

Board Meeting

Wednesday, 18th August 2021 6:00 pm

Attended

Johnson Ayorinde (JA)
Kerry Clayton (KC)
Maryrose Flaherty (MF)
Simon Gaunt (SG), Chair
Helen Gracie (HG)
Fiona Koroma (FK)

Nicola Logan (NL)
Alasdair McKee (AMcK)
Jean Murray (JM)
Donald Weir (DW)
Martha Hutcheson (MH), (minutes)
Olwyn Gaffney (OG), SHARE (part meeting)
Kevin Booth (KB), Alexander Sloan (part meeting)

1.0 Apologies and Declarations of Interest

There were apologies from A Edgar, M Overthrow, M Smith, A Loudon, P Bridges. AMcK advised that P McGinlay was still on leave of absence - she's in hospital and is very unwell.

2.0 Board Appraisals

SG welcomed OG to the meeting. She thanked everyone for their co-operation during the appraisals. She provided an overview of the process, in particular the regulatory requirements for annual assessment of Board members' skills. She highlighted the importance of succession planning. She also spoke about the 9-year rule which meant that those with over 9 years' service had additional questions to answer. This applied to two Board members who were able to demonstrate their continuing effectiveness on the Board.

OG also commented on the fact that most Board members want to remain on the Board which is excellent for continuity in governance.

One of the recommendations is that members keep up to date with tenants' needs and priorities and OG suggested that this should be an ongoing process. During the one to one meetings, some members said they were not aware of the succession planning already in place.

The Chair's 360 appraisal was very positive as were the appraisals of the Sub-Committee chairs.

OG advised that the Individual Learning Statements (ILS) and the Learning & Development Plan would be finalised shortly. The Board should now consider how they meet individual and collective training needs. These should ideally be reviewed in 6 months and OG said she would be happy to discuss any aspects of the ILS with individuals. The Board now needs to prioritise which areas of learning & development are most important. She also said it would be beneficial to reflect on any training carried out to ensure it achieves the desired outcomes.

Although the report is excellent OG said the Board should not become complacent. They should continually focus on how they can improve. AMcK & SG thanked OG for the work she and Julie Ann had done over the past few months. They agreed that the recommendations were very helpful and they will be followed up. OG left the meeting.

AMcK advised the Board that there will be a lecture in memory of Alan Ferguson, Director of SHARE, who passed away last August.

3.1 Report on Financial Statements for the year to 31 March 2021

SG welcomed KB to the meeting. KB gave the Board a brief overview of the Financial Statements.

3.2 Financial Statements for the year to 31 March 2021

KB confirmed that the Association has a healthy balance sheet and net value position.

See Confidential Minute

3.3 Audit Summary Report

KB confirmed there was a clean audit report and went on to highlight some of the key audit risks. Everything was found to be in order in relation to each of these risks. He also said he was satisfied with the plans in place for dealing with the COVID-19 pandemic.

See Confidential Minute

3.4 Letter of Representation

KB confirmed this is a standard letter required from the Association. The Board agreed the letter can be signed.

3.5 Report from the Finance, Audit and Corporate Services Sub-Committee

NL explained that this report confirms that relevant controls are in place.

The Board approved the Financial Statements. KB was advised that the signatories are SG, K Barker & AMcK - all should have received the Financial Statements and will sign them as soon as possible. SG thanked KB, NL, AMcK and their teams for their work in preparing for the audit and producing the year end accounts. KB said the audit went extremely well thanks to the efforts of NL and her team. KB left the meeting.

4.0 COVID-19 Update

AMcK provided a verbal update following the move to level zero. From 30 August staff will see tenants by appointment (an increase to previous arrangements). The intention is that staff will be in the office on Tuesday and Friday each week. If there is demand for more appointments, the number of days when appointments are available will be increased. It is likely there will be an intercom system in place for tenants arriving at the office. AMcK confirmed that he will continue to report to the Board on how service is changing / adapting. He stressed that the key focus will be protecting our staff and tenants. The majority of staff will continue to work from home.

KC said this seemed to be a sensible approach. AMcK said he will continue to consult staff and make sure they are kept involved. Tenants will also be kept up to date on changes to service through social media, website etc.

5.0 Minutes of Previous Board Meeting

Matters arising – AMcK advised that tenant involvement will be covered at the strategy session in Seamill Hydro in November. He updated the Board on the memorial service for Liz & Raymond Rice that was attended by several staff and Board members. CIH awards - AMcK to update Board at next meeting. The treasury report was moved to the Finance, Audit & Corporate Services Sub-Committee since the agenda for this Board meeting was full. NL asked if the Board are happy for discussion on the change from LIBOR to SONIA to take place at a Sub-Committee meeting and thereafter delegated to NL and AMcK to prepare the amendment letter. This was agreed.

