



**Minutes of the Board Meeting
held on Wednesday 1 December 2021 at 6pm
(via Zoom video conferencing)**

Present:

S. Gaunt - Chairperson (SG)
J. Ayorinde
A. Edgar
M. Flaherty
H. Gracie
M. Overthrow
M. Smith

In Attendance:

A. McKee, Chief Executive (AM)
N. Logan, Finance Director (NL)
J. Murray, Housing Services Director (JM)
D. Weir, Technical Director (DW)
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 Board Members K. Barker, K. Clayton and F. Koroma.

Declarations of Interest:

Agenda Item 10(2): M. Smith is a personal friend of the Managing Director of AS Homes (Scotland) Limited, Developers. M. Smith will leave the meeting room while this item is discussed by the Board.

Before moving on to discuss the Rent Consultation, AM advised that he had discussed the current Covid-19 situation with the Chairperson and it had been decided not to proceed with hybrid Board/Sub-Committee meetings for the remainder of this year in order to ensure the safety of Board members and staff. SG and AM will re-assess the situation in January 2022.

2. Rent Consultation

See Confidential Minute

3. COVID-19 Update - verbal report

AM reported that from 10 January 2022, the office reception area will be open, although we will continue to provide tenants with an appointment only service. Tenants will be encouraged to call or email staff but will also be able to come in to the office to make appointments if necessary. AM advised that the re-opening of the reception area will be assessed on an ongoing basis, stressing that the safety of our tenants and staff is of paramount importance. AM confirmed that Glen Oaks will continue to follow Government advice. The Association is moving towards hybrid working which will be trialled from January 2022. AM advised that staff contracts will not be changed, adding that the introduction of hybrid working is intended to suit the needs of the business and will be reviewed on a month to month basis. The Board **noted** the report.

4. Minutes of previous Board Meetings

(1) Decisions taken between meetings

Nothing to report.

(2) Board Meeting 27.10.21 & Confidential 27.10.21

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

(3) Matters Arising/Tasks

The Board **noted** the following:

See Confidential Minute

AM proposed that tasks should be added directly to Decision Time in future, avoiding the need for the additional Matters Arising/Tasks report. The Board **agreed** with this proposal. AM will provide the Board with instructions on how to access the relevant section of Decision Time.

5. Minutes of Sub-Committees and other Meetings

Nothing to report.

6. Matters for Discussion / Decision

(1) Nationwide Building Society SONIA Transition Agreement

The Board **noted** the report and **agreed** with the proposal for Nicola Logan or Alasdair McKee to discuss any amendments with TC Young and the Nationwide Building Society and thereafter to sign the Transition Agreement. In response to a question from the Chairperson, NL confirmed that there were no financial implications for the Association, just a change of terminology in the Agreement.

(2) Incident Management & Continuity Plan (IMCP)

DW advised that the Association had worked with Zurich Municipal Risk Management Team to produce the Incident Management & Continuity Plan (IMCP) which replaces the previous Disaster Recovery Plan. The IMCP was finalised during the summer before being stress-tested by the Association's Corporate Management Team and Senior Officers. The Chairperson thanked everyone involved in the process and also thanked DW for providing the Board with such comprehensive documents. DW advised that if the Board approves the document, the IMCP will then be issued to the whole staff team. DW added that the IMCP will be reviewed at least annually. The Board **approved** the Incident Management & Continuity Plan.

(3) Arden Community Hall - update

The Board **agreed** that AM will prepare a written report on this item for the January Board meeting.

(4) Quarterly Business Plan Report

DW advised that Item POL G06 can now be changed to green (completed), following the approval of the Incident Management & Continuity Plan. The Board **noted** the Quarterly Business Plan Report.

(5) Complaints Report - July to September

A Board member suggested that future reports should include information about trends that have been identified. AM will ensure that a summary of trends is added at the start of future Complaints Reports. DW advised that a tree survey has been commissioned which will form the basis of the review of the Tree Management policy. The Board **noted** the report.

7. 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.

8. Health & Safety

The Chairperson asked for an update with regard to the condition of the retaining wall in Pollok. DW confirmed that the wall is in a safe condition but is in need of repair work. The Association will be going out to tender for the demolition and rebuilding of the wall. DW added that he hopes this project will be on site early next year. The Board **noted** the Health & Safety report.

9. Assurance Statement

Nothing to report.

10. Update on the Association's Development Programme

See Confidential Minute

(4) Strategy & Development Funding Plan

The Board **approved** the Strategy & Development Funding Plan submission.

11. Risk Management

(1) Risk Management Update

NL advised that some risks had been updated following the recent Strategy Session. The Board **noted** the report.

12. Notifiable Events

AM advised that two Notifiable Events had been reported to the Scottish Housing Regulator (SHR) since the previous Board meeting.

See Confidential Minute

13. Staffing

See Confidential Minute

14. Membership - *nothing to report.*

15. Use of Seal - *nothing to report.*

16. Policy Review

(1) Policy Register

NL advised that staff would be working on the policies which are due for review. NL added that the HR Strategy would be presented to the next Finance, Audit and Corporate Services Sub-Committee meeting. The Board **noted** the Policy Register.

17. Community Regeneration - nothing to report.

18. Matters for Information

(1) Calendar of Board and Sub-Committee Meetings 2022

The Board **noted** the draft Calendar and agreed to **approve** the Calendar at the January Board meeting, following any amendments suggested by the Chairperson.

AM advised that, depending on the Covid situation, he was keen to organise an event for the Board and staff team. AM commented that he was looking forward to meeting the newer members of the staff team in person. AM is also planning a 30th Anniversary dinner event for the Board and staff team early next year (again, subject to Covid restrictions). AM will keep the Board updated on the arrangements for both events.

19. Report back from Meetings / Conferences attended

(1) CIH Awards: AM reported that 4 Board members and 6 members of the staff team had attended the recent CIH Awards. The Association's goConnect and Starting Out projects had been shortlisted for two awards but unfortunately did not win on this occasion. AM advised that he intended to submit further nominations next year, adding that he believed the Association's staff team deserved recognition for their work. The Board **noted** the report.

(2) Nitshill War Memorial: AM thanked the Chairperson, S. Gaunt, for laying a wreath at the Armistice Day Parade on behalf of the Association.

20. Correspondence and Other Matters for Decision

The Chairperson encouraged all Board members to consider signing up for some of the training courses included in the SHARE brochures. The Board **noted** the report.

21. Any Other Competent Business

(1) Garden Care Scheme 2022-23

See Confidential Minute

(2) Bulk Uplift Service 2022-23

See Confidential Minute

(3) City Building - Material Cost Increase Proposal

See Confidential Minute

(4) Football Pitch, Darnley

AM and DW agreed to inspect the football pitch during their site visit next week.

22. Date and Time of Next Meeting

The next Board meeting will take place on **Wednesday 19 January 2022** at **6pm**.

AM advised that (subject to Covid restrictions) this would be a hybrid meeting with Board members able to attend in person at the Association's office or join the meeting via Zoom.

AM thanked the Chairperson and the Board for giving up so much of their time to support Glen Oaks during the past year. He also thanked the staff team for their hard work.

The Chairperson thanked everyone for attending and ended the meeting by wishing the Board and staff team a Happy Christmas & New Year.

Signed:

Date: