Item 3(a)



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

Agenda	Action	Date
Chair agreed to take this item as first on the agenda.		
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.		
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.		
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.		
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		

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.	
	carrent years	
1.	Apologies	
	As above.	
2.	Declaration of Interest and Attendance	
	None.	
3.	Board 2019/20	
	Declaration of Interest, Code of Conduct and Members	
a.	Declaration (forms to be returned)	
	All members returned signed Declaration of Interest form, the Code	
	of Conduct and Members Declaration. Chair emphasised the	
	importance of this.	
b.	i) Independent Board Member	
	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.	
	Adm. Members noted there is still one other independent vacancy.	
	ii) Election of Office Bearers	
	A Gow chaired the meeting during the election process for Chair as	
	he was not a candidate for the post of Chair.	
	i) Election of Chair	
	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.	
	Election of Vice Chair	
	R Porter expressed an interest.	

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

	M Thomson also expressed an interest.		
	Proposed I Cross Seconded T Dow		
	After a secret ballot, J Thorburn was elected (7 votes for JT, 3 for MT).		
4a.	Minutes of Special Board Meeting on 27 August 2019		
	Board AGREED the minutes were an accurate record of the meeting.		
	Proposed R Maguire Seconded R Porter		
	<u>Matters Arising</u>		
	Item 7(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.		
	Thomas O I.C. will appear CWCF delegates positive list will be		
	Item 9 - LC will ensure GWSF delegates mailing list will be updated.	LC	
	upudicu.		
5.	Chief Executive's Update		
a.	Board Calendar of Meetings until 31 March 2020		
	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	RT	October
	Business Plan 2020-23 and a report would follow on this at the next		Board
	Board meeting.		meeting
	In the light of the above CEO suggested that governance would be		
	the highest priority item in the 2020-2023 Business Plan.		
6.	Reports for Approval		

a.	Notifiable Events Policy		
	Members considered the report regarding a new policy – Notifiable Events Policy. TS advised that this policy has been developed in line with the requirements of the SHR's new regulatory framework.		
	Some of the text in the table in appendix 2 was missing from the papers so a corrected version was distributed separately to members. TS distributed copies of the SHR's notifiable Events Statutory Guidance (Feb 2019) which was used in developing the policy.		
	Chair highlighted Appendix 1 which gives examples of Notifiable Events and also brought members attention to section 4 which describes how the Association reports a notifiable event to the SHR.		
	In response to questions TS went on to say that there will be training planned for staff to ensure a complete understanding of the policy and the processes involved in the occurrence of a notifiable event.	TS	
	Board APPROVED the Notifiable Events Policy.		
	Proposed J Berrington Seconded G Satti		
b.	Payments and Benefits Policy		
	Members considered the report regarding the revised Payments and Benefits Policy. This policy revision has taken account of the SFHA Model Entitlements, Payments and Benefits Policy (2016) and the requirements of the SHR's new Regulatory Framework including the Standards of Governance and Financial Management which were implemented on 1 April 2019. TS gave a brief overview of the changes made and answered members questions.		
	Chair brought members attention to the 5 principles of the policy, the types of payment and benefits covered in the policy and confirmed the Board understood the process to be followed if there is a breach of the Payments and Benefits Policy.		

	It was confirmed that equality impact assessments would be used when developing policies in the future. BH added that an internal audit of our equality and diversity framework is scheduled and will highlight any areas in need of action.		
	CEO suggested the Board may wish to consider more frequent reviews of all governance policies and revise the calendar accordingly.	TS	Oct Board Meeting
	Board APPROVED the revised Payments and Benefits Policy.		
	Proposed R Porter Seconded J Berrington		
7.	Membership Applications		
	Board APPROVED the 1 membership application detailed in the report.		
	Proposed G Satti Seconded C Rossine		
8.	AOCB		
	None		