



**Minutes of the Board Meeting  
held on Wednesday 19 January 2022 at 6pm  
(via Zoom video conferencing)**

**Present:**

S. Gaunt - Chairperson (SG)  
K. Barker  
K. Clayton  
A. Edgar  
H. Gracie  
F. Koroma  
M. Smith

**In Attendance:**

A. McKee, Chief Executive (AM)  
N. Logan, Finance Director  
J. Murray, Housing Services Director  
D. Weir, Technical Director  
P. Bridges, Corporate Services Officer (Minutes)

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

**Apologies:**

Apologies were noted on behalf of J. Ayorinde, M. Flaherty and M. Overthrow.

**Declarations of Interest:**

Agenda Item 9(1): M. Smith is a personal friend of the Managing Director of AS Homes (Scotland) Limited, Developers. M. Smith will leave the meeting while this item is discussed by the Board.

**2. COVID-19 Update** (*verbal update*)

AM advised that the Association would continue to provide an appointments-only service for tenants for the next couple of weeks. Some staff are working in the office 3 days per week and the office shutters are being opened on Tuesdays and Thursdays. Following the Scottish Government's recent decision to lift most of the Covid-19 restrictions, the Corporate Management Team will be reviewing the office opening arrangements on 4 February 2022. A sign has been put up outside the office advising of the current opening times, although we have not formally advised tenants that staff are in the office in order to avoid the risk of queues forming. The Board **noted** the update.

### **3. Minutes of previous Board Meetings**

(1) **Decisions taken between meetings** - *nothing to report.*

#### **(2) Board Meeting 1.12.21 & Confidential 1.12.21**

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

#### **(3) Matters Arising/Tasks**

##### **Page 6, Item 21(4): Football Pitch, Darnley:**

DW confirmed that he had carried out an inspection of the pitch and had taken photographs of the areas that needed to be repaired. AM advised that although the Association pays for the floodlights at the football pitch, Glen Oaks does not own the football pitch. DW will contact Glasgow City Council to ask them to carry out the necessary repairs.

**See Confidential Minute**

### **4. Minutes of Sub-Committees and Other Meetings**

- (1) Housing, Technical and Health & Safety Sub-Committee 1.9.21
- (2) Draft Finance, Audit & Corporate Services Sub-Committee 29.9.21
- (3) Draft Housing, Technical and Health & Safety Sub-Committee 15.12.21
- (4) Board & CMT Business Plan Online Strategy Event 20.11.21

A Board member asked if staff could ensure that the minutes of the Sub-Committees are presented to the next Board meeting. The Chairperson noted the difficulties of working from home and another Board member commented that when meetings are in quick succession it can be difficult for the staff members responsible for typing the minutes to have them completed in time. AM advised that staff would continue to complete and distribute the minutes as quickly as possible.

**Item 4(3) HTHS 15.12.21: See Confidential Minute**

**Item 4(4) Strategy Event 20.11.21:** The Chairperson commented on the number of actions noted in the minutes and asked if a list could be created to ensure that all of the items are followed up. AM advised that the Corporate Management Team will discuss this next week. The Chairperson asked AM to provide an update on this item for the Board Meeting in March.

The Board **noted** the minutes of the Sub-Committee meetings and the Business Plan Online Strategy Event.

### **5. Matters for Discussion / Decision**

#### **(1) Rent Consultation**

JM reported that the rent consultation took place from 7 December 2021 until 7 January 2022. The Board discussed the report and the feedback from tenants.

**See Confidential Minute**

The Board thanked staff for the detailed report and approved:

- A rent increase of 3.5% for 2022/23.
- The application of the Service Charges detailed in the report from March 2022.
- The proposal to retain the Management Fee applicable to Sharing Owners at the 2021/22 level.

## **(2) Former Tenant Arrear Write Off**

JM advised that the Housing, Technical and Health & Safety Sub-Committee had agreed to write off the sum detailed in the report at their meeting on 15 December 2021. JM confirmed that this decision had been taken in accordance with the Association's Write Off policy. The Board **ratified** the decision taken by the Sub-Committee.

## **(3) Handyperson Service Review**

JM reported that following discussions with the Board about efficiencies, she had decided to review the Handyperson Service. The recent report received from Glasgow Care and Repair (for April - September 2021) indicates that the service is not really being used by the Association's eligible tenants. JM advised that staff have actively promoted the service when speaking to tenants and it has also been featured in our newsletters, website and social media but unfortunately the response from tenants has been low. JM added that if the Board decided to withdraw from the service agreement, the Association would be required to give Glasgow Care and Repair 3 months' notice of the decision.

The Board discussed this item in detail, agreeing that although the Handyperson Service has been very beneficial to the tenants who have used it, there was some concern about value for money given the cost of providing the service against the low number of referrals.

The Chairperson asked the Board members present to vote on whether the Association should continue with the Handyperson Service.

<b>Vote:</b>	
<b>Discontinue the Handyperson Service:</b>	<b>5</b>
<b>Continue with the Handyperson Service:</b>	<b>2</b>

Following the vote, the Board **agreed** to discontinue the Handyperson Service.

