

**Minutes of the Board Meeting**  
**Held on Wednesday, 6 December 2023 at 6pm**  
**in person at The McGinlay Suite in the Association's offices**

**Present**

Simon Gaunt (SG)  
Emma Brown (EB) (remote)  
Kimberley Barker (KB)  
Patricia Gallagher (PG)  
Helen Gracie (HG)  
Michael Smith (MS)

**In attendance**

Nicola Logan, Chief Executive Officer (NL)  
Donald Weir, Technical Director (DW)  
Joyce Slicer, Housing Services Director (JS)  
Cindy McNeill, Finance Director (CM)  
Martha Hutcheson, Corporate Services Manager (MH)  
Catherine Sloey, Corporate Services Assistant (CS)  
Claire Beckley, Data Protection Officer (CB) Item 2 (Remote)

**1.0 Apologies and Declarations of Interest** (including agenda item to which this refers)

**Apologies:** Apologies received from Board members Allan Edgar, Jennie Robertson, Fiona Koroma and Johnson Ayorinde.

**Declarations of Interest:** None.

**2.0 GDPR Training**

Claire Beckley delivered a data protection/compliance training session to Board. This was followed by a question-and-answer session. From the discussion, Board members were given comfort that the Association had various procedures in place to ensure that they were following GDPR guidance. In addition, measures were in place to reduce the risks of a cyber-attack.

Claire Beckley left the meeting.

**3.0 Health & Safety Report**

**3.1 Health and Safety Report**

DW took his report as read and highlighted the following -  
Fire Safety – a review of the fire exits of the offices had recently taken place. DW to follow up on recommendations.

The Board **noted** the Health and Safety report.

#### **4.0 Minutes of previous Board Meeting**

##### **4.1 Decisions taken between meetings**

Nothing to report.

##### **4.2 Board Meeting 25 October 2023**

Confidential Report - The separate extract of the Minute was **approved** as an accurate record by Board members.

The Minutes were **approved** as an accurate record of the meeting.

##### **4.3 Matters Arising / Actions / Decisions**

Decisions report - **noted** by Board members.

Actions report - **noted** by Board members and updated as follows -

*Appraisal CEO* – SG to progress with NL in the New Year.

*Actions from the SIG Presentation* – NL to attend the next SIG meeting and provide an explanation on the changes to the Action Plan.

*Falling Branches* – completed.

*Acquisitions* – **noted** by Board members

*Office Refurbishment* – NL to provide an update at the January Board meeting.

*Scotland's Housing Network - Performance Analysis Visit – 28 February 2024* – The meeting will be set up as a hybrid meeting. NL to circulate a copy of the report to Board members who are unable to attend.

*Tenant Participation/Community Engagement Training* – the meeting was cancelled due to low numbers. As it was important that all Board members attend the training, it was **agreed** that the meeting would be rearranged and recorded. The recording would be uploaded to a Teams site that was accessible to Board members. NL to follow up.

*Community Clause (Scotland Excel Framework)* – DW to follow up in January 2024.

##### **4.4 Minutes of the Board Strategy Session**

The Minutes were **approved** as an accurate record of the meeting.

#### **5.0 Minutes of Sub-Committees and other Meetings**

##### **5.1 Finance Audit and Corporate Services Sub-Committee**

The Minutes were **noted** by Board members.

## 6.0 Matters for Discussion

### 6.1 Chief Executive's Report

NL took her report as read and highlighted the following -

Notifiable Events Update - **noted** by Board members.

Modern Apprenticeships – The Association received an excellent response. A Board member suggested using this as an opportunity to publicise the positive recruitment campaign run by the Association. In addition, signpost the unsuccessful candidates to other Housing Associations.

Staffing - NL was pleased to advise that **See Confidential Minute** was expecting a baby. NL added that the Association will make arrangements to cover this post.

Membership - The Board **approved** the cancellation of one share.

Use of Seal - The Board **noted** that the Seal has been used twice since the last Board meeting, to issue share certificates to two new shareholders.

Damp and Mould Presentation to Board – NL to review January date.

Board Development Programme (Fearless Leadership) – Board members **agreed** that it would be beneficial for Board members to be involved in a similar event. NL to check if the previous facilitator, was available. It was **noted** that some Board members could not do an overnight session.

Tribute Event for Alasdair McKee - NL was pleased to report that this event had been organised to honour the memory of Alasdair and had also raised over £2,500 for two charities, Mind the Men and Lifelink.

Meeting Dates 2024 – Due to the timing of the Housing Benefit returns, NL requested bringing the January meeting forward to 17 January 2024. The Board members **agreed** to this request. As there was an issue accessing the link to the meetings calendar, NL agreed to email the dates to Board members.

