

Meeting: Minutes of Board Meeting.

Meeting Date: 30 August 2022

Time: 5.30pm

Location: Ardenglen Boardroom, 355 Tormusk Road,

Discussion

Meeting Opening

1. Welcome & Apologies

Present		Staff	
Liz McKenzie	Chair	David Byfield	Chief Executive (CEO) Company Secretary (CS)
Mark Ingram	Vice-Chair		
Ann Marie Docherty	Board Member	Jacqui Mills	Corporate & Compliance Officer (CCO) (MS)
Alex Warren	Board Member	Peter Kelly	Director of Asset Management (DAM)
Karen McDonagh	Board Member	Lindsay Gemmill	Interim Director of Customer Services (DCS)
		Michelle Hart	Finance and Corporate Manager (FCM)
		In attendance	
		Adam Cornick	RSM Auditor
Apologies		Leave of Absence	
John Duncan	Board Member		
Richard Mahon	Board Member		
Sharon Richford	Board Member		
Frank Young	Board Member		
Maureen Cope MBE	Board Member		
Mary Eardley	Board Member		

2. Declaration of Interest

None.

3. Declaration of Receipt and Understanding

Members present confirmed they read and understood the contents of the Board papers.

4. Minutes of Board Meetings for Approval

Minutes of Board Meeting 28 June 2022

Approved by: Ann Marie Docherty	Seconded by: Alex Warren
Audit, Performance and Risk Assurance 3 August 2022	
Approved by: Ann Marie Docherty	Seconded by: Liz McKenzie

5. Matters Arising/ Action Sheet

A board member queried whether the Board made a decision on whether to spread the Association’s money reserves across three banks to increase the opportunity of achieving better rate of interest. Members confirmed that the Association was granted authority to transfer monies to three banks.

CEO apologised and advised that he had intended to remove some items from the Board Action sheet for this meeting but had not had the opportunity due to paternity leave. He will ensure certain items are removed for the next Board meeting.

No further matters arising.

Items requiring a discussion/ approval

6. CEO Report

Report noted.

The CEO took members through the report and updated on the following:

Notifiable Events

***Minutes edited to remove confidential information*.**

Potential New Board Members

Two potential new Board members met with CEO, Chair and Vice Chair and both will be invited to October Board meeting to meet with the Board and observe a meeting.

New Directors Recruitment

***Minutes edited to remove sensitive information*.**

Twenty-three applications were received for the post of Customer Services Director and eight applications were received for Finance, Digital & Corporate Services. CEO will review the applications and expects to notify candidates for interview in the week ahead.

Staff Away Day

CEO sought approval for full day office closure on a Friday for a staff away day, the Wednesday office closure would be cancelled for that week. CEO advised that he is looking to secure a city centre location with the morning focused on work related themes such as tenant safety and a team building activity in the afternoon. The away day will be costed in the CEO Budget.

	<p>The Board queried whether the CEO planned to retain the Wednesday afternoon office closure every week going forward. CEO advised that he has a full reward and recognition as well as training needs planned for the office closure. The Wednesday afternoon closure will be subject to annual review.</p> <p><i>Culture Journey</i> CEO advised that he is engaged with HR specialist trainers Transforming HR about the next stage of training for staff in the culture journey. This training phase will focus on embedding performance.</p> <p>The Board approved CEO Report and full day office closure for staff away day.</p>
12.	<p>Annual Accounts and closed session with Board</p> <p>Report noted.</p> <p>Adam (auditor) from RSM joined the meeting at 5.52pm. Staff left the meeting to allow the auditor to hold a closed session with the Board on the accounts and financial health of the business.</p> <p>Staff were asked to return to the meeting at 6.06pm. The auditor left the meeting.</p> <p>The Board approved the annual accounts.</p>
7.	<p>Eviction Report</p> <p>Report noted.</p> <p>The Director of Customer Services (DCS) took members through the eviction report. *Minute edited to remove sensitive information.*</p> <p>It was recommended that the Association assign the tenancy to the spouse and closely monitor the rent and arrears repayments made under the new arrangements.</p> <p>The Board approved the Eviction Report.</p>
8.	<p>Asbestos Management Plan</p> <p>Report noted.</p> <p>DAM referred to the Asbestos Management Plan and advised that the Association has a duty to manage Asbestos and document how we do this. The proposed management plan details The various actions the Association has taken to ensure compliance with Asbestos Management regulations. It is proposed that this document is brought to the Board annually for review. The objective will be to survey our pre 2000 stock per annum whilst at void stage until 10% coverage of the overall stock is reached.</p> <p>The Board queried how much of our stock is pre 2000. DAM advised that this information is detailed in the Asbestos Report. Post minute note: 735 units.</p>

	<p>The Board also advised that they were of the opinion that the Association was not compliant before and queried whether that would present any issues.</p> <p>DAM advised that he could not comment on this as there were many survey reports filed in a variety of electronic folders which he was still trying to assess but did assert that the Association does need to have an Asbestos Management Plan in place to document our actions and include the need to carry out refurbishment asbestos surveys prior to major repair works.</p> <p>CEO queried whether there had been a time change in the legal requirements for different types of asbestos surveys. DAM advised that although there was a duty to manage non-domestic and common closes in within CAR 2012 there has always been a requirement under the Health & Safety at work Act 1974 to protect workers from harm within places of work such as dwellings and that the asbestos regulations has helped to focus on this.</p> <p>The Board advised that they would like to seek the opinion of Board Member John Duncan before approving the plan as he is experienced in asbestos management. It was agreed by the Board that they would seek the opinion of John and if he is happy with the proposed plan of action then the Board would give their approval. DAM agreed to consult with John Duncan on the Asbestos Plan. Post minute note: John Duncan was consulted but believed he could not bring much more to the discussion.</p> <p>The Board approved Asbestos Plan subject to consultation with John Duncan.</p>
9.	<p>Procurement Report</p> <p>Report Noted.</p> <p>DAM sought approval for the method of procurement of professional quantity surveying services for the procurement of the proposed 5-year Cyclical Painting Contract. Ewing Sommerville were the Most Economically Advantageous Tender in the Framework Contract on quality and price.</p> <p>The Board approved the Procurement Report.</p>
10.	<p>5 Year Cyclical Painting Contract</p> <p>Report noted.</p> <p>DAM sought approval to procure new painting contractor and carry out cyclical painting contract. DAM advised that it is essential that this work is carried out soon to maintain the external condition of our properties.</p> <p>The Board approved the 5 Year Cyclical Painting Contract.</p>
11.	<p>Replacement of Playground Report</p> <p>Report noted.</p>

	<p>DAM advised members that the play park at Ballantay is approximately 30 years old and there is a recommendation in our RoSPA inspection report that the Association should replace the chute for health and safety reasons.</p> <p>DAM advised that there is money set aside in the maintenance budget for upgrading the play park.</p> <p>The Board approved the replacement of playground equipment report.</p>
13.	<p>Share Membership Report</p> <p>Report noted.</p> <p>CCO sought approval to remove two former tenants from the share register as they no longer meet the requirements to be one.</p> <p>The Board approved the Share Membership Report.</p>
14.	<p>Letting Plan</p> <p>Report noted.</p> <p>IDCS took members through the letting plan report (2022/23) and the Health and Social Care Partnerships (HSCP) request that the Association adopt a 60% letting target for homelessness/ section 5 referrals this year. IDCS made a recommendation that the Association continue to work to achieve a 40% letting target, 22/23 for homelessness/ section 5 referrals to take account of our own supply and demand issues, while maintaining high levels of joint working with homelessness services.</p> <p>The Board were in agreement with this and it was also agreed that an invitation would be extended to the HSCP to attend a Board meeting to discuss further.</p> <p>The Board approved the Letting Plan recommendation of maintaining 40% letting target.</p>
15.	<p>Commercial Shop Unit Report</p> <p>Report noted.</p> <p>CEO sought approval to terminate a commercial shop unit lease. *Minutes edited to remove sensitive information*.</p> <p>The Board approved action to terminate the lease and pursue monies owed to the Association.</p>
Items for Noting	
16.	<p>Governance Action Plan</p> <p>Report noted.</p>

	<p>CEO advised that he had made some slight adjustments to timescales on the outstanding actions within the plan to allow for the two new Directors to take up their respective posts. There is nothing of material concern within the plan and good progress has been made with the remaining items.</p> <p>The Board noted the Governance Action Plan.</p>
17.	Notifiable Events None.
16.	Health & Safety None.
17.	Correspondence None.
Meeting Closure	
18.	Use of Delegated Authority None.
19.	<p>A.O.C.B</p> <p><i>Employee Wellbeing</i> AW queried whether there was something that the Association could do to support employees during the imminent cost of living crisis that the country is facing. He talked about some of the initiatives introduced at the Wise Group such as food vouchers, adjusted salaries and consolidated payments.</p> <p>CEO agreed that this was a worthwhile exercise and would meet with FCM to discuss possible options.</p> <p><i>Leave of Absence</i> CEO sought approval for a 6 month leave of absence for Sharon Richford.</p> <p>The Board approved leave of absence and consideration of initiatives for employee wellbeing.</p>
19.	<p>Summary of actions/ decisions at this meeting</p> <ul style="list-style-type: none"> • The Board approved Away Day for staff • The Board approved Annual Accounts • The Board approved Eviction Report • The Board approved Asbestos Management Plan • The Board approved Cyclical Painting Procurement • The Board approved 5 year Cyclical Paining Programme • The Board approved replacement of Playground Equipment • The Board approved removal of two share members • The Board approved a 40% annual target of homeless lets 22/23 • The Board approved invite to HSCP to Board meeting

	<ul style="list-style-type: none"> • The Board approved termination of Commercial Shop Unit lease • The Board noted Governance Action Plan • The Board approved CEO researching employee wellbeing package • The Board approved special leave for Board Member
20.	<p>Meeting Evaluation</p> <p>The Board thanked staff for their reports and advised it was an informative meeting.</p>
21.	<p>Date and time of next meeting – 27 September at 5.30pm on MS Teams.</p>
22.	<p>Meeting Close</p> <p>The meeting closed at 8pm with a vote of thanks to the Chair.</p>