6.1 Minutes of Finance, Audit & Corporate Services Sub-Committee 9.6.21

The minutes were noted.

7.1 30th Annual General Meeting

AMcK said he was sorry that Ewa Gotowicz had resigned from the Board.

Following discussion with SG, it was agreed that AMcK would take over as Secretary until the AGM. This could continue long-term as happens in many other Associations. Historically a Board member at Glen Oaks has been elected to this role. Board endorsed decision for AMcK to be Secretary in the meantime and agreed to discuss it again at the meeting after the AGM. AMcK said he had written to Ewa thanking her for her contribution to the Association as a Board and SIG member.

AMcK advised that he had consulted the Chair & Vice Chair on arrangements for the AGM. It was agreed that this year would be another virtual AGM. AMcK & potentially HG will give a presentation about the past 30 years of the Association's history.

7.2 Governance Handbook

AMcK thanked Tricia for the excellent work she has done on the Governance Handbook. The Entitlements, Payments & Benefits policy is under review and will be presented to the Board in October. AMcK was asked to present a summary of the changes to the Governance Handbook for discussion at the next meeting. KC also thanked Tricia for completing the review and incorporating all the changes so soon after the model documents were published by SFHA.

7.3 Board Learning & Development Plan

AMcK sought the Board's views on further training requirements during the year. It was agreed that two sessions would be prioritised – governance / regulatory framework and the tender / procurement process. AMcK agreed to arrange these sessions. Finance & housing management training can be arranged later on this year or early next year.

7.4 Reactive Repairs Service

See Confidential Minute

7.5 Glen Oaks' 30th Anniversary

AMcK updated the Board on proposals for marking the 30th Anniversary. It is proposed to delegate to AMcK and staff to organise events and give periodic updates to the Board. He suggested there would be a few core events during the year, including something for children in December (e.g. handing out Christmas gifts), a special over 60's party in January 2022, a function for Board, staff and SIG members and past Chairpersons but not former Board, staff or SIG members (possibly in March 2022). The Gala Day in June 2022 would have extra activities to mark the anniversary. Events could also be held in Darnley and Pollok since it tends to be mostly Arden tenants who attend the Gala Days. There will also be different competitions and promotional items in newsletters. Consideration is also being given to the type of charity event that would be appropriate.

AMcK also pointed out that care needs to be taken not to try and plan too much. He confirmed the budget for the anniversary celebrations was £17,600. It was agreed to delegate agreement of the budget for the March staff / Board event to the Chair & AMcK.

7.6 Staff Survey

See Confidential Minute

AMcK updated the Board on the recent Investors in People review. The assessor confirmed that the Association still meets the Silver standard and should be working towards the Gold standard at the next formal assessment in 2024.

7.7 Complaints: April - June

See Confidential Minute

8.0 Board Priorities – on hold during the Covid-19 pandemic

9.0 Health & Safety

DW said there had not been much change since his last report. He was pleased that the void target time was now being achieved. He updated the Board on a new element within the tolerable standard which will be reported to the Technical, Housing Services and Health & Safety Sub-Committee next month.

See Confidential Minute

10.0 Assurance Statement

See Confidential Minute

11.0 Update on the Association's Development Programme

See Confidential Minute

12.0 Risk Management

NL confirmed that the controls and assurances had been updated. SG left the meeting due to technical difficulties and KC took over as Chair.

13.0 Notifiable Events – nothing to report

14.0 Staffing – nothing to report

15.0 Membership – nothing to report

16.0 Use of Seal – nothing to report

17.1 Policy Register

The Governance Handbook will be discussed again at the next meeting. The HR Strategy will be approved at the next Finance, Audit and Corporate Services Sub-Committee meeting. The Rechargeable Repairs Policy will go to the Housing, Technical and Health & Safety Sub-Committee meeting in September. DW to check when the Factoring Debt Recovery Policy was last reviewed.

18.0 Community Regeneration – nothing to report

19.0 Matters for information – nothing to report

20.0 Report back from meetings / conferences attended – nothing to report

21.0 Correspondence and Other Matters for Decision

KC asked if the Association would be submitting a response to the consultation on the review of the Housing Charter. AMcK advised that normally a comprehensive response is submitted by representative bodies such as the SFHA & GWSF. KC thought it may have been useful to submit a response because of the impact on reporting to tenants.

22.0 Any Other Competent Business

See Confidential Minute

23.0 Date and Time of Next Meeting

The AGM is on 15 September with a meeting to appoint office bearers immediately afterwards. The next full Board meeting is on 27 October. The strategy session is booked at Seamill Hydro on 5-6 November. AMcK will talk to SG about a facilitator for the session and will report back to the Board on the proposed content. The Board confirmed they were happy with this.

Signed:

Date: