



Board Meeting Minutes

Meeting: Board Meeting **Location:** Ron Davey Enterprise

Date: 2nd April 2019 **Time:** Centre, 10 Vulcan St
5.30pm

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

Apologies: B Rossine, G Satti, A Murphy

In Attendance: R Tamburrini (CEO) RT, B Hartness (DCEO FIN) BH, AM Devlin (SDCEO)
AMD, J Devine (DCEO REGEN) JD

Minute Taker: A Whiteford – (SCSO) AW

	Agenda	Action	Date
1.	Apologies		
	As above.		
2.	Declaration of Interest and Attendance		
	None.		
3.	Minutes of Board Meeting on 29 January 2019		
	Board AGREED the minutes were an accurate record of the meeting. Proposed C Rossine Seconded T Dow <u>Matters Arising</u> None		
b.	Minutes of Area Committee on 7 February 2019		
	Noted.		
c.	Minutes of Area Committee on 7 March 2019		
	Noted.		
d.	Minutes of Staffing Sub-Committee on 15 January 2019		
	Noted.		
e.	Minutes of Staffing Sub-Committee on 28 February 2019		
	Noted.		

f.	Minutes of ng property meeting on 20 February 2019		
	Noted.		
g.	Minutes of Regeneration Sub-Committee Meeting on 12 February 2019		
	Noted.		
h.	Minutes of Audit Sub-Committee meeting on 19th February 2019		
	Noted.		
i.	Minutes of Urgent Decision Meeting on 13 February 2019		
	Minute already approved at the Staffing Sub-Committee Meeting on 28 th February (see item 3(e)).		
j.	Minutes of Urgent Decision Meeting on 21st March 2019.		
	Noted.		
4.	Chief Executive's Update		
	<p>Scottish Housing Regulator (SHR) and Annual Return on Charter (ARC)</p> <p>CEO reported that he had received ng homes Engagement Plan from SHR yesterday which does not include a regulatory status (low or medium or high) due to changes to the regulatory framework. He added that SHR require to see our Assurance Statement in October 2019 before determining our status. Also confirmed the SHR are engaging with us due to our size and scale which makes ng systemically important. In addition, ng intended to invest in a modest new build scheme. He added ng is required to send them a refreshed business strategy with relevant Board report, an updated risk register, copies of Board and Audit Committee minutes and information on any material adverse changes to our development plans which may affect our financial position or reputation in line with notifiable events guidance. The new Regulation Manager, Eleanor Sneddon, will meet with ng homes senior staff and Chair in quarter 3 of financial year 19/20 to discuss the Business Plan and the risks and challenges facing the organisation. CEO confirmed the Business Plan has to be submitted to SHR by the 31st May and Board agreed to hold a meeting on Tuesday 30th April to progress the 2019/22 Business Plan. It was</p>		

	<p>also suggested that the Board meeting scheduled for 4th June would be brought forward to Tuesday 28th May in order to approve the finalised Business Plan and the Annual Return on Charter (ARC) both of which have to be submitted to SHR by 31st May 2019.</p> <p>AGREED the following documents will be sent out to all Board members:</p> <ul style="list-style-type: none"> • ng homes Engagement Plan • Regulation of Social Housing in Scotland SHR Framework – February 2019 • Risk Assessment Summary Outcomes – April 2019 	AW	3rd April
5.	Reports for Approval		
a.	Management Accounts		
	<p>Members noted report incorporating income and expenditure and balance sheet covering the 10 month period up to January 2019 together with cash flow and accompanying notes. BH confirmed that ng has a surplus of £782k at end of Jan 2019. Cash flow has reduced as a result of investment in property, loan repayments and payment's to cover pension deficits. BH added ng homes is a low level debt Association but lenders require to know that we are capable of making a surplus in order to lend to us. BH explained the variances from budget, in particular for Day to Day Repairs which is marked in red on the income and expenditure as it has exceeded the £2m budget for the year and is likely to be £2.4m by the end of March. This increased expenditure is as a result of catch up repairs following SCS including EICR work which has resulted in more items being identified together with health and safety work including fire doors, smoke detectors heat detectors and compartmentalisation work.</p> <p>BH confirmed that ng homes are financially secure at this point in time.</p> <p>Proposed J Berrington Seconded M Thomson</p>		
b.	Budget 2019/20		
	Members noted report regarding ng homes annual budget which includes an accurate assessment of the full cost of each activity and a		

