

**Minutes of the Board Meeting held on
Wednesday 24 February 2021 at 6pm
via Zoom video conferencing**

Present:

S. Gaunt - Chairperson (SG)
K. Barker
K. Clayton
M. Flaherty
E. Gotowicz
H. Gracie
F. Koroma
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 J. Ayorinde, A. Edgar and M. Overthrow.

The Board previously granted P. McGinlay MBE a leave of absence until the end of March 2021.

Declarations of Interest:

M. Smith declared an interest in Agenda Item 5(1) and will leave the meeting while this item is discussed.

K. Clayton and F. Koroma declared an interest in Agenda Item 22 and will leave the meeting while this item is discussed. AM advised that all staff members in attendance will also leave the meeting prior to discussion of this item by the Board.

2. COVID-19 Update - verbal report

AM advised that the Scottish Government has not announced any changes to the restrictions since the previous Board meeting. A small number of staff are currently able to be in the office on Tuesdays and Fridays to carry out essential tasks only and a Senior Officer will be present on each of those days. AM added that the cleaning staff are carrying out their duties on Mondays when no other members of staff are in the building. The Board **noted** the report.

3. Minutes of previous Board Meetings

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

(2) **Board Meeting 20.1.21 & Confidential 20.1.21**

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

(3) **Matters Arising/Tasks**

The Board **noted** the following:

Page 4, Item 6(1) - SIG Communication Report: The Chairperson asked the Board if they were happy with the due date (18.8.21) for this item. Following a short discussion, the Board agreed that this date would be acceptable, adding that they will expect a full update from the Corporate Management Team regarding progress with the Action Plan.

Page 4, Item 4(3) - Matters Arising/Tasks: AM confirmed that the Sub-Committee Performance Review reports will be discussed by both Sub-Committees at their meetings in March. The reports will then be circulated to the Board, along with any comments made by the Sub-Committees.

Page 4, Item 4(3) - Matters Arising/Tasks: NL confirmed that the Board will be able to access the papers from next week's Housing, Technical and Health & Safety Sub-Committee after the meeting has taken place.

Page 4, Item 4(3) - Matters Arising/Tasks: AM advised that he had contacted EVH to check that they had the correct email address for HG. HG confirmed that she is now receiving emails from EVH.

Page 8, Item 15(1) - Policy Register: NL advised that the Finance, Audit and Corporate Services Sub-Committee will be reviewing the Freedom of Information policy at their meeting on 31 March 2021.

Page 9, Item 20(1) - Graffiti, Darnley: DW advised that he had reported this matter to Glasgow City Council, however DW may ask the Association's own contractor to deal with this.

Page 5, Item 6(7) - Board Training: AM advised that a training session on Equalities and Human Rights had been arranged for the Board at 6pm on Wednesday 28 April 2021. AM added that the Corporate Management Team will also attend.

Page 6, Item 8 - Health & Safety: DW confirmed that he had raised the issue of damaged trees in Arden at a recent meeting with the contractor.

4. Minutes of Sub-Committees and other Meetings

- (1) Finance, Audit and Corporate Services Sub-Committee 9.12.20**
- (2) Finance, Audit and Corporate Services Sub-Committee 4.2.21 (Special Meeting)**

The Board **noted** the Sub-Committee Minutes.

See Confidential Minute

5. Matters for Discussion / Decision

- (1) Arden 7A & 7B Development**

MS declared an interest in this item and left the meeting while the report was discussed by the Board.

See Confidential Minute

MS was asked to re-join the meeting.

- (2) Garden Care Scheme**

See Confidential Minute

- (3) Factoring Service: Annual Management Fee Review**

The Board **noted** the contents of the report and **approved** the proposal to increase the Factoring Management Fee for 2021-22 by 1.2%.

- (4) Report on Board Training**

AM asked the Board to consider committing to 2 or 3 training sessions during the course of 2021. The Board **agreed** with AM's proposal. AM advised that training on Equalities and Human Rights had been arranged for Wednesday 28 April 2021 at 6pm. AM added that a training session on the Association's Code of Conduct will also be organised for the Board. Following a period of discussion, the Board **agreed** to discuss future topics for training after the Equalities and Human Rights training session in April. The Chairperson encouraged Board members to look at SHARE's Committee/Board Learning and Development brochure. Board members were asked to contact AM or M. Hutcheson if they would like to attend any of the training sessions included in the brochure.

(5) Outcomes from Chief Executive's Personal Development Review

The Board **agreed** to delay the discussion of this confidential item until the end of the meeting (after staff have left the meeting).

(6) Proposed updated format for Board Reports

AM advised that during the preparation of the Assurance Statement it had been agreed to review the standard reporting format for Board meetings. AM added that although the proposed new report format will be more work for the staff member responsible for preparing the report, it will provide more context for the Board. The Board **agreed** that it is satisfied with the proposed new Board reporting format. AM thanked P. Bridges for her work on this item.

(7) Resignation of Board Member and consideration of Casual Vacancy place offer

See Confidential Minute

The Board discussed the use of jargon in Board reports. AM advised that staff should always try to avoid using jargon and/or abbreviations when preparing Board reports. The Board **agreed** that AM should look into ordering copies of EVH's Jargon Buster leaflet.

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 AM's earlier Covid-19 report had provided the Board with an update on the current homeworking arrangements. DW added that he was preparing a report on Health & Safety for the Housing, Technical and Health & Safety Sub-Committee meeting on Wednesday 3 March 2021. The Board **noted** the verbal report.

8. Assurance Statement

- (1) Assurance Action Plan**

See Confidential Minute

The Board **noted** the Assurance Action Plan.

9. Risk Management

(1) Detailed Strategic Risk Register

NL will be speaking to Decision Time with regard to how we update assurance and how we report on that. The Board **noted** the report.

(2) Summary Strategic Risk Register

NL asked the Board to note that Risk G10 has been reduced from 6 to 3. The Board **noted** the report.

10. Notifiable Events - *nothing to report.*

12. Business Plan Quarterly Review

NL advised that the new report was similar to the previous version, adding that it can be developed further if required. The Board was very pleased with the new format and **noted** the report.

12. Staffing

This item had been discussed earlier in the meeting [at Item 4(2)].

See Confidential Minute

13. Membership - *nothing to report*

14. Use of Seal - *nothing to report*

15. Policy Review

(1) Policy Register

NL advised that the Freedom of Information policy will be reviewed by the Finance, Audit and Corporate Services Sub-Committee at their meeting on 31 March 2021.

JM advised that the Housing, Technical and Health & Safety Sub-Committee will review their Sub-Committee Remit at their next meeting on 3 March 2021.

A Board member asked about the composition of the Value for Money (VfM) Working Group. NL replied that this Group currently consisted of staff members but she hopes Board and Service Improvement Group members will become involved in future. NL added that the VfM Group would be looking at Value for Money across the Association but is starting with Gold Service.

The Board **noted** the Policy Register.

16. Community Regeneration - *nothing to report.*

17. Matters for Information

(1) Minutes of G8 Chair's Network Meeting 25.1.21

The Board **noted** the Minutes of the G8 Chair's Meeting.

(2) SHARE - Questions you should be asking about Finance

The Chairperson recommended the training sessions provided by SHARE. SG had circulated the presentation from a recent Finance session he had attended because he thought it would be useful to other Board members who may be unfamiliar with some accounting terms (see slides 18, 19 and 20). The Board **noted** the presentation.

18. Report back from Meetings / Conferences attended - *nothing to report.*

19. Correspondence and Other Matters for Decision

The Board **noted** the report.

20. Any Other Competent Business

- (1) **Sub-Committees:** AM asked if any Board members would be interested in joining the Housing, Technical and Health & Safety Sub-Committee. **K. Barker** and **M. Flaherty** agreed to join the Sub-Committee. As the Board has agreed to offer **A. Loudon** a casual vacancy place on the Board, AM hoped that she would also re-join the Sub-Committee.
- (2) **Lunestone Court:** A Board member advised that there was an empty property at Lunestone Court that the Association may not be aware of. The tenant of the property died in hospital in December but had no family and the Board member is not sure if the Association has been notified. JM asked the Board member to contact her with the address.
- (3) **Glen Esk Drive:** A Board member advised that the lock on the gate between 56 and 76 Glen Esk Drive has been broken several times by contractors. The Board member has been replacing the lock at her own expense. DW will look into fitting a combination lock on the gate and will give the contractors the combination.
- (4) **EU Settlement Scheme:** In response to an enquiry from a Board member, JM confirmed that an article giving EU tenants advice about how to apply for settled status had been published in the Association's newsletter. JM advised that Board member E. Gotowicz had provided a Polish translation of the EU Resettlement Scheme requirements which was sent to our Polish tenants at the time.

21. Date and Time of Next Meeting

The next Board meeting will take place on **Wednesday 24 March 2021** at **6pm** via Zoom.

Staff Members AM, NL, JM, DW and PB left the meeting before the Board discussed the following items:

- 5. Matters for Discussion / Decision
- (5) Outcomes from Chief Executive's Personal Development Review

See Confidential Minute

Board Members KC and FK left the meeting before the Board discussed the final item on the agenda.

- 22. EVH Wage Increase Ballot

See Confidential Minute

Signed:

Date: