



# Board Meeting Minutes

<b>Meeting:</b>	Board Meeting	<b>Location:</b>	Saracen House / Microsoft Teams
<b>Date:</b>	26 July 2022	<b>Time:</b>	4.30pm
<b>Attendees:</b>	J Thorburn (Chair) C Rossine J Berrington I Cross M Thomson G Satti - virtual P Nelson – virtual J MacLeod - virtual	M Grimley (Co-optee) F Malcolm (Co-optee)	
<b>Apologies:</b>	A Gow, J Kennedy, J Fernie  L Cooper (DHS)		
<b>In Attendance:</b>	J Devine (CEO), B Hartness (DCEO) BH, T Sweeney TS (DCS), A Bell (DDPS) AB, G McDowall (PMIP) GM  Scott Gillon, Wylie & Bisset (Auditor) – left after item 4(d)		
<b>Minute Taker:</b>	C Murray CM (PA)		

	Agenda	Action	Date
1.	Apologies		
	As above		
2.	Declaration of Interest and Attendance		
	As Above.  Chair informed the Board of the resignation of Mary Lam. Chair has passed on his thanks to Mary on behalf of the Board for her time and commitment.		

	Chair declared an interest in item 4(f). C Rossine Chaired this item.		
<b>3.</b>	<b>Minutes</b>		
a.	Minutes of Board Meeting on 24 May 2022		
	<p>Board AGREED the minutes were an accurate record of the meeting.</p> <p>Proposed      M Thomson      Seconded      I Cross</p> <p>NB: since the meeting it was identified that the detail stated in paragraph 3 under item 5(j) 'LCITP Contract Variation' was incorrect and the statement has now been amended to include to reflect the accurate position as follows:</p> <p>"Member asked if there were lessons to be learned going forward such as more investigation being required prior to starting works. GMcD advised that 482 properties already had work done before the asbestos debris was discovered. GMcD further advised that asbestos refurbishment surveys had been carried out prior to the works commencing on site."</p> <p>i)      Matters Arising</p> <p>None.</p>		
b.	Minutes of the Area Committee Meeting on 26 May 2022		
	Noted.		
c.	Minutes of the ng Property Board Meeting on 1 June 2022		
	Noted.		
d.	Minutes of the ng2 Board Meeting on 7 June 2022		
	Noted.		
e.	Minutes of the Audit Sub-Committee Meeting on 16 June 2022		
	Noted.		
<b>4.</b>	<b>For Approval</b>		
a.	Review of Statutory Accounts		
	BH presented the Statutory accounts for 2021/22.		

	<p>These accounts are reviewed by the Audit Sub-Committee prior to being presented to the Board. As Chair of the Audit Sub-Committee JB thanked BH for the clarity of the reporting. Members discussed that the accounts were in agreement with previous expectations and that there were no surprises. CEO thanked ng2 Board Members for agreeing to donate a significant sum as gift aid to the Association.</p> <p>Members considered and:</p> <ul style="list-style-type: none"> <li>- APPROVED the annual financial statements for NGHHA for the year to 31 March 2022.</li> <li>- AGREED the remitting the statutory accounts of NG2, NGPS and DSGL back to the boards of those companies with approval to sign.</li> <li>- AGREED the recommendation to the AGM that Wylie &amp; Bisset is re-appointed as external auditors subject to a tender exercise that will be carried out between here and March 2023.</li> </ul> <p>Proposed J Berrington      Seconded P Nelson</p>		
b.	Audit Findings Report and Letters of Representation		
	<p>██████ (Wylie &amp; Bisset) presented the Annual Report on the External Audit for the year ended 31 March 2022. ██████ explained to Members in detail what each section of the report meant and the comments within each section.</p> <p>██████ commented that the whole process went very smoothly and advised of a clean bill of health and unmodified opinion that there are no recommendations. ██████ went on to say it is very encouraging and very rare to see within the sector and demonstrates the controls within ng homes are working effectively.</p> <p>Members APPROVED the audit findings report as produced by the external auditors and recommended signing of the letters of representation.</p> <p>Proposed C Rossine      Seconded J Berrington</p>		
c.	FCA Return 2022		

