

Minutes of the Board Meeting
held on Wednesday 26 October 2022 at 6pm
in The McGinlay Suite at the Association's offices

Present:

S. Gaunt - Chairperson (SG)
K. Barker
K. Clayton (via Zoom)
P. Gallagher
D. McDonald
M. Smith

In Attendance:

A. McKee, Chief Executive, Chief Executive (AM)
N. Logan, Finance Director (NL)
D. Weir, Technical Director (DW)
K. Wilson, Housing Services Director (KW)

P. Bridges, Corporate Services Officer (Minutes)
C. Sloey, Corporate Services Assistant

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

Apologies:

Apologies were **noted** on behalf of Board Members A. Edgar, H. Gracie, F. Koroma and M. Overthrow.

Board member J. Ayorinde did not attend the meeting.

Declarations of Interest:

None.

2. Health & Safety

(1) Health & Safety Report

The Board **noted** the report.

See Confidential Minute

(3) Assurance Statement
(1) Draft Assurance Statement

The Board **agreed** that the Chairperson should sign the Assurance Statement (subject to the amendment approved by the Board).

See Confidential Minute

(2) - (8) Regulatory Standards 1-7

The Board **noted** the reports. The Chairperson asked if the date of review could be added to each Regulatory Standard report in future. NL will ensure that this is done.

(9) Assurance Evidence List

The Board **noted** the Assurance Evidence List.

See Confidential Minute

(10) Assurance Action Plan

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

See Confidential Minute

(11) Internal Audit Assurance Report

The Board **noted** the Internal Audit report issued by Henderson Loggie.

On behalf of the Board, the Chairperson thanked everyone involved in producing the Assurance Statement, especially L. Strang who co-ordinated the entire process.

4. Minutes of previous Board Meetings

(1) Decisions taken between meetings

Nothing to report.

(2) Board Meeting 24.8.22 & Confidential 24.8.22

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

The Chairperson suggested that staff should now return to circulating Board Minutes within 7 working days of the meeting (this procedure was suspended during the pandemic). The Board **approved** this proposal.

SG advised that he had recently discussed the format and content of the Minutes with the Chief Executive and Corporate Services Manager. It had been suggested that the Minutes were too long and too detailed.

However, the Chairperson was very happy with the current format, adding that the Minutes were very accurate and reflected the discussion taking place at Board meetings. The Board **agreed** that staff should continue to provide the current level of detail in the Minutes.

(3) Special Board Meeting 21.9.22

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

(4) Matters Arising 24.8.22: Actions/Decisions

Actions

The Board **noted** the Actions report.

See Confidential Minute

Decisions

The Board **noted** the Decisions report.

5. Minutes of Sub-Committees and Other Meetings

(1) Housing, Technical and Health & Safety Sub-Committee 14.9.22 (draft)

(2) Finance, Audit & Corporate Services Sub-Committee 28.9.22 (draft)

The Board **noted** the draft Sub-Committee minutes.

6. Matters for Discussion/Decision - Confidential

(1) Revised Budget for the year to 31 March 2023

The Board **approved** the Revised Budget for the year to 31 March 2023.

See Confidential Minute

(2) Rent Review

The Board **noted** the report.

See Confidential Minute

(3) Equalities Action Plan

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

See Confidential Minute

(4) Arden Community Hall

The Board **noted** the report.

See Confidential Minute

(5) Business Plan Strategy Event

The Board **noted** the report.

See Confidential Minute

(6) Draft Calendar of Meetings

The Board **noted** and **approved** the draft Calendar of Meetings. AM asked Board members to contact him if there are any issues with the proposed dates. The Chairperson advised that he would like to have a discussion about attendance at Board meetings at the Strategy Event.

7. Board Priorities - *currently on hold.*

8. Assurance Statement (*already discussed - Agenda Item 3.*)

9. Update on the Association's Development Programme

The Board thanked DW for the update and **noted** that the Association is due to meet with representatives from Glasgow City Council's Neighbourhoods, Regeneration & Sustainability (NRS) department on 10 November 2022 to discuss projects/potential projects and funding levels in general following the recent increases in construction costs. DW will prepare a report on the outcome of this meeting for the December Board meeting. The Board **noted** the report.

10. Risk Management

(1) Risk Management Update

The Board **noted** the report. NL advised that some risks have been increased. The Board will be asked to review the Association's risk appetite at the Strategy Event. A Board member asked for clarification about the 'star' icon in the report. NL advised that this meant the risk had not changed.

As it was now 8.00pm, the Chairperson asked for Board approval to suspend the Standing Orders to allow for discussion of the remaining agenda items. The Board **approved** this proposal.

11. Notifiable Events - *nothing to report.*

12. Staffing - *nothing to report.*

13. Membership

The Board **approved** the cancellation of one share as detailed in the report.

15. Use of Seal

The Board **noted** that the Seal had been used once since the previous Board meeting, to issue a share certificate.

15. Policy Review

(1) Policy Register

The Board **noted** the Policy Register. A Board member asked if new review dates could be added to the Register for any overdue policies. AM will ask staff to update the Policy Register.

16. Community Regeneration - *nothing to report.*

17. Matters for Information

(1) Asset Management Strategy Update

The Chairperson thanked DW for preparing this report and proposed that this item should be deferred to the December Board meeting to allow the Board more time to discuss the report and ask any questions they may have. The Board **agreed** with this proposal.

18. Report back from Meetings/Conference attended.

K. Barker (KB) advised that she had recently attended her first meeting as a meeting as a member of Parkhead Housing Association's Board. KB asked if it would be possible to synchronise Glen Oaks' meeting calendar with Parkhead's schedule. AM asked KB to send him a copy of Parkhead's calendar for comparison.

19. Correspondence and other matters for discussion - *nothing to report.*

20. Any Other Competent Business

(1) Pollok Breakfast Club

A Board member advised that St. Conval's Church in Pollok is providing a Monday morning breakfast club for local residents and hoped to expand this service in future. The Board member asked if Glen Oaks could publicise the breakfast club to its Pollok tenants. KW will ask goConnect staff to publicise this on the Association's website and Facebook page.

(2) *See Confidential Minute*

21. Date and Time of Next Meeting

- The Business Plan Strategy Event will take place at Seamill Hydro on the evening of Friday 11 November and all day Saturday 12 November 2022.
- The next Board meeting will take place in the Association's office at 3 Kilmuir Drive, Arden, on Wednesday 7 December 2022 at 6pm.

Signed:

Date: