Minutes of the Board Meeting
held on Wednesday 30 April 2025 at 6pm
(hybrid in The McGinlay Suite at the Association's offices and online)

Present:
Michael Smith, Chairperson (MS)
Patricia Gallagher (PG)
Helen Gracie (HG)
Fiona Koroma (FK)
John Russell (JR)
Simon Gaunt (SG) (online)
David Mulhern (DM) (online)

In Attendance:
Nicola Logan, Chief Executive Officer (NL)
Cindy McNeill, Finance Director (CM)
Donald Weir, Technical Director (DW)
Kirsty Chalmers, Housing Director (KC)
Martha Hutcheson, Corporate Services Manager (MH)

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

Apologies: Apologies were received from Kimberley Barker, Andrew McCafferty and Paul Watson.

Declarations of Interest: None.

2.0 Minutes of Previous Board Meeting - 26 March 2025

See Confidential Minute.

The Minutes of the meeting were proposed by P. Gallagher and seconded by F. Koroma.

2.1 Matters Arising/Decisions/Actions

CIH membership for Board members:
FK will contact CIH to request that her personal and Board memberships are linked.

Graffiti Art:
Tenant consultation took place and the preferred themes were of children, generational images and trees.

3.0 Minutes of Sub-Committee meetings

Nothing to report.

4.0 Health & Safety

There was some discussion about the damp and mould cases. DW explained that some work was required in a number of Darnley properties. He also advised that some EICRs would be delayed as the new contractor was not due to start until June.

5.0 Matters for Approval

5.1 Staff Restructure

See Confidential Minute.

The Board ***approved*** the revised structure.

5.2 Lettings Plan

KC explained that there had been a delay in receiving the letter from Glasgow City Council (GCC), so it is necessary to continue with the Letting Plan from last year.

6.0 Matters for Discussion

6.1 CEO Report

Board Recruitment
NL will report back on skills gaps prior to recruiting new members.

Attendance
JR did not attend the meeting in March so this needs to be updated.

Share Membership - cancellation
The Board ***approved*** the cancellation of Share membership No. 194.

6.2 Asset Management Strategy

DW gave a presentation on how the Strategy was put together. He explained that the most up-to-date information is now a year old. It may be helpful to add a KPI for damp and mould cases. DW pointed out that responsive repairs costs have increased significantly in the last three years. The Board ***agreed*** that the Strategy is a good starting point but an action plan will be crucial to ensure key decision points are addressed, e.g. how to stop amber properties falling into the red category, what is the master plan for Arden?

DW agreed it is important to keep the data up-to-date. He plans to review it in September/October, then annually thereafter.

Page 19 - DW was asked to check the repetition of 'low current cost'.

The Board ***approved*** the Asset Management Strategy.

6.3 Governance Framework presentation and discussion

NL presented details of the proposed changes to the Governance Framework. Key points to note are:

- Proposal to change the Sub-Committee structure to create one for Audit, Risk and Assurance and the other for Staffing. Audit, Risk and Assurance Sub-Committee would meet quarterly, and the Staffing Sub-Committee would meet as and when required (minimum once a year).
- That there would be increased delegation to the Corporate Management team.
- NL outlined the policies and strategies that would be presented to the Board, Staffing Sub-Committee and delegated to the CEO to approve. A quarterly report would be presented to the Board outlining the changes to the operational policies. CMT to strip out procedural aspects of policies.
- Board Workplan - ***agreed*** this is very useful and would be helpful to consider including training.
- Agenda - can all matters for approval be higher up the agenda, along with the performance report and assurance? There was a request for a paper copy of the agenda to be available at meetings.
- Questions raised on Decision Time portal - there needs to be a system of including these questions in the Minutes.
- The Board ***agreed*** with the proposal regarding Key Performance Indicators.
- NL discussed the proposed Benchmarking Group and confirmed that they are all members of the Scottish Housing Network.
- NL confirmed that, following Board approval, she would update the following documents and present them to the May Board meeting:
    - The Board and Committee Remits
    - Scheme of Delegation
    - Financial Regulations
    - Strategies and Policies Review List
    - Calendar of Meetings
    - Board Workplan
    - Agenda Structure
    - Report Template
    - Proposed Key Performance Indicators
    - Proposed Benchmarking Group
- NL suggested that there should be a short discussion at the end of each meeting to identify any other areas of improvement.

The Board **approved** the recommendations in the presentation.

7.0 Performance, Assurance and Audit

7.1 Strategic Risk Update

The Board ***noted*** the Risk Summary Report.

7.2 External Audit Plan

The Board ***noted*** the External Audit Plan.

8.0 Strategy and Policy Review

8.1 Disruption Payments Policy

The Board ***approved*** the Disruption Payments Policy.

9.0 Report back from meetings and conferences

Nothing to report.

10.0 Any Other Competent Business

Nothing to report.

The Board ***agreed*** that this had been a very effective meeting with a well-structured agenda.

11.0 Date and Time of Next Meeting

Wednesday 28 May 2025 at 6pm.