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# Board Meeting

Wednesday, 13th December 2023 9:30 am

Russell Square   |   Board of Management

## Attendees

#### Attended - Board

#### Jimmy Black (JB) in the Chair, Hazel Farquhar (HF), Jeanette Gaul (JG), Craig Irvine (CI), Fred Jack (FJ), Ian McDonald (IMCD), Linda McDonald (LCMD), Isobel McGarrol (IMCG), Sheena Welsh (SW) and Cheryl Glen (CG)

#### Attended - Staff

#### Gail Robertson (GR) Chief Executive Officer, Linlay Anderson (LA) Director of Housing Services, Arlene Grant (AG) Director of Finance & Corporate Services, Kevin Lynch (KL) Director of Asset Management and Nicola McIntosh (NMC) Corporate Services Officer – minute taker

## 1.0 Decision Time Goals/ Risks Training

#### Minute by Nicola McIntosh

GR carried out a short training session on the Goals and Risks modules within Decision Time.

## 2.0 Apologies, Conflict of Interests & Notifiable Events

Purpose - For Approval

#### Minute by Nicola McIntosh

**The meeting commenced at 10.00am**  
  
Apologies were received from SS.  
  
There were no conflicts of interest or notifiable events to report.

## 3.0 Minutes of Board Meeting 18th October 2023

Purpose - For Approval

#### Minute by Nicola McIntosh

Minutes were approved as a correct record.  
  
Matters arising:  
  
GR advised that SHR has published all Annual Assurance Statements, but the engagement level has not been published yet. NMC updated the portal with new board members and updated roles. Members noted that the previous years ARC submission is looked at in our for the engagement level to be awarded.  
  
Potential Data Breach - GR advised that the Data Protection Officer has covered this in his report later in the agenda.

## 4.0 Minutes of Remuneration Sub Committee 18th October 2023

Purpose - For Approval

#### Minute by Nicola McIntosh

Minutes of the Remuneration Sub Committee were approved as a correct record.  
  
Members noted that Grade 1 of the salary structure was reviewed and increased according to the Boards decision at the last meeting.  
  
[REDACTED – CONFIDENTIAL INFORMATION]. A meeting of the Remuneration Sub Committee will be held late January to make final recommendation for the budget considerations going before the Board in February.  
  
Members noted that residual money from the Cost of Living award is being used by the Financial Inclusion team to provide starter and winter packs for tenants in need. A donation to the Brechin Flood Fund was also agreed.  
  
Members noted that the Grievance heard by some board members is now closed. IMCD thinks there are lessons to be learnt, GR agrees and advises members that the expenses policy has been reviewed.  
  
GR advised that the Fair Work Statement is complete and was approved by the Scottish Government and funding has been released.

## 5.0 Minutes of the Finance, Audit & Risk Sub Committee 22nd November 2023

Purpose - For Approval

#### Minute by Nicola McIntosh

Members approved the Finance, Audit and Risk minutes as a correct record.

## 6.0 Approval of Membership application and to Co-opt new Board Member

Purpose - For Approval

#### Minute by Nicola McIntosh

An application for membership was received from Cheryl Glen. Board members approved the application and Cheryl was co-opted on to the Board of Management.

## 7.0 Employee Voice Strategy and Fair Work Statement

Purpose - Ratified

#### Minute by Nicola McIntosh

GR presented the Fair Work Statement to the Board of Management, explaining that in order to get the statement approved it was presented to the Finance, Audit and Risk Sub Committee in November and needs to be ratified by the full Board.  
  
Members noted and approved the contents of the report.

## 8.0 Rent Consultation Proposal

Purpose - For Decision

#### Minute by Nicola McIntosh

GR and AG have worked on the Rent Consultation Proposal and presented the report to the board.  
  
Members noted that the Association would ideally be looking for a rent increase of at least 5%. GR covered any additional staffing costs and the development programme, explaining that although there are unit on site, there is unlikely to be any additional income this year.  
  
Members noted that with regard to the Capital Improvement Programme, HUB advises that we should be spending in the region of £3.5 million. GR explained that we have unexpectedly received EESSH2 guidance and due to works relating to this it will likely be 2025/26 budget that this will come in to play.  
  
IMCD asked in terms of the £2.7million budget, is there anything we need to hold back on? Is there anything from the slippage this year that could be captured as part of the £2.8 million next year. KL explained that some gas boiler works have been brought forward to this year.  
  
GR feels it is really difficult to explain where savings will come from until we are aware of how much potentially needs saved. Members noted that savings can be made on staffing and there is capacity to cut other parts of the budget i.e. reactive maintenance, capital works or sundry services associated with housing.  
  
Members agreed to consult with tenants on a 7% rent increase while explaining to tenants that this figure will not cover our current expenditure and that the association will need to look for savings of around £185k within the budget.

