



**Minutes of the Board meeting
held on Tuesday 2nd February at 5pm
in the Community Centre**

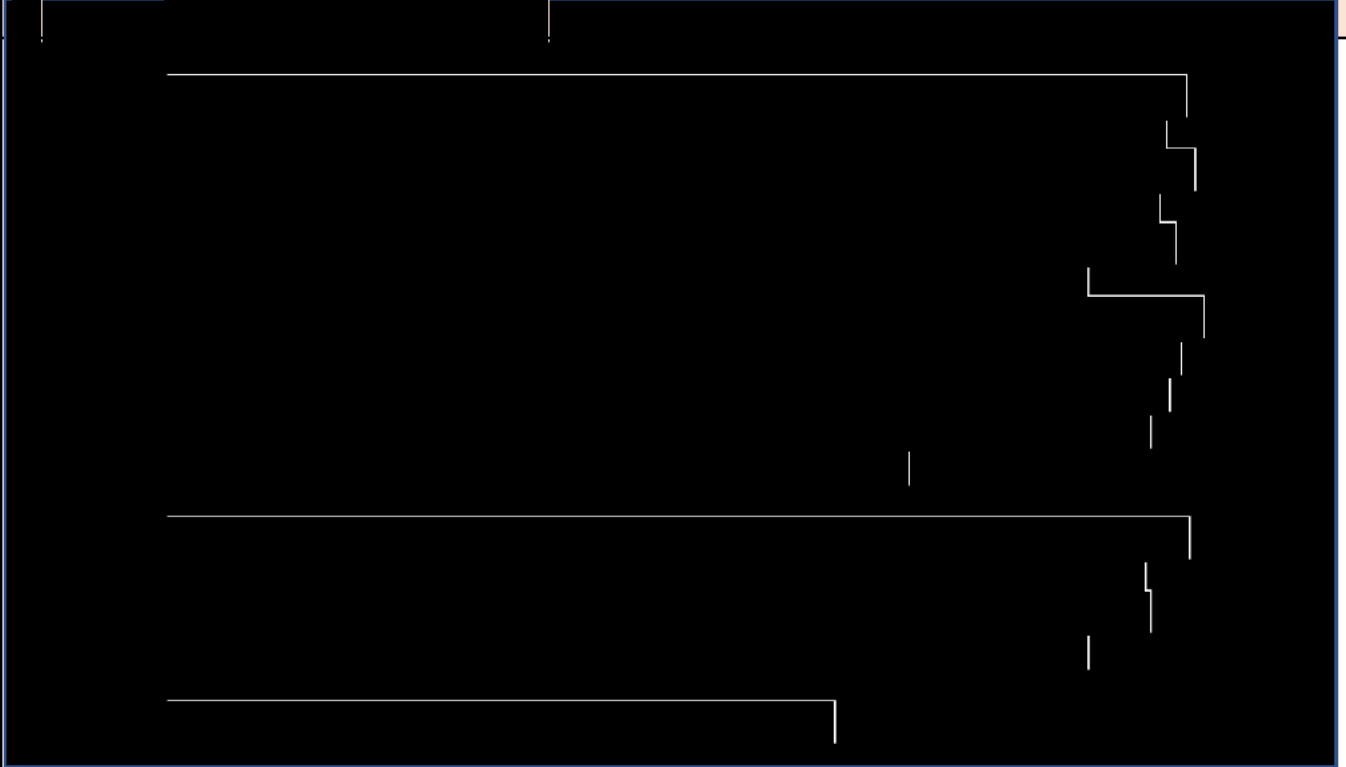
Board Member	Attended	Apologies
Kristina Bowie (KB)		x
Jamila Flynn (JF)	X	
Claire McGraw (CMc)	X	
Robert Wright (RW)	X	
Stephanie Harverson (SH)		x
Mark Fisher (MF)	X	
Elizabeth McEachran (LM)	X	
Ross Kirkwood (RW)	X	
Amir Asif (AA)	x	

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
Nicola Thom (NT)	Interim Business Improvement Manager
Scottish Housing Regulator	

