



# Board Meeting Minutes

**Meeting:** Special Board Meeting      **Location:** Ron Davey Enterprise Centre, 10 Vulcan St

**Date:** 17 September 2019      **Time:** 5.30pm

**Attendees:** J Thorburn JT (Chair), C Rossine CR, T Dow TD, M Thomson MT, I Cross IC, R Maguire RM, J MacLeod JM, R Porter MBE RP, G Satti GS, A Murphy AM, A Gow AG, J Berrington JB

**Apologies:** None

**In Attendance:** R Tamburrini (CEO), B Hartness (DCEO FIN) BH, T Sweeney TS (DDCS), AM Devlin (SDCEO) AMD, L Cooper (DD) LC, A Whiteford (SCSO) AW

**Minute Taker:** C Murray (PA) CM

	<b>Agenda</b>	<b>Action</b>	<b>Date</b>
	<p>Chair agreed to take this item as first on the agenda.</p> <p>Mulholland Housing Consultancy made a presentation on the changes to the Regulatory regime since 1 April 2019. They explained the background and the significant changes that had been introduced.</p> <p>ng homes have been carrying out self assessment and a governance improvement plan for 2 years which has involved MHC at various stages, and also validating their assessments and action plans.</p> <p>MHC explained that the introduction of the Annual Assurance Statement to be submitted by the board to the Scottish Housing Regulator will build on that process.</p> <p>MHC noted that a new joint Board and staff short term working group has been established. The group is reviewing the SHR new governance framework using the Associations self-assessment framework and cross referring this with new SFHA Self-Assurance</p>		

toolkit. This in MHC's opinion is an excellent way to not only ensure that evidence is available but also another opportunity to build on the existing culture of self improvement (see diagram appendix 1)

The eventual assurance statement is a way for boards to declare that they are assured their organisation complies with regulatory requirements and standards or to disclose areas where they need to improve. It is meant to help governing body members get the assurance they need.

The board are expected to ask questions, consider whether they have seen enough evidence, and support self-assessment. The Statements are then a way to give that assurance to others, including the landlord's tenants, and other stakeholders.

The consensus was after a full discussion that the eventual Statement would:

- Be short and succinct as possible.
- State whether ng homes comply or not with relevant regulatory requirements on the date they sign the Statement, that is:
  - all relevant standards and outcomes in the Scottish Social Housing Charter
  - all relevant legislative duties
  - the Standards of Governance and Financial Management

Members recognised the important thing is that the Board has had enough assurance to give members confidence to sign the Annual Assurance Statement. This should mean that you have seen enough evidence about ng homes organisation's level of compliance, including independent assurance where appropriate.

It was confirmed that after the joint working party meet next that the revised self assessment would be finalised and distributed to all Board members no later than 1 October and would be discussed in full at a special board meeting on 15 October where MHC would confirm their evaluation of the assessment and action plan. This would allow the Board to sign off the assurance statement for the

	current year.		
<b>1.</b>	<b>Apologies</b>		
	As above.		
<b>2.</b>	<b>Declaration of Interest and Attendance</b>		
	None.		
<b>3.</b>	<b>Board 2019/20</b>		
<b>a.</b>	<b>Declaration of Interest, Code of Conduct and Members Declaration (forms to be returned)</b>		
	All members returned signed Declaration of Interest form, the Code of Conduct and Members Declaration. Chair emphasised the importance of this.		
<b>b.</b>	<b>i) Independent Board Member</b>		
	Board AGREED to co-opt Allan Murphy as an independent member in line with rule 42.1.  Proposed T Dow                      Seconded M Thomson  CEO confirmed that R Maguire was elected onto the Board at 2017 AGM. Members noted there is still one other Independent vacancy.		
	<b>ii) Election of Office Bearers</b>		
	A Gow chaired the meeting during the election process for Chair as he was not a candidate for the post of Chair.  <b>i) Election of Chair</b>  J Thorburn expressed an interest.  Proposed J MacLeod                      Seconded I Cross  As there were no other expressions of interest J Thorburn was elected as Chair.  <b>Election of Vice Chair</b>  R Porter expressed an interest.		

	<p>Proposed M Thomson                      Seconded J Berrington</p> <p>As there were no other expressions of interest R Porter was elected Vice Chair.</p> <p><b>Election of Secretary</b></p> <p>J Berrington expressed an interest.</p> <p>Proposed M Thomson                      Seconded T Dow</p> <p>As there were no other expressions of interest J Berrington was elected Secretary.</p>		
<b>c.</b>	<b>Confirmation of Sub-Committees, Subsidiaries and Delegates</b>		
	<p><b>Sub-Committees and Subsidiaries</b></p> <p>Members asked to consider their preferences and any changes in relation to membership of the respective sub-committee and subsidiaries.</p> <p><b>Delegates</b></p> <p><b>EVH</b> – C Rossine and J Thorburn expressed an interest. As there were no other expressions of interest C Rossine and J Thorburn were both elected.</p> <p>Proposed T Dow                      Seconded I Cross</p> <p><b>SFHA</b> – R Porter expressed an interest. As there were no other expressions of interest R Porter was elected.</p> <p>Proposed J Berrington                      Seconded I Cross</p> <p><b>GWSF</b> - R Porter expressed an interest. As there were no other expressions of interest R Porter was elected. (J Thorburn and T Sweeney to attend GWSF as required)</p> <p>Proposed G Satti                      Seconded J Berrington</p> <p><b>GCC CPP</b> – Rep is currently J Thorburn who expressed an interest to remain.</p> <p>Proposed J Berrington                      Seconded R Porter</p>		

	<p>M Thomson also expressed an interest.</p> <p>Proposed I Cross                      Seconded T Dow</p> <p>After a secret ballot, J Thorburn was elected (7 votes for JT, 3 for MT).</p>		
<b>4a.</b>	<b>Minutes of Special Board Meeting on 27 August 2019</b>		
	<p>Board AGREED the minutes were an accurate record of the meeting.</p> <p>Proposed R Maguire    Seconded R Porter</p> <p><u>Matters Arising</u></p> <p><b>Item 7(b)</b> – LC gave an update on the Serco/Mears transition. LC reported that the lease has been agreed and the official take over of properties from Serco to Mears took place on 16 September 2019. The majority have transitioned smoothly.</p> <p><b>Item 9</b> - LC will ensure GWSF delegates mailing list will be updated.</p>	LC	
<b>5.</b>	<b>Chief Executive's Update</b>		
<b>a.</b>	<b>Board Calendar of Meetings until 31 March 2020</b>		
	<p>CEO had confirmed he had a second meeting with the CEO of City Building in relation to improve getting repairs right first time. He confirmed a report would be submitted to future meeting and felt confident we can improve our compliance percentage. Members noted this. He also suggested the Board may wish to set up another short term joint Board/staff working group to oversee the Business Plan 2020-23 and a report would follow on this at the next Board meeting.</p> <p>In the light of the above CEO suggested that governance would be the highest priority item in the 2020-2023 Business Plan.</p>	RT	<b>October Board meeting</b>
<b>6.</b>	<b>Reports for Approval</b>		