## 9.0 Risk Register Review

Purpose - For Noting

#### Minute by Nicola McIntosh

GR presented the Risk Register Review, summarising the Association's current position, advising members that going forward there will be quarterly reporting of this to the Finance, Audit and Risk Sub Committee.  
  
GR is looking to recruit for a part time Compliance Officer to start from 1st April 2024. Board members are in agreement and approve GR to start the recruitment process in the new year for this post.  
  
Members noted that a full tender exercise was recently completed for the procurement of a new IT system. Shackleton Technologies were awarded the contract and will take over from Kick ICT early in the new year.  
  
Members noted and approved the contents of the report.

## 10.0 Annual Report from Data Protection Officer

Purpose - Assurance

#### Minute by Nicola McIntosh

Members noted and approved the contents of the Annual Report from the Data Protection Officer.  
  
GR advised members that a refresher training session is due on GDPR and FOI which will be added on to the April meeting. This will be a 30 minute session prior to the April Board meeting.

## 11.0 Approval for Barnhill Windows Contract

Purpose - For Approval

#### Minute by Nicola McIntosh

KL presented the Barnhill Windows Contract report to replace windows and doors at 39 properties, explaining that a full tender process was completed through Procurement Scotland noting that 7 tenders were received with Andrew Shepherd coming out as the successful bidder.  
  
JB asked why the price per house costs were quite high. KL explained this was due to the size and style of the windows and doors required for this project.  
  
Members noted and approved the appointing of Andrew Shepherd for this contract.

## 12.0 Approval for Crudie Farm, Arbroath, Development

#### Minute by Nicola McIntosh

KL presented the Crudie Farm, Arbroath development advising that we have been asked to partner with Scotia Homes to meet their Section 75 requirements, our part of the development consists of 36 units.   
  
JB & IMCD both asked about extending the life cycle of the net present value to 35-40 years but KL explained that it still works for 30 years and where there is a negative net present value over 30 years the Scottish Government provide additional funding to assist.  
  
Members noted and approved the following:  
  
1. Site Acquisition of £360,000 for 36 plots. This includes the shared equity plots that will be marketed and sold near completion.  
2. Acceptance of build costs of £6,784,770.13 (£1,292,483.17 for shared equity properties + £5,492,286.96 for social rented properties)  
3. Progress with the project to completion

## 13.0 Health & Safety Report

Purpose - For Noting

#### Minute by Nicola McIntosh

JMCI joined the meeting (11.40am) to present the Health and Safety Report.  
  
Members noted that there were 3 minor accidents reported in November. Accident books were completed with the relevant information.  
  
JMCI explained that modifications were made to the fire exit in Arbroath Housing and Maintenance Office in order for the fire exit door to open outwards, with a push pad operating system.  
  
Members noted that there are 3 properties that are non-compliant for EICR's and not 4 as detailed in the report.  
  
[REDACTED – CONFIDENTIAL AND COMMERCIAL INFORMATION]  
  
Members noted that the lone working system is working well and initial issues have been resolved.  
  
GR advised that an incident took place at a property in Arbroath where a member of staff was pushed a couple of times by a tenant and it was noted that Orbis was not in use.  
Member of staff is ok, full reports have been made and lessons learnt from the incident.  
  
IMCD would like a short summary for the next meeting of the outstanding items from the action plan and the reasons why the items remain outstanding.  
  
Members noted and approved the contents of the report.  
  
JMCI left the meeting at 11.57.  
  
14.0 CEO Workplan

Purpose - For Noting

#### Minute by Nicola McIntosh

GR presented the CEO Workplan for noting and comments.  
  
Members noted and approved the contents of the CEO Workplan.

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## 16.0 AOB

Purpose - For Information

#### inute by Nicola McIntosh

GR provided the login for the Board Development Agency for members to access online training.  
  
GR provided an update on flooding in Brechin advising that only 1 of our tenants was out of their property.  
  
[REDACTED – PERSONAL DATA]  
  
We are looking at taking nominations from the Angus Council for our new build properties in Brechin to assist the council with their tenants that were out of their homes as a result of flooding from Storm Babet.  
  
GR advised that there are 2 properties at Marketgate, Arbroath that are continually flooding due to failed flood defenses. The tenants have been decanted while properties dry out.  
  
Members noted that a new build property at Glenview's outside tap burst and flooded the downstairs property with new flooring. Tenant has been provided with an industrial dehumidifier and the carpets have dried out with no damage or lasting smell due to it being clean water.  
  
AG advised that Nationwide requires a list of staff and board members who are authorised to drawdown money. AG suggests having the CEO and DFCS plus two others. It was agreed the chair and vice chair would take this on.

## 17.0 Date of Next Meeting

Purpose - For Information

#### Minute by Nicola McIntosh

Wednesday 14th February 2023 at 9.30am  
 **The meeting concluded at 12.35pm**