy ➤ The Board Approved Flexi Time and TOIL Policy ➤ The Board Noted that Safety First Regulatory Guidance will be circulated to the Board this week.
18.	<p>Meeting Evaluation</p> <p>The Board thanked staff for their reports and advised it was an informative meeting.</p>
19.	Date and time of next meeting – 20 June 2023 at 5.30pm (Special Board Meeting - Virtual) and 27 June 2023 at 5.30pm (in person)
20.	<p>Meeting Close</p> <p>The meeting closed at 6.25 PM with a vote of thanks to the Chair.</p>