

Meeting: Minutes of Board Meeting.

Meeting Date: 27 September 2022

Time: 5.30pm

Location: MS Teams (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		
	Alex Warren	Board Member	Jacqui Mills	Corporate & Compliance Officer (CCO) (MS)
	Maureen Cope MBE	Board Member	Peter Kelly	Director of Asset Management (DAM)
	John Duncan	Board Member	In attendance	
			Joe Dewar	Asset Management Consultant
			John Mulholland	Housing Consultant
			Ross Morris	Scottish Housing Network
	Apologies		Leave of Absence	
	Karen McDonagh	Board Member	Sharon Richford	Board Member
	Richard Mahon	Board Member		
	Ann Marie Docherty	Board Member		
	Mary Eardley	Board Member		
2.	<u>Declaration of Interest</u>			
	Mark Ingram declared interest in agenda item 12.			
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 30 August 2022			
	Approved by: Mark Ingram		Seconded by: Alex Warren	
	Redacted Minutes of Board Meeting 30 August			
	Approved by: Mark Ingram		Seconded by: Alex Warren	

5.	<p><u>Matters Arising/ Action Sheet</u></p> <p>No matters arising.</p>
Items requiring a discussion/ approval	
6.	<p>CEO Report</p> <p>Report noted.</p> <p>The CEO took members through the report and updated on the following:</p> <p>Rent Freeze GWSF have been representing the housing sector with regard to the rent freeze announced by the Scottish Government in September 2022. They are lobbying against the Government to ensure that there are no legal implications for these emergency powers to be applied after 31 March 2023 and that the Scottish Government recognise the difference between the social and private rented sector.</p> <p>Financial Planning The finances that underpin the Business Plan will be revisited due to rising inflation, interest rates and rent freeze plus many other factors which affect the financial viability of our plan. HRC who worked with the Association on our Business Plan finances will now carry out an appraisal of costs and report back on their analysis.</p> <p>Annual Assurance Process This year's annual assurance process has been carried out by two independent consultants. Both Joe Dewar and John Mullholland will be attending this evening's meeting to report on our compliance position.</p> <p>Staffing Update Our Senior Maintenance Officer has moved on to pastures new. As this was a temporary post, there will be no replacement of the post.</p> <p>*Minutes edited to remove sensitive information*.</p> <p>The Corporate & Compliance Officer will be moving on to pastures new with the Home Group. She will finish up with Ardenglen on 14 October. The Board took the opportunity to thank Jacqui for her work with the Association and wished her well for the future.</p> <p>Roads A Board member queried whether the Association could write a letter of complaint to the council about the condition of the roads and pavements in the neighbourhood. CEO advised that he would take a look and see what he could do.</p> <p>The Board approved CEO Report.</p>
7.	<p>Annual Assurance Report</p> <p>Report noted.</p>

John Mullholland and Joe Dewar were both invited to join the meeting at 5.45pm.

JM advised that the Association is fully compliant with the standards and the method of maintaining an updated record of our compliance activity is one of the best that he has seen. He highlighted work that the regulator are keen to see all organisations develop in the coming year, such as:

- Equalities Action Plan
- Tenant & Landlord Safety
- Staffing Development
- Rent Affordability

JM advised that there are two specific areas of his report that he is seeking approval for:

- Full Compliance with the standards
- Improvement Actions

JM acknowledged that in keeping with best practise the Association will undertake a more comprehensive review of governance arrangements next year (2023/24).

It was agreed that Joe Dewar should present his report on Asset Management compliance before seeking full board approval on assurance.

The Board approved the Annual Assurance Report.

8. Contract Compliance Report

Report noted.

Joe Dewar was invited to present the contract compliance report. He advised that it had been brought forward to complement the Assurance report. JD highlighted the regulator's statement on the importance of Asset Management within regulation.

