

**Meeting:** Minutes of Board Meeting.

**Meeting Date:** 25 October 2022

**Time:** 5.30pm

**Location:** Ardenglen Boardroom, 355 Tormusk Road

Discussion				
<b>Meeting Opening</b>				
<b>1.</b>	<b><u>Welcome &amp; Apologies</u></b>			
	<b>Present</b>		<b>Staff</b>	
	Liz McKenzie	Chair	David Byfield	Chief Executive (CEO) Company Secretary (CS)
	Mark Ingram	Vice-Chair		
	Alex Warren	Board Member	Peter Kelly	Director of Asset Management (DAM)
	Richard Mahon	Board Member	Michelle Hart	Finance & Corporate Manager
	John Duncan	Board Member	<b>In attendance</b>	
	Ann Marie Docherty	Board Member	Chinenye Anameje	Observer
			Chukwudi Chuks-nnadi	Observer
	<b>Apologies</b>		<b>Leave of Absence</b>	
	Karen McDonagh	Board Member	Sharon Richford	Board Member
	Lindsay Gemmill	Interim Director of Customer Services	Mary Eardley	Board Member
	Maureen Cope	Board Member		
<b>2.</b>	<b><u>Declaration of Interest</u></b>			
	None.			
<b>3.</b>	<b><u>Declaration of Receipt and Understanding</u></b>			
	Members present confirmed they read and understood the contents of the Board papers.			
<b>4.</b>	<b>Minutes of Board Meetings for Approval</b>			
	<b>Minutes of Board Meeting 27 September 2022</b>			
	<b>Approved by: Alex Warren</b>		<b>Seconded by: Mark Ingram</b>	
	<b>Redacted Minutes of Board Meeting 27 September 2022</b>			

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<b>5.</b>	<b><u>Matters Arising/ Action Sheet</u></b>  No matters arising.	
<b>6.</b>	<b><u>Observer welcome and introductions</u></b>  Chair welcomed both Chinenye and Chukwudi to the meeting as observers. Board members were invited to introduce themselves then both gentlemen provided a background into their interest and motivations for joining the Board of Ardenglen Housing Association.	
<b>Items requiring a discussion/ approval</b>		
<b>7.</b>	<b>CEO Report</b>  Report noted.  The CEO took members through the report and updated on the following:  <ul style="list-style-type: none"> <li>• Update provided in relation to the Cost of Living (Tenant Protection) (Scotland) Bill 2022 which highlighted that some of the GWSF membership intend to delay their rent consultation until after the mid-January decision. CEO advise that this would not (in GWSF's view) help the sector overall if too many associations go down this route. With this in mind Ardenglen intend to stick to the normal timescale for rent consultation beginning in December</li> <li>• The CEO gave an update on the Association's approach to revising the Association's financial plans with a Board session dedicated solely to this facilitated by Paul McNeil tomorrow. This would act as the first in a series of discussions to assess the impact of the current operating environment.</li> <li>• The draft annual assurance statement was presented to Board for approval in order to submit to the Scottish Housing Regulator.</li> <li>• The CEO highlighted an increase in the Association's Housing Management System licensing costs as a result of the software provider being acquired by an investment company. The CEO advised that he had joined colleagues from other RSLs in conveying opinion on the approach which lacked any form of consultation with customers and awaits feedback</li> <li>• An update was given on the outcome of the recruitment exercise to attract a new Director of Finance, Digital and Corporate (DFDC) and a new Director of Customer (DCS) Services with an appointment being made for the DFDC however the DCS post did not result in an appointment being made. This would be subject to review with a report going to the Staffing Sub. Board also asked about progress with the recruitment of the vacant Corporate Compliance Officer Post. CEO advised that this would be filled on a temporary basis at a reduced grade for a 6 month period with interviews taking place at the earliest possible convenience in order to alleviate work load pressures on the Corporate Team and service Board.</li> </ul>	

	<ul style="list-style-type: none"> <li>The Association's festive opening hours were put forward for approval which would see the Association remain open in between Christmas and New Year as has been the case in previous years in order to provide a service to customers.</li> </ul> <p><b>The Board approved CEO Report.</b></p>
8.	<p><b>Annual Assurance Statement</b></p> <p>Board considered the content of the Annual Assurance Statement for submission to the Scottish Housing Regulator.</p> <p><b>The Board approved the Annual Assurance Statement.</b></p>
9.	<p><b>Board Training Plan and Appraisal Report</b></p> <p>Two appraisals still to be completed, one will be completed before Christmas and one board member is on extended leave.</p> <p>The stock tour will be delayed until January to include new staff appointments.</p> <p>It was suggested that meetings between Board and staff would be beneficial and allow all parties to get to know each other better. These could take place on a Wednesday afternoon, although it was recognised that this time may not suit all.</p> <p>It was agreed that a Christmas lunch with Board and staff would be arranged in due course.</p> <p>Chair advised that the SHR have suggested that Board members should be seen to be attending conferences etc. to keep up to date with the sector and report back to the Board.</p> <p><b>The Board approved the Training Plan and Appraisal Report.</b></p>
10.	<p><b>Financial Conduct Authority Annual Return (AR30) form</b></p> <p>The FCM reported that the form has been prepared based on the audited 2021/22 accounts and is required to be submitted to FCA by 31<sup>st</sup> October 2022.</p> <p><b>The Board approved the Financial Conduct Authority Annual Return (AR30) form.</b></p>
11.	<p><b>Notifiable Events</b></p> <p>None.</p>
12.	<p><b>Health &amp; Safety</b></p> <p>None.</p>

<b>13.</b>	<b>Correspondence</b> GWSF correspondence noted in CEO Report.
<b>Meeting Closure</b>	
<b>14.</b>	<b>Use of Delegated Authority</b> None.
<b>15.</b>	<b>A.O.C.B</b> Discussion took place around how the Board could offer support to staff to help with the cost of living increases. Ideas included supermarket vouchers to the value of £50, corporate Costco membership, health MOT. The CEO agreed to take forward the ideas raised with a view to implementing.
<b>16.</b>	<b>Summary of actions/ decisions at this meeting</b> <ul style="list-style-type: none"> <li>• The Board noted CEO Report</li> <li>• The Board approved the Annual Assurance Statement</li> <li>• The Board approved the Board Training Plan and Appraisal Report</li> <li>• The Board approved the FCA AR30 form</li> </ul>
<b>17.</b>	<b>Meeting Evaluation</b> The Board thanked staff for their reports and advised it was an informative meeting.
<b>18.</b>	<b>Date and time of next meeting – 6 December 2022 at 5.30pm on MS Teams.</b>
<b>19.</b>	<b>Meeting Close</b> The meeting closed at 7.00pm with a vote of thanks to the Chair.