




**Minutes of the Board meeting
held on Thursday 30th March 2023 at 6pm
in the Community Centre**


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

In Attendance	
Pamela Milne (PM)	Chief Executive
Nicola Thom (NT)	Business Improvement Manager
Jennifer MacDonald (JM)	Business Administrator
Fettes McDonald (FMD)	FMD Financial Services
Charlie Wood (CW)	Asset Manager

Agenda Item	Description	Action By
1.	Apologies	
	<p>SH agreed to chair the meeting in KB's absence. Chair welcomed everyone to the meeting and advised there was apologies from the following people: -</p> <p>Kristina Bowie, Amir Asif & Ross Kirkwood</p> <p>There was 1 declaration of interest for this meeting Jamila Flynn for Agenda Item 11.</p>	
2.	Approval of Previous Minutes	
	<p>Chair asked board to approve previous minutes. These were approved by: -</p> <p>1st: - Liz McEachran 2nd: - Robert Wright</p>	

Agenda Item	Description	Action By
3.	Action Tracker	
	<p>Board went through the Action Tracker and were happy with the content.</p>  <p>_____ the Action Tracker.</p>	CW
4.	Notifiable Events	
	There were no notifiable events this month.	
5.	Written Resolutions	
	<p>One Written Resolution was sent out to Board regarding Insurance Renewal for 2023/2024. This resolution was approved by the board on 27th March 2023.</p> <p>Written Resolution was approved by the Board.</p>	
6.	Confidential Board Matters	
	<p>NT, CW, JM & FMD left the room while PM discussed confidential Board Matters.</p> <p>Separate report to be issued by PM.</p>	PM
7.	Internal Audit Tender	
	<p>NT presented a report to the Board detailing the 3 tenders submitted and advised they were scored on price and quality. The sub-committee assessed the tender proposals using the quality assessment matrix provided by the Ewing Somerville Partnership Ltd. The results of this were detailed in the appendix to the report. Quinn Internal Audit Services scored the highest.</p> <p>NT advised if the Board gives approval to go ahead with Quinn Internal Audit Services tonight, they can start next week.</p>	

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	<p>NT also thanked Board members LM, RW & MF for their time to assist in this task.</p> <p>Board approved appointment of Quinn Internal Audit Services.</p>	
8.	Budget 2023/2024	
	<p>FMD presented the Final Budget for 2023/2024 and advised the opening position has been amended to reflect changes in the expected surplus for 2022/23. An overall reduction in the surplus of £37k is currently projected as well as a prior year adverse adjustment for £215k.</p> <p>Cash position is down £1.77 million due to paying off the co-op loan. There have been several changes since the draft budget, but the cash position is fine, but a decision needs to be made on the Community Centre, Estates Management and Factoring Fees.</p> <p>The biggest change that has been made to the budget is a significant increase in reactive maintenance mostly due to material and cost of labour increases.</p> <p>There are no covenant issues that FMD is worried about.</p> <p>Board approved the budget for 2023/2024</p>	
9.	Business Plan 22-25	
	<p>NT advised the Board that she would present an update on where we stood with the Business Plan. NT went through Appendix 1 and updated on the current outcomes within Year 1. NT advised she has met with the full staffing team, and everyone has had an input and there is an increased enthusiasm within the team to help deliver the Business Plan going forward.</p> <p>NT then presented Appendix 2 which was Year 2 deliverables. NT advised rent harmonisation has now been put back to Year 3 as we want to focus on tenant and customer engagement and Estates Management is now moved to Quarter 2 of Year 2 looking to conclude in September.</p> <p>SH advised there has been a lot of change and she is happy with the updated layout and believes the priorities are in the right place.</p> <p>MF concurred and could see the evolution happening and there needs to be credit to the team as it is all great progress.</p> <p>RW echoed that there was great Board and Staff harmony.</p> <p>Board noted Appendix 1 and approved Appendix 2 of the Business Plan.</p>	

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10.	Board Appraisals	
	PM advised Board Appraisals have been booked in for 19 th – 21 st April 2023. PM is meeting with Stuart Eglinton on Monday to draft all the paperwork. Once this is agreed PM will set up appointments with all Board members.	PM
11.	Community Centre	
	Declaration of Interest raised by JF who left the room for this agenda item. 	JM
	Community Links Survey is going out in the newsletter with a closing date of Tuesday 2 nd May. PM to meet with Community Links to discuss funding options. The Board noted this information.	PM
12.	Scottish Housing Regulator Engagement Plan	
	PM has been sent the updated engagement plan from the SHR which was agreed and returned to them for publishing. The Board noted this information.	
13.	Data Protection Services	
	PM presented a report to the Board regarding our current Data Protection Services contract which is currently up for renewal. PM advised the service, Information Law Solutions Ltd have provided for us has been invaluable and considers them to be good value for money. Due to this PM is asking board for approval for renewing the contract for a 3-year period. Board approved Information Law Solutions Ltd for 3 years.	
14.	Former Tenant Write Offs	
	NT presented a report on Former Tenant Write offs. The report highlighted the Former Tenant Arrears Policy and advised there is currently £35,441.93 in Former Tenant Arrears and 48 cases.	

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	<p>Out of these 48 cases 7 cases have been through the full process and recovery is now exhausted. NT is looking for approval to Write Off all 7 cases totalling £8,891.38.</p> <p>Board approved Former Tenant Write Off's</p>	
15.	Disposal of Assets	
	<p>PM advised Board that the office staff received new desks and were looking to donate the old desks and drawers to the local community. FMD advised PM that there was no monetary value and no issues from his perspective for the donation.</p> <p>Board approved Disposal of Assets.</p>	
16.	Fun Day	
	<p>JM spoke to the board about holding a Fun Day in June to go through the results of the survey and to improve engagement within the Community. There was a possibility of 2 dates Saturday 17th June or Saturday 24th June. It was discussed that a lot of people go on holiday the last Saturday in June so 17th would be a better date to go with.</p> <p>Board approved Fun Day for Saturday 17th June 2023</p>	
17.	A.O.C.B	
	None	
18.	Board Training	
	PM advised that she would organise induction training with the new Board members and Board appraisals would be organised with Stuart Eglinton.	PM
19.	Date of Next Meeting	
	Date of next meeting is Thursday 27 th April at 6pm	

Signed: _____

Date: _____