Agenda Item	Description	Action By
1.	Meeting with Scottish Housing Regulator	
	<p>All board members met with the Scottish Housing Regulator. The Regulator left and the board had a discussion then asked for PM to meet with the Board.</p> <p>After this meeting CMc left the meeting</p>	
2.	Apologies	
	<p>JF agreed to Chair the meeting in KB's absence. JF welcomed everyone to the meeting.</p> <p>Apologies were noted from Kristina Bowie and Stephanie Harverson.</p> <p>JF declared an interest in Agenda item 11.</p>	

Agenda Item	Description	Action By
3.	Approval of previous minutes	
	Board approved the minutes of the meeting held on 29 th November 2022. These were proposed by RW seconded by JF.	
4.	Action Tracker	
	Board went through the Action tracker and were happy with the content. Board Approved the Action Tracker.	
5.	Notifiable Events	
	<p>PM presented a paper on the 3 notifiable events that occurred in December 2022.</p> <p>The membership of the Governing Body falls to seven. The membership of the Governing Body falls below seven. [REDACTED]</p> <p>Since then the board recruitment process has been carried out and the association now has ten board members and a new chair.</p> <p>Board Noted this report from PM</p>	
6.	Written Resolutions	
	<p>PM verbally advised the board there were 2 written resolutions during the period.</p> <p>Written resolution 1:-</p> <p>a) Agree 4 new share memberships:-</p> <p>Mark Fisher Elizabeth McEachran Ross Kirkwood Amir Asif</p> <p>b) Agree 2 new board members:-</p> <p>Elizabeth McEachran Mark Fisher</p>	

Agenda Item	Description	Action By
	<p>Written Resolution 2:- Agreeing 2 new co-optee board members:-</p> <p>Ross Kirkwood Amir Asif</p> <p>The board noted this information from PM</p>	
7.	Proposed Rent, Management Fee and Service Charges for 2023/2024	
	<p>AV presented a report advising that tenant and owner consultations ran from 16 December 2022 until 16 January 2023. The response rate was:- Tenant:- 19% Owners:- 6.6%</p> <p>AV advised that on 21st December 2022, The Scottish Government announced that there would be no form of rent control beyond 31st March 2023. Allowing landlords to look at the best options to ensure rent is affordable and able to satisfy the Association's Business Plan. AV presented table with several HA's proposals from Glasgow & West of Scotland Forum of Housing Associations and most were similar to our proposal of 5%.</p> <p>MF asked if the responders were regular responders or different from normal. AV advised there will be a mixture of both regular and new responders as cost of living issues are affecting more people now.</p> <p>AA asked why some of our rent rates were currently above market rate compared to some other housing associations. PM advised when rents were initially set there was rent setting that most HA's used which included area letability, size, type of building etc making up the initial rent price so this can vary depending on all of those factors from area to area and HA to HA. PM advised that all 696 houses in our stock were currently let and we have no major issues with letting in Cadder whereas some other HA areas may have low demand areas and stock. LM advised it did not seem to be a massive difference with the biggest difference being £6 which given the variety of stock types is a very small difference. FMD advised there was money to look at a rent restructure consultation in the medium to long term budget.</p> <p>AV asked the board to approve the increase for both rent and factoring charges of 5%.</p> <p>Board Approved the rent and factoring charge increase of 5%.</p>	

Agenda Item	Description	Action By
8.	Draft Budget for 2023/2024	
	<p>FMD advised that there was a reduction in the cash of £1.52 million based on the decision to repay the co-op loan early. Draft Budget confirmed £373k surplus and overall a healthy bank balance.</p> <p>The main loss for the Association is the community centre and FMD advised decisions need to be made on when it can be reopened and how it would be managed.</p> <p>Repairs costs have increased by 44% than projected due to increase of material and labour costs. Decision also has to be made regarding long term options of estate management. CW advised decision was taken to bring in external contractors as we were failing to provide a service and as such costs have been much higher than expected. There was also a lot of historical neglect in the area including unsafe bin stores, drainage issues and back court trips & hazards that all needed to be addressed as a health & safety issue.</p> <p>RK asked if there was anything else in terms of the historical neglect that is likely to affect the budget. CW advised the drainage infrastructure needs to be looked at as an issue. Drainage works were never previously included in the budgets. RK asked would it be possible to look at a joint project with other neighbouring HA's to help reduce costs CW advised yes this would be something that could be considered.</p> <p>Board noted draft budget.</p>	
		