He went on to highlight Electrical Installation Home Safety report advising that this is the only area that the Association still has outstanding work to complete . Six properties have failed to allow access for the electrical inspection to be completed. The Asset Management team are working closely with the housing management team to complete the remaining inspections. DAM advised that it has been proving difficult to gain access and that there may be tenancy management issues in some properties. It may be necessary for the Association to make a decision in the future over when to make electrical safety visits a forced access.

CEO advised that the Association will seek legal advice on the potential for forcing access for electrical inspections as the Association has a duty to keep tenants safe. The Board advised that it is the Association's duty to keep all tenant's safe and should look at options to ensure this.

The Board approved the Contract Compliance Report and the Association's overall compliance position in relation to Annual Assurance.

	<p>CEO advised that he would draft the Annual Assurance Statement for the October meeting.</p> <p>JM and JD left the meeting at 6.10pm.</p>
<p>9.</p>	<p>Performance Analysis Report</p> <p>Report noted.</p> <p>Ross Morris, Scottish Housing Network was invited to join the meeting to present our ARC performance analysis for 2021/22 at 6.12pm.</p> <p>Ross highlighted the following:</p> <ul style="list-style-type: none"> • Very strong asset management performance – only slight reduction in SHQS, continued 100% ESSH • Prompt timescale for Emergency Repairs, Repairs Satisfaction remains relatively high • Good proportion of lets to homeless households • Very good performance in tenancy sustainment, including lets to homeless households • Good performance in addressing medical adaptations, prompt timescales and few waiting at year end • Continued improvement in tackling rent arrears • Relatively good relet times despite current context <p><u>Areas for attention?</u></p> <ul style="list-style-type: none"> ▪ Relatively high proportion of complaints per 100 homes, response times higher than SPSO target ▪ Non-emergency repairs timescales increasing – but similar picture for wider sector (responding to pandemic backlog) ▪ Relatively high proportion of abandonments – but in practice small numbers (5 abandonments) <p>The Chair thanked Ross for his presentation and he left the meeting at 6.55pm.</p> <p>Board commented on the positive performance of the Association and the hard work from the colleague team to achieve this.</p> <p>The Board noted the Performance Analysis Visit Report.</p>
<p>10.</p>	<p>Landscape Contract Tender Report</p> <p>Report noted.</p> <p>DAM presented landscape contract tender report providing information on the procurement exercise. Three tenders were received from recognised organisations which were assessed based on Quality and Price</p> <p>*Minutes edited to remove sensitive information*.</p>

	The Board approved the landscape contract tender report.
11.	<p>5 Year Painting Contract – Professional Services Tender Report</p> <p>Report noted.</p> <p>DAM presented report on professional quantity surveyor services for the procurement of the proposed 5-year Cyclical Painting Contract.</p> <p>*Minutes edited to remove sensitive information*.</p> <p>It was recommended the Board approve the tender amount to ensure value for money.</p> <p>The Board approved the Professional Services Tender Report.</p>
13.	<p>Share Membership Report</p> <p>Report noted.</p> <p>CCO sought approval to add one new member and remove three 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>Notifiable Events</p> <p>None.</p>
15.	<p>Health & Safety</p> <p>None.</p>
16.	<p>Correspondence</p> <p>GWSF correspondence noted in CEO Report.</p>
Meeting Closure	
17.	<p>Use of Delegated Authority</p> <p>None.</p>
18.	<p>A.O.C.B</p> <p><i>Letter of representation</i></p> <p>CEO advised that Auditor RSM have supplied letter of representation for approval.</p> <p>The Board approved RSM letter of representation.</p>
19.	<p>Summary of actions/ decisions at this meeting</p> <ul style="list-style-type: none"> • The Board approved Annual Assurance Report • The Board noted CEO Report • The Board noted Performance Analysis Report from SHN • The Board approved Landscape Contract Tender Report • The Board approved Professional Services Tender Report

	<ul style="list-style-type: none"> • The Board approved the Share Membership Report • The Board approved RSM letter of representation
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 7.30pm with a vote of thanks to the Chair.</p>