



Board Meeting Minutes

Meeting: Board **Location:** Ron Davey Enterprise Centre, 10 Vulcan St
Date: 5 June 2018 **Time:** 5pm

Attendees: J Thorburn, JT (Chair), C Rossine CR, J Berrington JB, M Thomson MT, B Rossine BR, T Dow TD (late arrival 5.50pm), R Maguire,

Apologies: R Porter, A Gow, I Cross,

In Attendance: R Tamburrini (CEO) RT, AM Devlin (D/CEO) AMD, B Hartness (DF) BH, J Devine (DR) JD, T Sweeney (ADCS) TS

Minute Taker: A Whiteford – (CSO) AW

	Agenda	Action	Date
1.	Apologies		
	As above (A Gow has leave of absence when on Council duties)		
2.	Declaration of Interest and Attendance		
	None.		
3.	Minutes of Meetings		
a.	Minutes of Board Meeting on 27 March 2018		
	Board AGREED the minutes were an accurate record of the meeting. Proposed C Rossine Seconded M Thomson		
	i) Matters Arising None.		
b.	Minutes of the Regen Sub-Committee on 8 May 2018		
	Noted.		
c.	Minutes of ng property meeting on 7 March 2018		
	Noted.		
d.	Minutes of Urgent Decision Meeting on 18 April 2018		
	TS updated the Board on the current situation with regard to the recruitment of a Data Protection Officer which was unsuccessful. As a result, ng homes is now exploring other options.		

	Board APPROVED the proposals. Proposed J Berrington Seconded C Rossine		
e.	Minutes of Executive Committee Meeting on 29 May 2018		
	This item to be carried forward.		
4.	Chief Executive's Update		
	<p>Michael Martin – Baron Martin of Springburn</p> <p>CEO distributed a briefing note on Michael Martin and Ron Davey, who were the first and second shareholders of the Association when it began in 1976. They, along with several other local residents, formed Mansel & St Monance Housing Association (now ng homes) because they were proud to live in the area and wanted to fight for its future. Michael Martin was elected as a Labour MP for Glasgow Springburn in 1979, elected Speaker in 2000 and created a life peer in 2009 as Baron Martin of Springburn. After a short illness he died on 29 April 2018. Michael was proud of being Glaswegian and wanted the best for working class families everywhere. Board expressed their condolences to Michael's wife Mary and family on his passing.</p> <p>Ron Davey</p> <p>Ron Davey represented the people of Springburn as a Councillor and played a pioneering role in the development of Springburn and Possilpark Housing Association and without his vision, expertise and tireless work, the Association might not have made it through its first, difficult years. Ron fought hard to improve housing conditions and was able to witness the real difference the Association has made to areas he loved. It is a fitting tribute that the Housing Association, now know as ng homes, has gone from strength to strength over the last 41 years. Ron died in 2002.</p> <p>Governance Self-Assessment Improvement Action Plan</p> <p>CEO distributed a report by Alan Nicolson, Modern Apprentice, detailing the timetable for reviewing the 6 Scottish Housing Regulator's standards of Governance and Financial Management. The first quarterly progress report will be brought to the Board meeting planned for 2nd October. Board APPROVED the Plan outlined in the report and attachments.</p> <p>Proposed M Thomson Seconded J Berrington</p>	CEO	October Board

	<p>Governance Calendar</p> <p>CEO referred to the updated calendar of meeting dates sent out with the papers which incorporates additional Executive Committee meetings. Board AGREED that a mid year Business Plan Review Day will be organised for October/November in a venue to be decided.</p> <p>Special Board Meeting – Thursday 28th June 2018</p> <p>A special Board meeting will take place on the above date at 5.30pm to specifically discuss the 2018/19 Business Plan and Asset Management Strategy. Board and Sub-Committee meetings are to be moved to 5.30pm to accommodate members who work. This does not include Area Committee which recently conducted a ballot and voted to keep the 10am start. ng2 may also be an exception but this is still to be decided by ng2 Board members.</p> <p>Springburn Regeneration Forum</p> <p>JD tabled a report regarding a request for funding of £10k from ng homes to contribute to the production of a “place plan” from the above group. Members APPROVED the funding which will support community capacity building, community consultation and place making, subject to other funding sources being finalised and firm details and processes on allocation of funds which will be administered by ng homes Regeneration Department. ng homes Chair has agreed to join the forum and expenditure reports will be taken to the Regen Sub-Committee. JD to ask Keep Scotland Beautiful who are producing the place plan to give a presentation to the Board at the next meeting.</p> <p>Proposed C Rossine Seconded J Berrington</p>	JD	July Board
5.	Reports for Approval		
a.	Management Accounts for Year to 31st March 2018		
	<p>BH referred to accounts for the year which have resulted in a surplus of £1.8m and explained that this figure will change by £1.9m in the statutory accounts due to a credit from the pension schemes which have reduced deficits. BH explained the variances from budget including being £300k ahead of terms of rental income due to rent harmonisation; salary variances due to staff leaving and difficulties in</p>		

