



Board Meeting Minutes

Meeting: Board **Location:** Ron Davey Enterprise Centre, 10 Vulcan St
Date: 27 March 2018 **Time:** 5pm

Attendees: J Thorburn, JT (Chair), C Rossine CR, J Berrington JB, M Thomson MT, B Rossine BR, R Porter RP, I Cross IC, G Satti GS, T Dow TD, R Deumeni RD,

Apologies: R Maguire, A Gow

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		
	<p>As above.</p> <p>CEO reported that Councillor Gow had put in apologies for the meeting and it was AGREED that the Board would grant leave of absence to him when he is on Council duties.</p> <p>Lyanne Leslie, Senior Housing Officer was introduced to the Board as she was in attendance as an observer through the personal development “passport scheme”.</p>		
2.	Declaration of Interest and Attendance		
	CEO declared an interest re Item 11 (a).		
3.	Minutes of Meetings		
a.	Minutes of Board Meeting on 6 February 2018		
	<p>Board AGREED the minutes were an accurate record of the meeting.</p> <p>Proposed M Thomson Seconded I Cross</p> <p>i) Matters Arising</p> <p>P5 – Presentation from Chiene & Tait re pensions – CEO confirmed that a follow up letter had been received and members AGREED that the</p>		

	Board will receive an annual update on pension schemes in future. Item 5 (d) – JD reported that Possibilities have confirmed that they now have raised all the money to purchase the gym equipment and a visit will be arranged when the equipment is in situ.	BH	Annually
b.	Minutes of Area Committee Meeting on 8 February 2018		
	Noted.		
c.	Minutes of the Staffing Sub-Committee Meeting on 15 February 2018		
	Noted.		
d.	Minutes of the Regen Sub-Committee on 13 February 2018		
	Noted.		
e.	Minutes of Audit Sub-Committee Meeting on 14 March 2018.		
	Noted.		
4.	Chief Executive's Update		
a.	OSCR – Keeping Vulnerable Beneficiaries, Volunteers and Staff safe		
	Board NOTED report regarding the Office of Scottish Charity Regulation (OSCR) communication to all charities on their register on 15 February 2018 as a result of recent publicity about safeguarding and governance issues at various charities.		
b.	Health and Safety Officer Recruitment		
	TS updated the Board on the recent interviews for a Health and Safety Officer. As there was no-one of the required calibre, as an alternative ACS have been asked to provide a proposal for us to buy in services which will enable us to get a broader skillset as regards tenants' health and safety which is seen a top priority of the proposed new Regulatory Framework. A report will be brought to the next Board or Staffing Sub-Committee meeting. In response to a member query, CEO confirmed the Board, given their role as a landlord and employer, will be involved in further discussions.	TS	Board/ Staffing Sub
c.	Scottish Housing Regulator Discussion Paper		
	CEO referred to the SFHA's response to the above paper and it was AGREED that CEO/Chair submit ng homes response based on the SFHA response. This has to be submitted by 31st March 2018. Proposed C Rossine Seconded J Berrington	CEO/ Chair	31st March

d.	GWSF Representative		
	GS is currently the representative and it was AGREED that Chair will also be a rep due to the amount of work involved.		
5.	Reports for Approval		
a.	Management Accounts		
	<p>Board noted report providing income and expenditure and balance sheet for the period to 31st January 2018 together with cash flow and accompanying notes. BH explained the reasons for the variations from the budget including increased spend on smoke detectors, higher ground maintenance costs and additional projects. He confirmed that ng homes is in an overall acceptable situation financially.</p> <p>In response to member query, BH reported 8 property acquisitions and 17 sales.</p> <p>Board APPROVED the management accounts for the period to 31 January 2018.</p> <p>Proposed G Satti Seconded R Porter</p>		
b.	KPI Targets 2018/19		
	<p>Board noted report regarding targets for Key Performance Indicators. There has been a change to the target days for re-let following clarification from the Regulator.</p> <p>It was AGREED AMD will provide an additional report on the reasons why prospective tenants refuse tenancy offers.</p> <p>Board APPROVED the change in Days to Let target and the overall targets for 2018/19.</p> <p>Proposed T Dow Seconded J Berrington</p>	AMD	June Board
c.	ng homes Budget 2018/19		
	Board noted ng homes budget which includes an accurate assessment of the full cost of each activity and fair allocation and apportionment of costs.		

