

**Minutes of the Board Meeting**  
**held on Wednesday 28 June 2023 at 5.45pm**  
**in person in The McGinlay Suite of the Association's offices**  
**and remotely via Microsoft Teams**

**Present:**

Simon Gaunt, Chairperson, (SG)  
Michael Smith  
Emma Brown  
Kimberley Barker (Via Teams)

**In attendance:**

Nicola Logan, Chief Executive Officer (NL)  
Donald Weir, Technical Director (DW)  
Kirsty Wilson, Housing Services Director (KW)  
Martha Hutcheson, Corporate Services Manager (MH)  
Catherine Sloey, Corporate Services Assistant, (CS) (Minutes)  
Olwyn Gaffney, SHARE, (OG) (Item 1) - Via Teams

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

**Apologies:** Apologies were received from Allan Edgar, Helen Gracie, Fiona Koroma, Johnson Ayorinde, Kerry Clayton and Patricia Gallagher.

**Declarations of Interest:** None.

**2 Board Appraisal Report**

Olwyn Gaffney (SHARE) had been invited to join the Board meeting to give a presentation on the recent Board appraisals. She thanked the Association for again working with SHARE and went through her presentation.

She highlighted that one of the key issues that came up was the sad passing of the CEO, Alasdair McKee and Pat McGinlay, a founder member of the Board. She added that although this had been a difficult time for staff, they had received support both from the Board and Corporate Management Team.

SG thanked OG for her presentation and commented that the appraisal process had been an excellent and thorough exercise. A lot of useful information had been produced, which would assist the Board going forward.

It was **noted** that the Board would follow up on the recommendations.

**3 General Data Protection Regulation (GDPR) Update**

This item was **carried forward** to a future meeting.

## 4 Health and Safety

### 4.1 Health & Safety Report

DW spoke to his report and highlighted the following key issues.

#### Landlord Safety Control Manual:

With thanks to the efforts of the Health & Safety Administrator, the Association received a positive audit report. There were no significant additional recommendations from the audit.

#### Unauthorised Alteration: *(See Confidential Minute)*

The Board **noted** the Health & Safety report and *approved* refresher Asbestos training for Board members.

### 4.2 Putting Safety First - Governing Body Assurance

NL presented the briefing document, 'Putting Safety First', to Board for information and discussion. This had been produced by the Scottish Federation of Housing Associations (SFHA). It aimed to support governing body members by outlining their responsibility to help them gain assurance on health and safety matters.

SG asked how the Board could be assured that the H&S information regarding, for example, safety checks is accurate. DW advised that the Association carried out audit checks on gas safety but not electrical. This could be implemented but it should also be noted that the gas and electrical contractors belong to recognised trade bodies.

It was **noted** that the Board had assurance from the CMT that adequate checks were in place.

## 5 Minutes of previous Board Meeting

### 5.1 Decisions taken between meetings

Nothing to report.

### 5.2 Board Meeting 24.05.23

SG reminded staff that he should receive a copy of the draft minutes in advance of meetings. The minutes of the previous meeting were **approved** as an accurate record of the meeting.

### 5.3 Matters Arising / Actions / Decisions

The Board **noted** the Actions report and discussed the following:

*Scottish Housing Regulator Returns (Annual Return on the Charter)* – KW commented that she had checked the guidance in relation to the value for money information and confirmed that it should be the most recent results.

*Fire Exits* – New (brighter) light to be ordered.

*New Members HTHS Sub-Committee* – Chair and Board to discuss how best to proceed.

*Viewing of Sample Windows* – DW meeting with CCG this week – will ensure tenants are given the opportunity to view new windows.

*Customer Service Excellence* – Service standards were being reviewed by staff and tenants are being consulted on them.

*Stock Purchases* - KW to develop an acquisitions strategy and bring to August Board meeting.

Decisions report - **Noted**.

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

### **6.1 Minutes of Finance, Audit & Corporate Services Sub-Committee 22.03.23**

The Board **noted** the minutes.

## **7 Matters for Discussion**

### **7.1 Chief Executive's Report**

NL spoke to her report and highlighted the following key issues:

Membership Application: Board **approved** the membership application.

Board Strategy Event: 8 Board members could attend both days of the Strategy Event and one member could possibly attend on the Saturday.

It was **agreed** that NL could explore a city centre venue and inform Board of final arrangements. Also **agreed**, SG and NL to discuss the programme at a later date.

Board Members' Induction / Stock Tour - Proposed date of 30 August **agreed**.