#### **(4) Stair Cleaning Contract - Arden**

JM apologised for the delay in adding the Tender Report to Decision Time, adding that the report had only been received on Monday 17 January 2022. The Board discussed the tender report in detail and **agreed** to appoint **CAS Contract Cleaning Ltd** as the Association's stair cleaning contractor.

#### **(5) Technical Bad Debt Write Off**

The Board **approved** a Rechargeable Repairs Write Off for 2021-22 for the sum detailed in the report. The Board also **approved** the write off of a former tenant rechargeable credit balance of £0.16.

#### **(6) Draft Calendar of Board & Sub-Committee Meetings 2022**

AM apologised for the delay in circulating the Calendar. AM had discussed the amendments with the Chairperson yesterday and advised that it was proposed to reduce the number of Board meetings to 7 this year (6 regular Board meetings plus the Strategy Event) which is 3 less than last year. The Association's Rules require a minimum of 6 Board meetings per year. This change would allow us to have a better focus on Board training. AM noted that a key agenda item requiring Board approval has been noted against each Board meeting date. The Board **agreed** that it was useful to have a specific focus for each Board meeting. The date for the Strategy Event has not been set yet. AM advised that it was hoped to have an in person event at Seamill.

There was some concern that a reduction in the number of meetings could lead to longer meetings and an increase in the volume of reports. The Chairperson asked AM to ensure that the Board is kept up to date between Board meetings, suggesting that AM provides an email update for the months where there is no scheduled Board meeting. The Board **agreed** with this proposal. SG also reminded Board members of the importance of attending Board meetings and asked everyone to ensure that they attend as many meetings as possible.

A Board member asked for information about the Board Training sessions scheduled for February and June. AM advised that he would update the Board as soon as the details have been confirmed.

The Board **approved** the Calendar of Meetings for 2022.

#### **6. Board Priorities**

- (1) Board Training
- (2) Rent Harmonisation
- (3) Succession Planning and Staff Resources
- (4) Office/Community Hub
- (5) Tenant Communication/Transparency

On hold during the COVID-19 pandemic.

## 7. Health & Safety

DW advised that the Asbestos Management Plan is due for review shortly. DW reported that a staff member had fallen in the office car park before Christmas. DW confirmed that the Association's landscaping contractor has been instructed to carry out gritting as required.

A Board member commented that the Association's Void Management policy advises that wallpaper in a void property should only be removed if it is in poor condition. However, the Board member was concerned about the possibility of some properties having artex under wallpaper. DW confirmed that all 'textured' surfaces in void properties are checked (almost all results are negative) although we do not remove wallpaper to check for asbestos. The Board member suggested asking the Association's contractors to check this when working on void properties. DW will ask ACS for advice on this matter.

## 8. Assurance Statement - *nothing to report.*

## 9. Update on the Association's Development Programme

***M. Smith declared in interest in the following item and left the meeting.***

### (1) Arden Phase 7

***See Confidential Minute***

***M. Smith re-joined the meeting.***

### (2) Old Darnley

***See Confidential Minute***

## 10. Risk Management

### (1) Risk Management Update

The Board **noted** the Detailed Risk Register.

### (2) Risk Appetite

NL suggested deferring this item to a future meeting to allow more time for discussion/decision. The Board **agreed** with this proposal. The Chairperson added that this item should be put at the start of the agenda for the next meeting.

## 11. Notifiable Event

### (1) Notifiable Event Update

***See Confidential Minute***

## 12. Staffing Update

*See Confidential Minute*

## 15. Policy Review

### (1) Policy Register

A Board member commented that a few policies were overdue or due for review. The Chairperson asked AM to provide an update on the progress of the policy reviews before the next Board meeting. A Board member suggesting merging some policies to reduce the number of documents in the Policy Register. The Board **noted** that some policies had previously been split into separate policies on the recommendation of the internal auditor. AM advised that he would look at the possibility of merging policies where possible while still ensuring that the regulations are covered. The Board **noted** the Policy Register.

### 16. Community Regeneration - *nothing to report.*

### 17. Matters for Information - *nothing to report.*

## 18. Report back from Meetings/Conferences attended

## 19. Correspondence and Other Matters for Decision

### (2) SHARE: Annual Conference Programme

Board members were asked to contact staff if they would like to attend the SHARE Annual Conference at the Glasgow Westerwood Hotel on 11 & 12 March 2022. *Post meeting note: as a result of concerns about the Omicron variant of Covid-19 and in order to ensure the safety of delegates and staff, SHARE decided to change from an in person event to a virtual conference.*

Board members were also encouraged to consider attending some of the training courses offered by SHARE. A Board member advised that SHARE also offers e-learning via their website. The Board **noted** the report.

## 20. Any Other Competent Business

### (1) Shared Ownership

A Board member asked if sharing owners are able to migrate over to the New Supply Shared Equity (NSSE) scheme. JM replied that this would not be possible because NSSE is a Government scheme with the Government retaining a share of the equity.

### (2) Board Recruitment

*See Confidential Minute*

## 21. Date and Time of Next Meeting

- The next Board meeting will take place on **Wednesday 30 March 2022** at **6pm**.
- There will be a Board Training Session on **Wednesday 23 February 2022** at **6pm** (details to be confirmed).
- AM will provide a monthly update to the Board in February via email.