



Board Meeting Minutes

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

Date: 28 May 2019 **Time:** 5.30pm

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

Apologies: R Porter, A Gow

In Attendance: R Tamburrini (CEO) RT, B Hartness (DCEO FIN) BH, J Devine (DCEO REGEN) JD, L Cooper (DDHS) LC, T Sweeney TS (DDCS), A Whiteford (SCSO) AW

Minute Taker: C Murray (PA) CM

	Agenda	Action	Date
1.	Apologies		
	As above.		
2.	Declaration of Interest and Attendance		
	None.		
3.	Minutes of Meetings		
a.	Minutes of Board Meeting on 2 April 2019		
	Board AGREED the minutes were an accurate record of the meeting. Proposed M Thomson Seconded C Rossine <u>Matters Arising</u> None		
b.	Minutes of Special Board Meeting on 30 April 2019		
	Board AGREED the minutes were an accurate record of the meeting. Proposed J Berrington Seconded T Dow <u>Matters Arising</u> None		

c.	Minutes of ng2 Board Meeting on 12 March 2019		
	Noted.		
d.	Minutes of Regeneration Sub-Committee on 7 May 2019		
	Noted.		
4.	Chief Executive's Update		
	<p>Members APPROVED a tabled report from BH requesting approval from the Board to set up a new BACS facility with Clydesdale bank which will allow transfers of up to £800k per week. The move away from cheques has resulted in more payments by BACS. The size of the payment runs are significantly higher than the £400k per month that is currently in place. BH confirmed that only himself and the Head of Finance can access the facility and checks are in place for the prevention of fraud.</p> <p>Proposed M Thomson Seconded T Dow</p>		
5.	Reports for Approval		
a.	Management Accounts to 31 March 2019		
	<p>BH referred to the accounts for the year which have resulted in a surplus of £969k. The accounts do not include the year end pension actuarial adjustments. BH reported that most items have followed a similar trend to previous periods. The programs with McDermotts and Consilium have resulted in an increase in day to day repairs due to accessing properties as part of the EICR programme which has enabled minor repairs to be carried out at the same time.</p> <p>In addition, the Association is working with Vanguard and City Building to improve repairs performance which should be seen in the next set of accounts.</p> <p>Significant factors within the year included:</p> <ul style="list-style-type: none"> Property expenditure of £5.54m, other assets expenditure of £262k and depreciation of £3.56m leading to a net increase in fixed assets of £2.23m. This includes the expenditure on property acquisitions, property improvements, adaptations and 		

	<p>computer equipment.</p> <ul style="list-style-type: none"> Bank balances moved downwards from £19.18m to £17.94m. Loans increased by £580k with the repayments made in the year and the new loan drawn down from the Energy Savings Trust of £999k. Still loans of £26.38m outstanding. <p>The finance team are busy preparing for the auditors visit in 2 weeks time.</p> <p>BH reported that, in his personal opinion, ng homes have sufficient resources and surplus.</p> <p>Member queried variances under umbrella "service charges" in the Income and Expenditure. After some discussion BH agreed to bring back more information to the next Board meeting.</p> <p>Proposed A Murphy Seconded G Satti</p>	BH	July Board Meeting
b.	Annual Return on Charter (ARC) 2018/2019		
	<p>LC reported on the ARC results and gave comparisons to last year.</p> <p>Member noted positive result with tenant satisfaction and requested that staff are acknowledged for their hard work.</p> <p>Member raised the issue of the level of tenancy refusals. LC explained the Area Committee will take a closer at look at the more difficult to let areas. The procedure relating to evictions was discussed.</p> <p>Member queried the result on the number of tenants who were very dissatisfied with the quality of their home. LC agreed to look into the detail further and report back at next Board meeting.</p> <p>CEO explained that the ARC results are uploaded to the SHR website who compare with our previous returns and other RSLs and will come back to us with any areas of concern. The Scottish Housing Best Value Network (SHBVN) to be approached and invited to do a presentation to the Board/Area Committee to look at comparisons with other RSLs.</p>	<p>LC</p> <p>LC</p> <p>CEO</p>	<p>ASAP</p> <p>July Board Meeting</p> <p>Future Meeting</p>

	The Board APPROVED The ARC 2018/19 to be submitted to SHR. Also agreed that Chair be delegated with any amendments that may arise at submission. Proposed A Murphy Seconded J Berrington		
c.	Business Plan 2019-2022		
	<p>CEO invited TS to summarise the process of writing the Business Plan over the past 8 months. A diagram showing the Business Plan cycle and process has been developed which will be distributed to the Board. TS explained that it shows how the Business Plan was developed and where stakeholders have been involved at each stage from tenants, staff at all levels, approved and qualified consultants, etc.</p> <p>BH reported that since the Special Board Meeting and presentation on 30 April to discuss the Business Plan, assumptions have been realigned and the Association will continue to be reactive to change. The worst case scenarios/combinations result in ng homes borrowing significant additional loans and would require smoothing out later years' investment expenditure for the Association to remain viable. At present, few of the potential changes are anticipated. However the situation will be monitored closely and in the event of a change occurring appropriate action will be taken so that ng homes remains financially viable and compliant with lenders' covenants.</p> <p>BH reported he is still confident with the financial position of the Association and ng homes is still on track to be debt free 30 years from now.</p> <p>CEO advised that the Business Plan will be continually monitored and an update brought to every Board meeting.</p> <p>Last year a 6 page summary was produced covering each aspect of the Business Plan. CEO requested that a similar summary is produced for this year.</p> <p>Proposed G Satti Seconded C Rossine</p>	<p>BH</p> <p>TS</p>	<p>Future Meetings</p> <p>ASAP</p>

d.	Loan Portfolio Return 2019		
	<p>It is a requirement that each year the Association submits a loan portfolio return to the Scottish Housing Regulator (SHR). The return confirms standard details regarding the Associations loans and interest rates being paid. The return has to be submitted by 30 June. Board APPROVED the Loan Portfolio Return.</p> <p>Proposed J Berrington Seconded M Thomson</p>		
e.	Five Year Financial Projections Return (FYFP)		
	<p>The Five Year Financial Projection is a required regulatory return which has to be completed accurately and submitted to the Scottish Housing Regulator by 30 June 2019. Board APPROVED the FYFP.</p> <p>Proposed A Murphy Seconded G Satti</p>		
6.	Policies for Approval		
a)	Expenses Policy		
	<p>BH reported that the expenses policy is updated every year to take into account changes to EVH scales and inflation.</p> <p>The Board APPROVED the Expenses Policy 2019/2020.</p> <p>Proposed J Berrington Seconded I Cross</p>		
7.	Chair's Remarks		
	<p>Chair reported on his recent attendance at a GWSF Open Meeting on "How Housing Associations are Using Social Media" and confirmed that ng homes is still intending to launch our new website in August 2019.</p> <p>Chair reported on his and CR's attendance at the EVH Governing Body One Day Seminar "Making Things Better" on 12 May which included the AGM.</p>		
8.	Delegates Feedback		
	CR reported on recent EVH meeting. The EVH monthly report for May		

	in included with the Board papers.		
9.	AOCB		
	Member reported some issues with i-pads in relation to time taken to open documents and page numbering. Agreed these issues would be quickly addressed.		