

Board Meeting

Wednesday, 24th August 2022 6:00 pm

Attended

Johnson Ayorinde (JA)
Kimberley Barker (KB)
Kerry Clayton (KC)
Allan Edgar (AE)
Simon Gaunt (SG)
Helen Gracie (HG)
Fiona Koroma (FK)
Michael Smith (MS)

Nicola Logan (NL)
Alasdair McKee (AM)
Donald Weir (DW)
Kirsty Wilson (KW)
Martha Hutcheson (MH) (minutes)
Kevin Booth (KB), Alexander Sloan (part meeting)
David MacDonald (DM) (observer)

1.0 Apologies and Declarations of Interest

SG welcomed everyone to the meeting. He explained that DM was attending the meeting as an observer and asked him to introduce himself. DM said he had previously been former deputy leader of GCC. He is keen to join the Board in order to help improve the lives of people in the local community.

There were apologies from Patricia Gallagher, Mitchell Overthrow and Tricia Bridges.

2.0 Year End Financial Statements (Auditors in attendance)

SG welcomed KB to the meeting then handed over to NL to give a brief overview of the Financial Statements.

She explained that there was a variation from the Management Accounts due to invoices coming in late and year end pension adjustments. The surplus is lower than the previous year as there has been more expenditure on planned and cyclical maintenance, reactive repairs and service costs. There was also no furlough income this year. However she confirmed that income and expenditure is on target with budgets set.

Other points to note were that the balance sheet remains healthy which will be important in next few years. Expenditure on fixed assets has been broken down. In the coming year there will be further discussion about creditors (balance on sale of

properties).

NL explained that key ratios have been taken from the statement return to SHR. Interest cover is good and there is a high gearing ratio. The Pension Trust financial assessment confirms we are low risk.

KB confirmed there was a clean audit report and spoke about some of the key audit issues. He advised that all aspects reviewed during the audit were in order. This included revenue recognition, development risk, recoverability of rent arrears and loan covenants.

He then spoke about the SHAPS pension scheme liability which is a key audit issue. They reviewed estimates and assumptions and consider everything is appropriate to the Association's circumstances. Although the Covid pandemic is still considered to be an audit issue, it is no longer having any impact.

See confidential minute.

KB spoke about the letter of representation and pointed out that there had been a couple of amendments. Two points were added – one confirming that they had not identified any areas of non-compliance with Regulatory Standards or regulatory requirements. The other point was about contingent liability in relation to the pension fund deficit. The Pension Trust is currently involved in a court case which is unlikely to conclude till 2024. Whilst it may rule that the Pension Trust rule had been applied incorrectly, it is not possible to predict what it will be. The letter of representation confirms we have disclosed information in that regard to the auditor.

Board approved the financial statements and signed the letter of representation.

SG thanked KB for his report and KB left the meeting.

3.0 COVID-19 Update (verbal update at meeting)

AM said this is the last time this item will be included in the agenda as it now has minimum impact on the Association. He confirmed that service is going well. We are working with the social enterprise Flexibility Works to embed hybrid working. There was some discussion about the number of days staff are working in the office. AM explained that further discussion will be taking place with staff around the number of days worked in the office. Staff will continue to be flexible if required to come into the office on a day they would normally work from home (if an urgent situation arose). The Board had given delegated authority to the staff team to agree how hybrid will work. AM confirmed that many associations are working in similar way. Board members agreed that flexibility makes you a more attractive employer. MS said that changes to work life balance as a result of the pandemic had given organisations the opportunity to be an employer of choice.

KC said organisations were looking at various ways of increasing / improving flexibility e.g. removing core hours, working 7am-7pm and on some occasions at weekends. Such flexibility for staff will put us in a strong position to retain top talent. AM said we will continue to work with Flexibility Works in the coming months. AM was asked if the office closure on Wednesdays would continue. It was suggested that tenants could be consulted through CX feedback. SG asked if the Board could see the report from

Flexibility Works. AM said this could be discussed with the Finance, Audit & Corporate Services Sub-Committee.

4.0 Minutes of Previous Board Meeting

Minutes were confirmed to be accurate and approved.

The following action points were discussed:

- 4.3 going to procurement later in year - on site next year. HG wants to be involved in choices.
- Asbestos - awaiting reply from R Willey therefore need to change date for him to meet with Sub-Committee.
- Residents survey – AM apologised for delay in following up these points as he had been off sick for a while. He will put in dates to action.
- Five Year Financial Plan – NL to revisit
- Workingrite case study – AM to clarify if still relevant.
- Strategy event - SG said focus needs to be on finance - KB asked if we will be looking at rent increase at that point. If so, does the session need to be longer? SG suggested this could be discussed at the Zoom planning meeting.
- Review of Assurance Statement – this will be covered at the Finance, Audit & Corporate Services Sub-Committee meeting.
- Risk Management on Decision Time – NL will arrange a Zoom call with P Gallagher.
- **See confidential minute**

SG confirmed that the Decisions Made document was very useful.

Strategy event actions

- **See confidential minute**
- Environmental / office carbon footprint - recommendations were about the office. No further action required.
- Risk discussion - orange book? NL updated customer service risks. Savings in plan & stopped work on back courts.

5.0 Minutes of Sub-Committees and Other Meetings

Minutes were noted.

