

Meeting: Minutes of Board Meeting

Meeting Date: 25 April 2023

Time: 5.30pm

Location: Hybrid

Discussion

Meeting Opening

1. Welcome & Apologies

Present		Staff	
Liz McKenzie	Chair	David Byfield	Chief Executive (CEO) Company Secretary (CS)
Mark Ingram	Vice-Chair		
Sharon Richford	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	Lindsay Gemmill	Interim Director of Customer Services (IDCS)
Richard Mahon	Board Member		
Karen McDonagh	Board Member	Anthony Chelton	Corporate Services Officer (CSO) (Minute Taker)
Chukwudi Chuks-nnadi	Co-Optee	Fiona McGovern	Community Investment Manager (CIM)
Chinenye Anameje	Co-Optee		
		In attendance	
		Scott McCready	Internal Audit (IA)
Apologies		Leave of Absence	
Maureen Cope	Board Member		
Alex Warren	Board Member		
Suzanne Casey	Senior Housing Officer (SHO)		
Michelle Hart	Finance & Corporate Manager (FCM)		

2. Declaration of Interest

None.

3.	<p><u>Declaration of Receipt and Understanding</u></p> <p>Members present confirmed they read and understood the contents of the Board papers.</p>				
4.	<p>Minutes of Board Meetings for Approval</p> <table border="1" data-bbox="178 405 1471 483"> <tr> <td colspan="2">Minutes of Board Meeting 24 January 2023</td> </tr> <tr> <td>Approved by: Mark Ingram</td> <td>Seconded by: John Duncan</td> </tr> </table>	Minutes of Board Meeting 24 January 2023		Approved by: Mark Ingram	Seconded by: John Duncan
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5.	<p><u>Matters Arising/ Action Sheet</u></p> <p>No matters arising.</p> <p>Action Sheet:</p> <table border="1" data-bbox="178 779 1471 817"> <tr> <td>Approved by: Ann Marie Docherty</td> <td>Seconded by: Mark Ingram</td> </tr> </table>	Approved by: Ann Marie Docherty	Seconded by: Mark Ingram		
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Items requiring a discussion/ approval					
6.	<p>Audit Reports (Planned Maintenance & Procurement)</p> <p>Scott McCready presented both audit reports to Board. The reports highlighted that Ardenglen were strong and substantial respectively. The Planned Maintenance audit report highlighted 4 areas of good practice and no areas of improvement. The Procurement audit highlighted 3 areas of good practice and 6 areas of improvement (3 low and 3 medium).</p> <p>The Board thanked Scott for the reports.</p> <p>Scott McCready left the meeting at 17:45.</p> <table border="1" data-bbox="178 1335 1471 1373"> <tr> <td>Approved by: Richard Mahon</td> <td>Seconded by: John Duncan</td> </tr> </table>	Approved by: Richard Mahon	Seconded by: John Duncan		
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7.	<p>CEO Report</p> <p>The CEO presented the report. The report featured various updates to the Organisation, including staffing updates.</p> <p>Questions/Comments:</p> <ul style="list-style-type: none"> ➤ AM – Pleased to see partnership working. What are we hoping to achieve with it? <ul style="list-style-type: none"> ○ CEO – <i>Hoping to have a dynamic purchasing system with local partner Organisations for reactive maintenance. Equality and diversity is high on the SHR's agenda so we are seeing what we can jointly do for the betterment of the people of Castlemilk.</i> ➤ AM – Who is going to conduct the governance review and how will that operate? <ul style="list-style-type: none"> ○ CEO – <i>It will be conducted by John Mullholland, who has done work for us before and he will send a criteria list and will engage with staff during May.</i> ➤ RM – Pleased to see partnership work, how far will it extend? <ul style="list-style-type: none"> ○ CEO – <i>We're open to all partnership working however there are historical barriers that might need broken down.</i> 				

	The Board noted the Report.		
8.	<p>KPI Review</p> <p>The members of the SLT presented their KPI updates, with Asset Management and Housing conducting changes to their KPIs for 2023/24. Finance/Corporate KPIs remain unchanged from 2022/23.</p> <p>Questions/Comments:</p> <ul style="list-style-type: none"> ➤ JD – Do the new targets reflect the work with the ARC and Christine Dugan? <ul style="list-style-type: none"> ○ DCS – <i>Yes they do.</i> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">Approved by: Karen McDonagh</td> <td style="width: 50%;">Seconded by: Mark Ingram</td> </tr> </table>	Approved by: Karen McDonagh	Seconded by: Mark Ingram
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9.	<p>Feasibility Study Report – Community Cafe</p> <p>Board Members who volunteer for the Pantry declared an interest and were not counted in the vote.</p> <p>CIM presented the report. The Board discussed various points regarding the proposal. These points included: the scope of the study, if there was any demand or need for a café, any risks for the Organisation in taking on the café, the cost of it, etc.</p> <p>The Board eventually agreed that they wished for the scope of the study to be established and for more information to be given to the Board before approving it.</p> <p>Board agreed to delay the study until presented with more information.</p> <p>Fiona McGovern left the meeting at 18:46.</p>		
10.	<p>ARC 2021/22 Data Correction</p> <p>The SLT presented the report. The report highlighted a number of issues with the 2021/22 ARC return, picked up with working with Christine Dugan.</p> <p>*Minute redacted to remove sensitive information.</p> <p>The Board unanimously agree to the corrections.</p>		
11.	<p>Gas Contract Tender Report</p> <p>The Board noted the report. The Board agreed that tendering the contract would be for the best.</p> <p>*Minute redacted to remove commercially sensitive information.</p> <p>The Board unanimously agree to tender for the Gas Contract and the use of Ewing Sommerville.</p>		
12.	EICR Tender Uplift		

	<p>DAM presented a very brief summary of the report, emphasising the low cost of the contract, even with the uplift. The Board noted the report.</p> <p>Questions/Comments:</p> <ul style="list-style-type: none"> ➤ JD – How long are the contractor going to retain the new figure? <ul style="list-style-type: none"> ○ DAM – <i>It should be for the remaining term of the contract.</i> ➤ RM – Is there a negotiation on the new figure or are we taking it as is. How do we make sure they hold up their end of the bargain? <ul style="list-style-type: none"> ○ DAM – <i>We can force them to stay at the current price as per the contract however given the cost increases over the last 3 years it would be an unreasonable demand, especially as it is still good value for money.</i> ➤ AM – I’m happy to approve it so long as it lasts the duration of the contract and they do not provide another increase next year. <ul style="list-style-type: none"> ○ DAM – <i>I’ll get them to confirm it but there’s no guarantee that inflation won’t be very high again next year.</i> <p>The Board unanimously agree to the Tender Uplift.</p>
13.	<p>HR Liabilities Report</p> <p>The CEO briefly outlined the report.</p> <p>The Board noted the report.</p>
14.	<p>Policy Approval</p> <p>The Policy Sub Chair presented the following policies, as recommended by the Policy Sub Committee: Unacceptable Actions Policy, Procurement Strategy & Manual and Factoring Policy. The Board had no comments or amendments to make.</p> <p>The Board agreed to all Policies.</p>
15.	<p>Notifiable Events</p> <p>None.</p>
16.	<p>Health & Safety</p> <p>None.</p>
17.	<p>Correspondence</p> <ul style="list-style-type: none"> ➤ Letter from Health and Social Care Partnership ‘Local Letting Plan 2023/24.’
Meeting Closure	
18.	<p>Use of Delegated Authority</p> <p>None.</p>
19.	<p>A.O.C.B</p> <p>None.</p>

20.	<p>Summary of actions/ decisions at this meeting</p> <ul style="list-style-type: none"> ➤ Minutes and action sheet approved. ➤ Audit reports approved. ➤ KPI report approved. ➤ Community Café feasibility study on hold. ➤ ARC data corrections approved. ➤ Gas Tender report and use of Ewing Sommerville approved. ➤ EICR tender uplift approved. ➤ Unacceptable Actions Policy, Procurement Strategy & Manual and Factoring Policy approved. ➤ Organisation will write to the Health and Social Partnership and invite them to attend a future Board meeting.
21.	<p>Meeting Evaluation</p> <p>The Board thanked staff for their reports and advised it was an informative meeting.</p>
22.	<p>Date and time of next meeting – 23 May 2023 at 5.30pm.</p>
23.	<p>Meeting Close</p> <p>The meeting closed at 6:50PM with a vote of thanks to the Chair.</p>