	<p>Members AGREED to:</p> <p>a) APPROVE the revised budget for 2018/19;</p> <p>b) Receive quarterly reports on performance;</p> <p>c) Delegate DF/CEO (and Executive Team) with day to day responsibility for implementing and managing overheads and overall budget reporting any material changes as necessary.</p> <p>d) Executive team to continue to review expenditure for savings and to report back to Board on such.</p> <p>Proposed M Thomson Seconded I Cross</p>		
d.	ng property budget 2018/19		
	<p>Board noted ng property budget which has already been approved by ng property board and which now has to be approved by ng homes Board as required by the independence agreement.</p> <p>BH highlighted that there will be no change to the quarterly standard maintenance charge of £32 and that the insurance charge is increasing from £33.21 to £35.65 due to insurance premium tax increasing from 10% to 12% and the claims record.</p> <p>Board APPROVED the budget of ngps for 2018/19 and remitted it back to the ngps Board to formally adopt.</p> <p>Proposed J Berrington Seconded I Cross</p>		
e.	Transfer of Ground at Cowlairs		
	<p>Board noted report providing an update in relation to the transfer of an area of ground in Cowlairs wrongly allocated by Glasgow City Council to ng homes at stock transfer. ng homes have no interest in developing the site.</p> <p>Members APPROVED the transfer of ground at Cowlairs (NORTH01-1762) and progress with the required steps and notifications within the report to complete the transfer.</p> <p>Proposed R Porter Seconded J Berrington</p>		

6.	Policies for Approval		
a.	Disaster/Emergency Plans for Offices		
	<p>Board noted report regarding Emergency Plan for The Ron Davey Enterprise Centre in Vulcan Street as this office is not used or manned all the time. The event organiser/senior person leading the event will be the designated fire warden. Concierge will be updated with the procedures. Board APPROVED the emergency evacuation document and risk assessment for the Ron Davey Centre.</p> <p>Proposed T Dow Seconded R Porter</p>	BH	asap
b.	Expenses Policy		
	<p>Board noted minimal changes to the Expenses Policy which is updated annually. Board APPROVED the revised policy</p> <p>Proposed J Berrington Seconded M Thomson</p>		
7.	Chair's Remarks		
	<p>Chair reported to the Board on the discussions at a recent GWSF meeting regarding initial feedback on SHR's Regulatory Framework Consultation.</p>		
8.	Reports for Noting		
a.	Governance Update – Changed to "For Approval"		
	<p>Members noted report providing an update on governance related matters since the last Board meeting on 30 January 2018 including the SHR publications: Thematic Inquiry into Repairs Services in Scotland; Performance Matters Data Accuracy Report 2016/17 and Our Regulation of Social Housing, A Discussion Paper.</p> <p>TS drew Board's attention to the section "What Social Landlords Should Do" on P88 which ng homes will use a guide and this will be referred to the Area Committee to look at in more depth.</p> <p>TS also informed the Board that an Action Plan regarding the Board Governance Self-Assessment is currently being produced by John Mulholland and Foster Evans and this will be sent out in advance of the next meeting to discuss and approve it which will take place on Wednesday 18th April from 5-6.30pm in The Ron Davey Enterprise</p>	AMD	Area Cttee

	Centre. CEO suggested the Board hold a follow up Business Planning session on the assumptions of the 30 year cash flow.	CEO	May
b.	Rent Increase Survey		
	Members noted the results of the Glasgow and West of Scotland Forum (GWSF) rent increase survey for 2018 showing the increase each landlord proposes for 2018 and the increase applied in April 2017.		
9.	Membership Application		
	Board APPROVED the membership application detailed in the report. Proposed J Berrington Seconded M Thomson		
10.	Delegates Feedback		
	GS reported back on his recent attendance at SHARE Annual Conference. It was suggested that GS arrange to meet SHARE director to discuss his thoughts. RP agreed to speak to someone from the Department for Work and Pensions to come and speak to the Board at a future meeting. CR reported back on recent EVH meeting which included a presentation from Fair Deal. She said that EVH was given a clean audit, staff will arrange the annual conference for end October and the AGM is taking place on 8 th April 2018.	RP	Future Board
11.	AOCB		
a.	Payments and Benefits Cases 103, 104 and 105		
	CEO declared an interest and left the room during this item. Board RATIFIED the decision taken to offer a 7 month contract of employment to a relative of a member of staff (Case 103) and APPROVED the offers of employment to two other relatives of members of staff (Cases 104 and 105). Proposed C Rossine Seconded T Dow		
b.	Amendment to Standing Orders		
	CEO referred to report regarding the membership of the Audit Sub-Committee and Board AGREED to amend the Standing Orders in line		

	<p>with the wording “The Chair can be a member of the Audit Sub-Committee but cannot be Chair of the Audit Sub-Committee”.</p> <p>Proposed J Berrington Seconded C Rossine</p> <p>Richard Porter attended the recent Audit Sub-Committee as an observer and Board APPROVED that he join the Sub-Committee.</p> <p>Proposed J Berrington Seconded T Dow</p> <p>CEO confirmed that a review of Sub-Committee memberships will still take place.</p>		
c.	Friends of Springburn Park		
	<p>GS informed the Board that the above group had received £4k from the 5p bag fund operated by Groundworks and gave members an update on the current progress with the project. He thanked CEO for his assistance on the orchard planting day by allowing access to a flat in Balgrayhill Road for photographic purposes.</p>		
d.	People in Communities Fund		
	<p>JD reported he had received a notification from the Scottish Government re the above and will reshape the service provided accordingly and then submit to Scottish Government for approval.</p> <p>JD also presented Climate Challenge Fund offer of grant which was signed at the Board meeting.</p>		