	<p>fair allocation and apportionment of costs.</p> <p>Board AGREED to:</p> <ul style="list-style-type: none"> • APPROVE the revised budget for 2019/20; • Receive quarterly reports on performance; • Delegate DCEOF/CEO and Executive Team with day to day responsibility for implementing and managing overheads and overall budget reporting any material changes as necessary; • Executive team to continue to review expenditure for savings and to report back to Board <p>Proposed A Gow Seconded M Thomson</p>		
c.	Suspension of Letting		
	<p>Board noted report recommending that ng homes suspend letting in 2 areas of our stock (approx 120 units in total) in advance of a full report on options for the future of the properties following the outcome of the Stock Condition Survey.</p> <p>General discussion followed on relocating tenants in clearance areas. SDCEO confirmed clearance cases are a priority. CEO confirmed rehousing will be addressed in Options Appraisal Report at a future meeting.</p> <p>Members AGREED it would be counterproductive to continue letting whilst the future of this stock was uncertain.</p> <p>Proposed J McLeod Seconded C Rossine</p>	AMD	Future Board meeting
d.	Vanguard Review of Repairs Processing		
	<p>Members noted report regarding early results of Vanguard's initial review of the repairs service. Already, there are early positives with the average number of job lines reduced and the customer experience improved. Also ng homes has seen a reduction in complaints and looking forward we expect to see savings in reactive repairs going forward.</p> <p>Board APPROVED the second stage in the Vanguard process at an estimated cost of £30k.</p>		

	Proposed R Porter Seconded R Maguire		
6.	Policies for Approval		
a)	Inconvenience Payments in Planned Improvement Programmes		
	Board noted the minor changes to the policy which was due for review and APPROVED the revised policy. Proposed J Berrington Seconded T Dow		
b.	Financial Regulations		
	Members noted report incorporating the Financial Regulations and associated scheme of delegation which was due for review and also required updating in line with legislation and other policies. Board APPROVED the revised Financial Regulations and Scheme of Delegation. Proposed T Dow Seconded M Thomson		
c.	Maintenance Policy		
	This policy was withdrawn from the papers. Members had previously been advised of this.		
7.	Chair's Remarks		
	Chair informed the Board that a new PA to CEO, Cheryl Murray, had commenced employment with ng homes on 1 st April and she would be in contact with members in the near future. Members noted the previous postholder, Louisa Christodoulou, had been appointed to the post of Communications Officer. Chair reported on his attendance at the EVH AGM on 1 st April and advised that the monthly EVH report would be sent out to the Board members. Depute Director (Corporate Services) attended a GWSF information session with the Scottish Information Commissioner regarding the extension of Freedom of Information to Housing Associations on 21 st March. Chair and other Board members have attended various other sessions. Housing Associations will be subject to Freedom of		

	Information legislation which comes into effect from 11 November 2019. Chair reported on a recent fire involving a tenant using a candle in the bath which melted the bath.		
8.	Reports for Discussion		
a.	Governance Update		
	Members noted report providing an update on governance related matters including SHR and OSCR publications, Board training and conference details and notifiable events.		
9.	Reports for Noting		
a.	Procurement Report		
	Board NOTED report giving an update on progress against early action priorities for all Technical Procurements.		
b.	Investment Report		
	Board NOTED report giving an update with current planned maintenance projects.		
c.	Development Report		
	Board NOTED report giving an update on progress with current development projects.		
d.	Regeneration Progress Report		
	Members NOTED report providing a high level update on progress across a range of initiatives being taken forward in pursuit of ng homes regeneration objectives.		
e.	Board Appraisals		
	Members NOTED report providing detail on the progress on actions which arose from the findings of the 2018 Board Appraisals/Review exercise.		
f.	Governance Self Assessment Progress Report		
	Members NOTED report providing them with an update on progress in regards to the action plan developed from the governance self-assessment process completed in 2018.		
g.	Health, Safety and Welfare Management System		

	Board NOTED report providing information on the programme being developed in conjunction with ACS Health and Safety Consultants and detailing the actions scheduled to take place over the period April to June 2019.		
10.	Delegates Feedback		
	CR reported on EVH AGM on 1 st April at which representatives from Scottish National Heritage were in attendance. The next EVH meeting will take place in June.		
11.	AOCB		
	None.		