Sub-Committees – it was **noted** that going forward these meeting could be hybrid. Anyone interested in joining should contact NL. A Board member commented that this issue tied into the importance of succession planning, ensuring that if an Office Bearer position became vacant, it was important that there were Board members with Sub Committee experience.

SG asked if there were any questions on NL's report.

A short discussion took place on the current Housing crisis and impact on the Association.

NL advised Board members that she had been invited to attend a meeting of local Chief Executives, hosted by the First Minister, and this issue was on the agenda. JS added that the Association had been asked by Glasgow City Council (GCC) to hit a homeless target of 60% but the Association agreed to 50%, which was being met. However, she was aware that the 'leave to remain' in the UK, could put additional pressures on GCC.

*Consultation Documents* – NL to upload to Decision Time.

### 6.2 Asset Management Strategy Update

DW took the report as read and provided background to why it had not been possible to present the final Asset Management Strategy to Board. He advised it would be completed next month after the completion of the Stock Condition Survey.

A discussion followed by Board members. Key issues raised -

- It was proposed that the Strategy needed to focus on a full Asset Lifecycle Management approach and align with organisational strategic objectives.
- There was no inclusion of an upgrade to backcourts, which had not been carried out for several years. It was important that this issue was addressed to improve the overall environment for tenants. A Board member requested getting an up-to-date quote on cost to upgrade every backcourt.

On behalf of Board members, SG advised that the backcourts would be mentioned in the Strategy and DW would review after the Strategy had been completed.

The Board members **approved** the Asset Management Strategy update and proposal to postpone pending completion of the first Stock Condition Survey in January 2024.

The Board members **approved** Arneil Johnstone to work with the Association on the RAG analysis, potentially, assisting with the completion of the Strategy document.

### 6.3 Strategy Event Action Plan

A short discussion took place on the Business Plan and key measurements.

The Board members **approved** the Business Plan Objectives and key measurements

### 6.4 KPI Exception Report

Days to relet - NL gave Board assurance that the CMT had made a number of changes to improve the days to relet figure.

The Board members **noted** the KPI Exception report.

## 7.0 Matters for Approval

### 7.1 Kitchen and Bathroom Replacement Tenders

DW took his report as read and asked for Board approval to award the contract

**See Confidential Minute**

The Board members **approved** the tender received from MCN (Scotland) **See Confidential Minute**

### 7.2 Landscaping Tender

DW spoke to his report and asked for Board to approve the tender received from John O'Conner Grounds Maintenance. **See Confidential Minute**

The Board members **approved** the following –

- 1 Tender received from John O'Conner Grounds Maintenance **See Confidential Minute**

- 2 If resources allowed, appoint John O'Conner earlier than the proposed start date of 1 April 2024.

The Board requested an update to be given at the Sub-Committee after the first quarter.

### 7.3 Treasury Approvals

CM provided background to her report and approval requests. The Board **approved** all of the recommendations detailed in the report. **(see Confidential Minute)**.

### 7.4 Reactive and Void Contracts

The Board members **noted** the update on the Reactive and Void contracts.

## 8.0 Performance Reports (for information)

### 8.1 Risk Management

The Board members **noted** the Risk Management report.

### 8.2 Quarterly Business Plan and Performance Review

The Board members **noted** the quarterly Business Plan and Performance Review.

### 8.3 Management Accounts for the period to 30 September 2023

Surplus - NL advised she would prepare a report and present to Board at a later date.  
The Board members **noted** the Management Accounts for the period to 30 September 2023.

### 8.4 Treasury Report for the period to 30 September 2023

The Board members **noted** the Treasury report for the period to 30 September 2023.

## 9.0 Assurance Statement

Nothing to report.

## 10.0 Strategy and Policy Review

A Board member suggested reviewing the policy schedule for the Strategies and spread over the coming year. The Board **noted** the Strategy and Policy Review.

### 10.1 Compensation Policy

A Board member suggested clarifying the statement of offering 'flowers or a gift voucher up to £50'. NL to update the policy

The amendments to the Compensation policy were **approved** by Board members.

### 10.2 Financial Regulations / Procurement Policy

The Board **approved** the changes to the Financial Regulations / Procurement policy.

### **11.0 Report back from Meetings / Conferences Attended**

EVH Meeting - HG informed Board that this had been a positive meeting and provided a lot of useful information for tenants.

A short discussion took place on the importance of the Association accessing funds for larger capital projects. It was also suggested trying to source funding for the football pitch.

***(MS left the meeting)***

### **12.0 Any Other Competent Business**

Nitshill Remembrance Service - SG thanked KB for representing the Association at this event.

### **13.0 Date and Time of Next Meeting**

The next meeting Board meeting is scheduled for Wednesday 17 January 2024 at 6pm.