



**Minutes of the Board meeting
held on Tuesday 29th November 2022 at 5pm
in the Community Centre**

Board Member	Attended	Apologies
Maisie O'Brien (MO'B)	x	
Jamila Flynn (JF)	X	
Kristina Bowie (KB)	X	
Elizabeth Doherty (ED)		x
Claire McGraw (CM)	x	
Tope Falade (TF)		X
Robert Wright (RW)	X	
Stephanie Harverson (SH)		x

In Attendance	
Pamela Milne (PM)	Chief Executive
Alison Vass (AV)	Housing Manager
Jennifer MacDonald (JM)	Business Administrator
Fettes McDonald (FMD)	FMD Financial Services
Charlie Woods (CW)	Asset Manager

Agenda Item	Description	Action By
1.	Apologies	
	KB agreed to Chair the meeting in ED's absence. KB welcomed everyone to the meeting. Apologies were noted from Elizabeth Doherty and Stephanie Harverson. CM and staff declared an interest in Agenda item 14.	
2.	Approval of previous minutes	
	Board approved the minutes of the meeting held on 27 th October 2022. These were proposed by RW seconded by JF.	
3.	Action Tracker	
	Board went through the Action tracker and were happy with the content. Board Approved the Action Tracker.	

Agenda Item	Description	Action By
4.	Quarter 2 Performance	
	<p>PM, AS and CW presented the Quarter 2 Performance reports.</p> <p>AV presented the quarter 2 Housing Management Performance. CM had some questions regarding percentage of lets to aspirational lets being too high. AV advised she would investigate this and update the board. Board noted the reported performance for Housing Management.</p> <p>CW presented the quarter 2 Repairs & Maintenance Performance. Board noted the reported performance for Repairs and Maintenance.</p> <p>PM presented the quarter 2 Staffing & Customer Complaints Performance. Board noted the reported performance for Staffing and Customer Complaints.</p>	AV
5.	Quarter 2 Management Accounts	
	<p>FMD presented the management accounts for Quarter 2 and advised that there was a lower staff & office cost than expected. Voids had a lag over from previous year due to contractor issues but starting to improve now. FMD advised biggest increase in cost was an additional £30,000 spend on Estate Management due to changes in the contract with close cleaning and estate maintenance. FMD advised a decision needs to be taken on the Estate Management service and on the type of service provision model the Association wishes to adopt. Overall, a healthy bank balance with no major concerns.</p> <p>CW advised he will review the estate management service and related costing and bring a board report to the Board for approval.</p> <p>Board approved the Management Accounts for the period to 30th September 2022.</p>	CW
6.	Legionella Policy	
	<p>CW explained our Legionella Policy needed updated due to being out of date but no major changes were required.</p> <p>Board Approved the updated Legionella Policy.</p>	

Agenda Item	Description	Action By
8.	Community Links Proposal	
	<p>PM presented the Community Links Proposal for the Community Centre. PM advised Community Links have done a lot of similar work with other Housing Associations and this initial proposal will focus on community engagement to ensure that when reopening the centre we take into account the needs and priorities of our customers.</p> <p>Board raised some questions regarding the costings and how important it is to the community to reopen the centre as soon as possible. PM agreed that we have to get it right which is why a full community consultation is a good idea to make sure that we capture what the community wants from the centre.</p> <p>Board approved the Community Links Proposal.</p>	
9.	Office Reception Update	
	<p>PM gave a quick update and explained that the costings for the office reception had increased substantially from the costs originally budgeted for due to the increase in the cost of materials and labour. She would like to hold off on making any decisions until we look at both the office and community centre costings to ensure best value for money. PM will update in the new year with different options and costings.</p>	PM
10.	Business Plan Objectives & Corporate Risk Register	
	<p>PM explained that due to changes in staff during the year including senior staff, the Association had not progressed with the Business Plan deliverables as initially expected. An update on progression to date will be presented to the Board in January 2023.</p>	PM
11.	Update on Buy Back	
	<p>AV advised we had purchased the buy back at 55 Skirsa Street and it is currently being brought up to a lettable standard.</p>	

Agenda Item	Description	Action By
12.	Staffing Update	
	<p>PM advised 3 new staff members were starting at the beginning of December.</p> <p>Diane Whitelaw – Administrator/ Receptionist Lauren McClure – Housing Assistant Lauren Campbell – Housing Officer</p>	
13.	Confidential Staff Report	
	<p>AV, JM,FMD,CW left the room.PM presented a confidential Staff report to the Board.</p> <p>The Board noted the recommendations and these were approved.</p>	PM
14.	EVH Salary Consultation	
	<p>Staff and Claire McGraw declared an interest and left the room. The Board discussed EVH pay increases.</p> <p>The staff re-joined the meeting.PM will be informed of the Board decision and return the Ballot paper to EVH.</p>	PM
15.	A.O.C.B	
	<p>PM presented a communication report from Ross Wilson PR in regards to assisting with producing a newsletter for Cadder residents.</p> <p>Board noted this information from PM</p>	
16.	Date of Next Meeting	
	Tuesday 31 st January 2023 at 5pm	

Signed: _____

Date: _____