Board Code of Conduct and Declaration of Interest – NL reminded Board members to return completed Code of Conduct forms as soon as possible.

### **7.2 Getting the Balance Right**

NL advised that this document had been produced by the SFHA. She advised that it was a useful reference document that could be used by both staff and Board members.

Board members commented that it was a good report and in line with what the Board had discussed. It would help to ensure discussions were kept at a strategic level.

The Board **noted** the report.

### **7.3 Money Matters**

She provided some background on the welfare rights service and its critical importance to tenants. She also mentioned that she had just been advised that a recent funding application had been successful and the Association will shortly be receiving £77,528 from the Scottish Government Debt Advice Levy Fund. This will be used to cover salaries and training and will start from 3 July 2023 and requires to be spent in full by 31 March 2024.

A Board member praised the phenomenal work of the in-house team in achieving financial gains of £1m+.

SG thanked KW for her report and successful grant funding application. Board **agreed** to both of the recommendations.

## **8.0 Matters for Approval**

### **8.1 32<sup>nd</sup> Annual General Meeting – Wednesday, 20 September 2023**

#### **a) AGM Arrangements**

The Board **noted** the AGM arrangements and **approved** the prize draw (5 x £20 shopping vouchers).

#### **b) Supplementary Information**

The Board **noted** the supplementary information report.

#### **c) Ending of Membership**

The Board **approved** the cancellation of one share belonging to a tenant who had passed away and a further 6 shares as a result of non-attendance at AGMs.

### **8.2 Alexander Sloan Engagement Letter**

The Board **approved** the Alexander Sloan Engagement Letter.

### **8.3 Licence Agreement AS Homes**

DW spoke to his report and sought Board approval to lease ground at Thornliebank Industrial Estate to AS Homes. He confirmed that the ground was surplus to requirements and would take liability out of the hands of the Association.

Subject to any alterations to the draft licence suggested by TC Young, the Board **approved** to lease the ground to AS Homes.

### **8.4 Landscape Contract**

*(See Confidential Minute)*

## **9 Performance Reports (for information)**

### **9.1 Risk Management**

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

### **9.2 Henderson Loggie Annual Report 2022/23**

The Board **noted** the Henderson Loggie Annual Report 2022/23.

## **10 Assurance Statement**

### **10.1 Assurance Programme**

NL confirmed that the final 2 Standards would be presented at the August meeting. She mentioned that Laura Strang (LS), Corporate Services Officer, had carried out a full review of Standards and added a section where additional work had been completed from previous year. She confirmed that all relevant information had been uploaded to the evidence bank. It was **agreed** that LS would be invited to join the August Board meeting and present a short overview on the work she carries out in relation to the Assurance Statement.

The Board **noted** the Assurance Programme.

### **10.2 Regulatory Standard 1**

The Board **noted** Regulatory Standard 1.

### **10.3 Regulatory Standard 4**

NL advised that any new policies would in future include an impact assessment. She also

spoke about the ongoing changes and improvements to Board reports and agendas.

The Board **noted** Regulatory Standard 4.

#### 10.4 Regulatory Standard 5

The **Board** noted Regulatory Standard 5.

### 11 Strategy and Policy Review

#### 11.1 Digital Transformation Strategy

Key issues highlighted:

- A lot of work had been carried on the Association's digital and software development.
- A lot of work is being done in relation to security and maintaining Cyber Essentials Plus certification.
- IT department carry out regular security testing with employees.

A Board member referred to a previous suggestion he had raised on importance of Building Information Modelling (BIM) and added it was a requirement by the Scottish Government for housing associations.

It was **agreed** that NL would seek further information.

The Board **approved** the Digital Transformation Strategy. It was **agreed** that the Senior ICT Officer would be invited to join a future Board meeting and give a presentation on the Strategy.

#### 11.2 Treasury Management Strategy

The Board **approved** the Treasury Management Strategy.

#### 11.3 Procurement Policy

The policy was **approved** by the Board.

#### 11.4 Strategy and Policy Register

NL commented that over the next 12 months, the CMT would streamline the organisational strategies. She added that they would be split across Board and Sub-Committees for approval.

### 12 Report back from Meetings / Conferences Attended

- 12.1 DW provided Board with a brief update on the Glasgow City Council Programme meeting regarding the Arden Phase 6 and Old Darnley sites.

### 13 Any Other Competent Business

- 13.1 New Board Member - NL updated the Board on a potential new Board member.

### 14 Date and Time of Next Meeting

The next Board meeting is scheduled to take place on 30 August at 6pm.