Agenda Item	Description	Action By
10.	Communication Report	
	<p>PM presented communication report to the board. PM advised we haven't been great at communication as an Association and this is something we want to improve on going forward. Ross Wilson Public Relations works with several HA's and has a reporter background and is able to help with communication for the Association.</p> <p>AA advised he agreed that residents want regular communication and we need to make sure we do all we can to provide this.</p> <p>MF asked how many newsletters annually we should be producing. PM advised 3 but we have been unable to fulfil this previously. MF advised he thought it was essential to get basic communication right and thinks this is the right person with the right experience to help us achieve this.</p> <p>Board approved Ross Wilson Public Relations for communication services.</p>	
11.	Opening of Community Centre	
	<p>JF declared an interest in this agenda item and left the discussion.</p> <p>PM discussed with board that she had been approached by [REDACTED] who have done several projects in the north of the city for the last several years and advised they were looking for a base for their service.</p> <p>The board are keen to get the community centre opened and are excited at the prospect of working in conjunction with a partner who's ethos is to help the local community.</p> <p>PM will circulate information regarding this to the Board for approval</p> <p>JF then rejoined the discussion</p>	PM
12.	Business Plan & Risk Management Update	
	<p>NT presented the business plan objectives & risk management plan and advised that this was approved by the board last year. There is 64% of the Business Plan achieved by quarter 3. A lot of the issues for not achieving more has been the lack of staffing within the business. The current Housing Manager was employed in August and the housing team only fully staffed in December. There was also no Business Improvement Manager in place for several months as well. NT advised she is optimistic that the yellow will be achieved this year and the red by year 2 next year.</p>	

Agenda Item	Description	Action By
	<p>Board noted the update on The Business Objectives & Risk Management Plans</p> <p>At this point a motion to suspend Standing Order was approved by the Board</p>	
13.	Internal Audit Update	
	<p>NT advised that we had went out to procurement for an internal auditor and had 1 bid. NT & PM advised they were not happy with 1 tender. The decision was made to extend the closing date. Now expecting more than 3 bids and hopeful to have someone in place by the end of the financial year.</p> <p>Board noted the update from NT</p>	
14.	Confidential Staff Report	
	<p>AV, JM,FMD,CW & NT left the room.PM presented a confidential Staff report to the Board.</p> <p>The Board noted the recommendations and these were approved.</p>	
15.	Report on Mould & Dampness Procedures	
	<p>AV presented a presentation to the board regarding an update on the mould and dampness procedures after the incident in England the Regulator is monitoring this subject and how all housing association's are handling it. AV advised that a mould & condensation leaflet has been sent out to every tenant advising tenants to contact us if they have any issues. CW advised we are also looking at servicing all extractor fans within the next year but this will be at an additional cost on the budget.</p> <p>LM asked if it could be done as part of the EIRC rather than separately. CW advised he would look into this.</p> <p>Board noted report from AV</p>	CW
16.	Petition Received	
	<p>PM discussed petition received from residents within the area and advised we are looking at this as a positive way to engage with our customers and build up confidence and relationships within the local community. Letter has been issued to all residents addressing the issues raised and asking them to contact us if they would like to take part in further discussions.</p>	

Agenda Item	Description	Action By
	<p>RK agreed that this was a great start to the beginning of more communication and engagement with the residents. Having them involved is vital to making sure we are providing the right service.</p> <p>Board noted the information from PM</p>	
17.	Share Certificates	
	<p>Share certificates issued to:-</p> <p>Mark Fisher Elizabeth McEachran Ross Kirkwood Amir Asif</p>	
18.	Date of next meeting	
	<p>Discussion took place regarding best day for meetings to allow people to be able to attend. It was agreed after February meeting going forward the last Thursday of the month was the day that was more suitable for everyone.</p> <p>Board agreed next board meeting to be held Tuesday 28th February 2023 at 5pm and from March meeting dates to be moved to last Thursday of the month at 5pm. Jennifer to arrange calendar of dates to issue to everyone.</p>	JM

Signed: _____

Date: _____