	<p>filling some vacancies; more projects than anticipated in wider action programme; ongoing programme of EICR work; programme to upgrade to digital TV and increased health and safety spending due to Grenfell.</p> <p>Proposed B Rossine Seconded J Berrington</p>		
b.	Stock Condition Survey, SHQS and EESSH Remedial Works		
	<p>Board members noted report outlining progress on the Stock Condition Survey (Phase 5), SHQS and EESSH compliance works including description of works, procurement process, cost report and programme.</p> <p>Members APPROVED the works as detailed in the report.</p> <p>Proposed C Rossine Seconded M Thomson</p>		
c.	Housing First		
	<p>Members noted report providing information on the Housing First Model which is one of the approaches being promoted by the Housing Minister's Homelessness and Rough Sleeping Action Group to address rough sleeping, temporary accommodation and access to permanent housing.</p> <p>Board AGREED to ng homes' participation in the Housing First project with Queens Cross and Maryhill and that ng homes commit 3 houses to the project with an expected launch date of July 2018.</p> <p>Proposed M Thomson Seconded R Maguire</p>		
d.	Tenant Participation		
	<p>Board noted report recommending that we increase day to day activity on tenant participation as outlined in the business plan and that we bring in a member of TPAS staff 2 days a week to work with Housing Services staff to provide support on tenant consultation and participation. This would be for a 12 month period and the cost would be met from the existing staffing budget.</p> <p>Proposed J Berrington Seconded M Thomson</p>		

e.	Loan Portfolio Return		
	<p>Board advised of the requirement for the Association to submit a loan portfolio return to the Scottish Housing Regulator (SHR) by 30 June which confirms standard details regarding the Association's loans and interest rates being paid.</p> <p>Board APPROVED the loan portfolio return and its submission to the Regulator.</p> <p>Proposed C Rossine Seconded T Dow</p>		
f.	Joint Procurement of Legal Services		
	<p>Members noted report giving an update on progress with the joint procurement with Queen's Cross, Maryhill and New Gorbals Housing Association to establish a new Legal Services Framework of law firms to provide legal advice and services. Board noted the results of the 5 lots of the procurement process and APPROVED the appointments to the Legal Services Framework as detailed in the report.</p> <p>Proposed M Thomson Seconded C Rossine</p>		
6.	Policies for Approval		
a.	Board Appraisal and Member Review		
	<p>Members noted minor wording changes to the policy which was due for review and APPROVED the revised policy.</p> <p>Proposed M Thomson Seconded J Berrington</p>		
b.	Data Protection/Access to Information		
	<p>Board noted the Data Protection Policy which has been rewritten due to significant changes to the legislation for data protection. General Data Protection Regulations (GDPR) legislation came into effect on 25 May and replaced the existing Data Protection Act 1998.</p> <p>Member queried the required timeline for recruiting a Data Protection Officer and BH advised that it's not a requirement to have a DPO but is good practice. The feasibility of sharing a DPO with other Housing Associations was suggested as a possible way forward (see Item 3 (d) of minutes.</p>		

