



**Minutes of the Board meeting
held on Tuesday 26th April 2022 at 5pm
in the Community Centre**

Board Member	Attended	Apologies
Linda Brown (LB) (<i>Chair</i>)	x	
Gerry O'Donnell (GO'D)	x	
Jamila Flynn (JF)	x	
Kristina Bowie (KB)		x
Claire McGraw (CM)	x	
Stewart MacKenzie (SM)	x	
Helen McNab (HM)	x	
Maisie O'Brien (MO'B)	x	
Tope Falade (TF)		x

In Attendance	
Pamela Milne (PM)	Chief Executive
Charlie Wood (CW)	Asset Manager
David Edgar (DE)	Housing Manager
Fettes McDonald (FMD)	FMD Financial Services
Robin Harrison (RH)	Adamson Group
Karen Fitzsimons (KF)	Indigo House Group
Apologies	
Lesley Carnegie (LC)	Business Improvement Manager

Agenda Item	Description	Action By
1.	Welcome	
1.1	The Chair welcomed everyone to the meeting. Apologies were noted from KB and TF. There were no declarations of interest.	
2.	Approval of previous minutes	
2.1	Board approved the minutes of the meeting held on 24 th February 2022. These were proposed by HM and seconded by MO'B.	
3.	Action Tracker	
3.1	Board members requested that the format of the Action Tracker be changed to remove the grey background for completed actions, as this made things difficult to read.	LC
3.2	Board then approved the updates to the Action Tracker, including those actions now closed as complete.	

Agenda Item	Description	Action By
4.	Stock Condition Survey	
4.1	RH provided an overview of the initial findings of the Stock Condition Survey (SCS), noting that it was from a sample of 50% of the Association's properties.	CW
4.2	Board members asked for an update on the properties that had been identified as not meeting SHQS (Scottish Housing Quality Standard) and EESSH (Energy Efficiency Standard for Social Housing) compliance. CW advised it would take approximately 2 weeks to check on these properties and then provide an update to Board. CW confirmed that the Association was fully compliant with recent smoke alarm legislation.	
4.3	RH confirmed that SCS data would be provided to the Association in an Excel spreadsheet and could also be input directly onto the SDM housing management system.	
4.4	RH noted that the Association had a number of properties without an EPC (Energy Performance Certificate) and that consideration should be given to having EPCs carried out in these properties.	
4.5	It was highlighted by RH that the Association was in a good position in terms of the percentage of properties meeting EESSH 2 compliance compared with other landlords.	
4.6	RH and CW confirmed that the data from the SCS would be reviewed over the next 2 weeks to help clear up some minor anomalies for the final report.	CW
4.7	Board noted the update on the Stock Condition Survey.	
4.8	RH left the meeting at this point.	
5.	Budget 2022-23	
5.1	FMD provided an overview of the budget for 2022/23, noting that the Association was in a good financial position. The main area of risk was the deficit with the Community Centre, however this was not currently a significant concern.	
5.2	FMD outlined that in relation to loan covenants the Association had sufficient headroom.	
5.3	KF advised that the KPIs set out in the Association's Business Plan were crucial as if these were achieved/exceeded it would ensure that the Association would continue to have comfortable headroom with loan covenants.	
5.4	Board members asked about the difference between the draft budget and the budget contained within the Business Plan in terms of costs for	