6.1 31st Annual General Meeting - Wednesday 21 September 2022

Board agreed that shopping vouchers should be purchased as prizes. Ideally vouchers that can be used in a range of shops.

Board noted the report and agreed that 13 shares should be cancelled.

AM explained that HG & KB had to complete questionnaire on 9 year rule as evidence that they continue to be effective Board members. AM and MH reviewed the forms and confirmed that both were able to demonstrate effectiveness. Board agreed HG & KB can stand for re-election at the AGM.

6.2 Annual Procurement Strategy Report

DW said he will update the document with the relevant figures and email it to the Board. SG asked if the framework with other organisations is being progressed. DW confirmed that Scotland Excel is setting it up and should be up and running around November or December.

Board approved the report subject to receiving the email from DW.

8.1 Health & Safety Report

See confidential minute

9.0 Assurance Statement

NL provided some background to the Assurance Statement and the process being followed, for the benefit of the observer DM. She confirmed that the internal audit on the Assurance Statement will take place on 29 & 30 September. She said that a detailed action plan will go to the Finance, Audit and Corporate Services Sub-Committee at the end of September. She said that potential changes to the layout of the document could be discussed with the sub-committee.

9.1 Review of Regulatory Standard 2

NL explained that the document highlights areas for improvement. Further information will be presented in October.

KC pointed out 2 key elements that need to be included / ensuring they don't fall under the radar i.e. tenant and resident safety & equalities and human rights. She asked for an update on equalities and human rights & any outstanding and remedial work on EICRs.

DW said the policy on forcing access needs to be amended to include EICRs. He advised that they are currently achieving 81% compliance but aiming for 100%. The ability to force access should help the situation. He also confirmed that any urgent remedial works are carried out at the same time. Any non-urgent work would be completed at a later date.

NL said work is progressing on the equalities action plan and it will incorporate recommendations from the internal audit. A report will be presented to the Board in October.

The Board confirmed they were comfortable with the information being provided.

9.3 SHR Document - Conducting reviews of Compliance with the Regulatory Standards of Governance and Financial Management

The Board noted the recent publication from SHR and agreed that there needed to be a level of trust. They discussed how to make the evidence available for Board members to review. NL suggested that an evidence bank could be created on Decision Time by setting up a new folder in the Resources section. Relevant documents

would be uploaded after every meeting for Board members to review at their leisure. The Board agreed that this would be very helpful.

10.1 Old Darnley Project

See confidential minute.

11.0 Risk Management Update

NL said the main risks are inflation and the economic situation, spiraling costs, EESSH2 and planned maintenance. The Finance, Audit and Corporate Services Sub-Committee will look at risk and controls in more detail and incorporate into the assurance report.

12.1 Regulator Notification

The Board noted the report.

13.0 Staffing Update

The Board noted the report.

14.0 Membership

See confidential minute.

15.0 Use of Seal

The Board noted the report.

16.1 Policy Register

SG noted that a couple of policies were overdue for review. NL advised that they will be reviewed as soon as possible. There had been a delay as a result of the amount of recruitment that had taken place in the last few months.

Since the meeting had lasted for two hours it was agreed to suspend standing orders.

AM said the CMT, MH & P Bridges were planning to review the number of meetings in the next month or two. Agendas were becoming very ambitious, making it difficult to cover all the items within 2 hours. It is likely that additional meetings will need to be scheduled during the year.

16.2 Communication Strategy

SG thanked L Strang for her work on the strategy. The Board approved the Strategy commenting that it was a very comprehensive document.

16.3 Standing Orders

The Board agreed with the proposed changes.

17.1 Wider Role Report

The Board was happy with the report which detailed the work being done by goConnect. KW pointed out that it is a work in progress and asked the Board if they want to see anything else included. Board said they would like to agree priorities for goConnect. KW explained that tenants could be consulted via a survey from CX Feedback. The Board agreed that this was a positive plan as the SHR has stressed the importance of getting direct feedback from tenants and creating opportunities for them to influence service delivery. KW also advised that they are proposing to merge goConnect and Starting Out and the Board agreed this was a sensible option.

KW provided some information on partnership working in the community e.g. with Active Schools, Jeely Piece Club, Aberlour, Carnwadric Church etc etc.

18.1 Treasury Report

The Board noted the Treasury Report.

19.0 Report back from Meetings/Conferences attended

KB recently attended a Strategy Day in her capacity as a Board Member at Parkhead HA. She said this will strengthen her effectiveness as a Board Member

20.0 Correspondence and Other Matters for Decision

The Board noted the report.

21.0 Any Other Competent Business

KB spoke about flooding behind office and conversations between tenants on social media who were constantly contacting GCC, Glen Oaks and Scottish Water. According to some tenants Scottish water said they could fix it for £100k and Glen Oaks refused to agree the payment DW confirmed this was not the case and the amount in question was £2m. He said he recently met up with a Scottish Water engineer (just after the flooding referred to by KB) and saw evidence that the gulleys were not blocked – they were just overwhelmed.

21.1 Electrical Servicing: 2022-23

DW explained the background to his report saying it was more of a timing issue.

The Board agreed with the proposal to appoint Gas Sure.

21.2 Pollok Wall

See confidential minute.

22. Date and Time of Next Meeting

The next Board meeting will take place in the Association's office at 3 Kilmuir Drive, Arden, on Wednesday 26 October 2022 at 6pm.

Signed: **Date:**