	Members APPROVED the revised data protection policy.		
	Proposed R Maguire Seconded T Dow		
7.	Reports for Discussion (time permitting)		
a.	Governance Update		
	<p>TS referred to report containing summaries of recent Scottish Housing Regulator news and publications; ng homes Business Review Day which was a big success; Board training and conferences and the Governance Self Assessment Exercise. This was a key objective and has now been completed and in future it will be an annual process focused on ensuring that the Association is complying with all its legislative and regulatory responsibilities.</p> <p>AW distributed a schedule of One to One meetings for the Board Appraisals on 27th, 28th and 29th June. Any Board member who cannot make their allotted time should contact Aileen to rearrange. Alan Ferguson, Director of SHARE will be supporting the process this year and will conduct the one to ones with ng homes Chair. A Board training plan will be agreed later in the year after the appraisal process has been completed.</p>		
b.	Impact of Universal Credit – East Lothian Council		
	AMD referred to report written by the Revenue and Benefits Manager and covered by the local press regarding the impact of Universal Credit Full Service on East Lothian Council's arrears since it was introduced in March 2016. Arrears owed by tenants claiming the credit increased by £167K by December 2017. Members noted that UC will be introduced for our tenants in October. Board NOTED the impact of UC on East Lothian Council.		
8.	Chair's Remarks		
	<p>Regulation Plan</p> <p>Chair informed the Board that the Regulation Plan has been received from SHR and we are classed as medium engagement due to our size and complexity along with a number of other Associations in Glasgow. Larger Associations are considered a greater risk but there is no indication of any other contributing factors to the medium engagement classification.</p>		

	<p>Pensions</p> <p>Chair gave an update on a recent meeting at EVH regarding pensions. There has been continued improvement in the main pension schemes results. However there was surprise that more staff are not taking advantage of salary sacrifice in the sector as it's a win/win situation. BH informed the Board that in ng homes group everyone in the Defined Contribution scheme is automatically in salary sacrifice, 10 individuals have taken it up in the Defined Benefit Scheme and those in the SPF scheme are not allowed to take it up.</p> <p>Gift Aid</p> <p>Chair explained that a £200k Gift Aid donation to ng homes had been agreed by ng2 Board which will reduce the tax ng2 have to pay. This was a result of agreements made when ng2 was set up relating to the time when it became self financing. The £40k tax saving will be invested by ng homes in the community as we have a number of uses for this money.</p>		
9.	Reports for Noting		
a.	KPIs		
	Board NOTED report and overall good performance across the Scottish Social Housing Charter Indicators for the year end 17/18 together with action plan for areas for improvement regarding customer satisfaction and homeless lets.		
b.	Complaints and Compliments		
	Members NOTED report on complaints and compliments received over Q4 and over the year 2017/18. Members also noted the Appendix containing a sample of complaints over the year 2017/18 with actions taken to resolve the complaints where required.		
c.	Reasons for Housing Offer Refusals		
	Board NOTED report providing information about the reasons for refusals of our properties over the last 12 months to end March 2018. Members noted that the highest number of refusals were due to the property being in an unsuitable location.		
d.	Tenants' Profile		
	Board NOTED report providing information on the diversity of ng homes tenants.		

e.	Pensions Update		
	Board NOTED report giving an update on SHAPS and SPF Pension funds.		
f.	Investment Report		
	Members NOTED report updating them on the Planned Maintenance Programme covering building fire safety in multi storey flats, internal and external fabric, mini modernisation, environmental, painting, lighting and door entry works.		
g.	Annual Return on Charter 2017/18		
	Board NOTED report providing a summary of the out-turn performance against Annual Return on Charter Indicators with comparison to last year. The full return was enclosed with the Board papers.		
h.	Procurement Report		
	Members NOTED report giving an update against early action priorities for all Technical Procurements and the procurement strategy and policy.		
i.	Development Report – Keppochhill Road New Build Development		
	Board NOTED report giving an update on progress in relation to the new build development together with Appendix detailing approved changes required by planners at meeting on 10 May 2018.		
j.	Regeneration Progress Report		
	Members NOTED report providing a high level update to the Board on progress across a range of initiatives being taken forward in pursuit of ng homes’ regeneration objectives.		
10.	Membership Applications		
	Board APPROVED the 4 membership applications as detailed in the report. Proposed M Thomson Seconded J Berrington		
11.	Delegates Feedback		
	EVH CR reported on recent GDPR training session; EVH 40 th anniversary; EVH consultation for new pay award; one day seminar and AGM (which		

	will be split in future) and that EVH hit the £100k target for CHAS.		
12.	AOCB		
	None.		