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5.5	<p>ongoing maintenance/investment. FMD explained that these figures would be finalised once a more detailed analysis of the Stock Condition Survey had been carried out. PM concluded by stating that work would be undertaken to ensure these were consistent between documents.</p> <p>Board then approved the final annual budget for the year 2022-23.</p>	FMD
6.	Business Plan 2022-25	
<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p>	<p>KF provided a detailed overview of the draft Business Plan, outlining the deliverables that were assigned to each member of the Senior Management Team.</p> <p>Board members noted that the Business Plan stated that the Association would create a new 'People Strategy' and that this should have previously been carried out by Gravitare HR. PM advised that this referred more to ongoing work by the management team in relation to the culture and staff development.</p> <p>KF briefly overviewed the risk analysis, noting its strength due to Board and management team having worked on this collectively.</p> <p>KF noted caution around the costs contained within the Business Plan for procurement and advised that true costs would only be known when the Association tendered for these items.</p> <p>KF noted that the 30-year projection contained within the Business Plan showed the Association to be in good financial health.</p> <p>The Chair thanked everyone for their hard work and involvement in completing the Business Plan.</p> <p>Board then approved the Business Plan for 2022-25 subject to corrections in the number of units and ensuring the sensitivity analysis was incorporated into the plan.</p> <p>KF and FMD left the meeting at this point.</p>	PM / FMD
7.	Membership Application	
<p>7.1</p> <p>7.2</p>	<p>JF declared an interest in this agenda item as she knew the applicant.</p> <p>Board approved the Membership application.</p>	
8.	Homologated Decisions	
8.1	<p>PM presented this item, seeking homologation of several decisions taken outwith the normal meeting cycle. This included:</p> <ul style="list-style-type: none"> ▪ The sale of vehicles and plant equipment at the Balmore Unit. 	

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8.2	<ul style="list-style-type: none"> Engaging contractors for a 6-month period for close cleaning and landscaping. The first phase of works for a new reception area in the Association's office. The insurance renewal for 2022/23. Engaging an advisor for Freedom of Information and Data Protection. <p>Board homologated the decisions taken.</p>	
9.	Gas Safety Internal Audit	
9.1	CW presented the draft report from the recent Gas Safety Audit carried out by TIAA.	
9.2	CW explained that the auditor had been particularly impressed with the Association's Gas Safety Plan and the Online Portal.	
9.3	Board noted the content of the audit report and approved the improvement action being proposed in response to the auditor's recommendation.	
10.	Landlord Health & Safety Audit	
10.1	CW explained that the findings of the recent Health & Safety Audit had not yet been received. CW advised that he would provide the Board with a full update by email once the outcome of the audit was known.	CW
11.	Death of a Tenant Policy	
11.1	DE introduced this item, explaining that this was a new policy for the Association. This had been developed in response to a gap in the Association's current policies, and due to a recent issue with an illegal occupation following the death of a tenant.	
11.2	Board approved the new Death of a Tenant Policy.	
12.	Buyback on the Open Market Policy	
12.1	DE introduced this item, advising that this was a new policy for the Association and follows the recent purchase of a property, which was used as a pilot project.	
12.2	DE outlined following the success of the pilot project the Association would like to use buybacks as a way of incrementally growing stock numbers, and has budgeted for 2 open market purchases per year from 2022/23.	

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12.3	DE explained the risks to the Association but advised that these were mitigated by the criteria contained within the policy for which properties the Association would consider purchasing.	
12.4	Board approved the new Buyback on the Open Market Policy.	
13.	Illegal Occupation of a Property	
13.1	PM presented this item, seeking homologation of the approval for the Association to recover a property on Cadder Road following an illegal occupation.	
13.2	PM outlined the actions the Association had taken to recover the property and ensure that the individual illegally residing in the property was not made homeless.	
13.3	DE provided an update that the Association recovered the property on 26 April 2022 at 10am and noted that there was significant damage throughout the property.	
13.4	Board homologated the decision by the Office Bearers to recover the property.	
14.	Procurement Policy	
14.1	PM explained that due to legislative changes following Brexit the Procurement Policy was not available and was awaiting further feedback from the Association's solicitors.	
14.2	It was agreed that as soon as this was received the draft Procurement Policy would be emailed to Board members to seek approval.	PM
15-17.	Confidential Reports	
15.1	DE and CW left the meeting at this point.	
15.2	A range of confidential staffing reports were then considered by Board, as presented by PM. A separate confidential minute was recorded.	
18.	Community Centre	
18.	Due to the time this item was covered by an email from PM to all Board members.	