	<p>BH presented the return which must be submitted annually to the Financial Conduct Authority (FCA). Members APPROVED the submission of the annual return to FCA.</p> <p>Proposed M Grimley      Seconded G Satti</p>		
d.	OSCR Return 2022		
	<p>BH presented the return which must be submitted to the Office of the Scottish Charity Regulator (OSCR) annually. Members APPROVED the submission of the annual return to OSCR.</p> <p>Proposed J Berrington      Seconded G Satti</p>		
e.	Strategic Risk Register		
	<p>BH presented the strategic risk register to Members and explained the importance and seriousness of it. The Audit Sub-Committee reviewed the register on 16 June and have not recommended anything for regrading and invited Board Members to review.</p> <p>Members discussed elements of the register and no changes were proposed. Members APPROVED the Strategic Risk Register.</p> <p>Proposed I Cross      Seconded J Berrington</p> <p>Member asked if there was any quantification behind the numbers i.e. what is the difference between a 4 and a 5. BH advised of the Risk Management Strategy document that was approved in 2021 that includes a matrix with colour-coding to assist clear identification of higher risks.</p>		
f.	Scotcash and TPAS		
	<p>Chair declared an interest. CR Chaired this item.</p> <p>BH presented the report explaining the historical relationship with Scotcash and TPAS and explained the reasons why the Association should no longer support either organisation. The monies saved would go towards support for frontline staff and resources.</p> <p>Members AGREED to discontinue support for Scotcash [REDACTED] and</p>		

	TPAS tenancy support service.  Proposed F Malcolm      Seconded J Berrington		
g.	Independent Board Members		
	<p>FM and MG left the room while TS advised that all four co-opted Members will be required to retire at the AGM as stated in Rule 40.3.</p> <p>Members discussed and AGREED that all four current co-opted Board members to be nominated to the Association's members for election as Independent Board members at the Association's 2022 Annual General Meeting, as detailed in this report.</p> <p>Those Members are:</p> <ul style="list-style-type: none"> <li>• Jim Kennedy</li> <li>• Mairead Grimley</li> <li>• Frank Malcolm</li> <li>• Jacqueline Fernie</li> </ul> <p>Proposed C Rossine      Seconded J Berrington</p>		
h.	ng homes Board Member and Office Bearer Role Descriptions		
	<p>TS presented the Board role descriptions that have been produced in line with the SFHA's Model Role Descriptions for Board members and Office Bearers. Members APPROVED the adoption of the Board Member and Office Bearer Role Descriptions and the Board member Person Specification.</p> <p>Proposed M Grimley      Seconded P Nelson</p>		
i.	Board Training Plan 2022/23		
	<p>TS presented the report detailing the Board Training Plan for 2022/23. Members considered and APPROVED the adoption of the Board Training Plan 2022/23.</p> <p>Proposed F Malcom      Seconded J Berrington</p>		
j.	Asset Management Strategy Development Proposal		
	AB presented the report explaining the proposal to appoint M-Four Consultants to create a new comprehensive Asset Management Strategy.		

	<p>CEO reminded Members of the discussions around this at the Board Strategy Day and stressed the importance of this document and this piece of work for the Association over the next 12 months. CEO pointed out that he will also be requesting a separate Tenemental Strategy for our Pre 1900 Victorian tenements stock.</p> <p>Members APPROVED the appointment of M-Four Consultants in the sum of £41,396. 00 plus VAT amounting to £49,675.20 to develop a new, more comprehensive Asset Management Strategy.</p> <p>Proposed J Berrington      Seconded C Rossine</p>		
k.	MSF Phase 2 – Carron Estate Contract Estate Contract Variation for Delay Notice 5		
	<p>GM presented the report explaining a project variation for £268,859.36 including VAT for the wayleave agreement between Scottish Power and ng homes not being agreed in line with the programme timelines and causing a project delay.</p> <p>Members discussed reasons for the delay and what controls are in place to avoid future delays.</p> <p>Members APPROVED the contract variation of <b>£268,859.36 including VAT</b> for the 14-week delay, caused by delays in obtaining the Scottish Power wayleave for the substation at Carbisdale Street in time to meet the works programme.</p> <p>Proposed J Berrington      Seconded F Malcolm</p>		
l.	SFHA Fuel Support Fund/Wise Group Partnership		
	<p>MF presented the report advising Members of an opportunity to support the provision of fuel tops ups for tenants who find themselves in hardship.</p> <p>Members gave APPROVAL to enter into a partnership with the Wise Group to complete our fuel support project and to further our objectives longer term through advocacy, support and training on issues related to fuel poverty.</p>		



	Proposed C Rossine	Seconded M Thomson		
<b>5.</b>	<b>For Noting</b>			
a.	Governance Update			
	Members NOTED the report providing an update on governance related matters from 13 May to 1 July 2022.			
b.	Register of Interests Update			
	Members NOTED the report providing an update on the current declaration of interests by ng homes Board/Area Committee members and ng group staff.			
c.	Communications Update			
	Members NOTED the report providing an update on all communications and media information from 1 January 2022 to 30 June 2022.			
d.	Rule 68			
	Members NOTED report regarding the requirement to comply with Rules 62-67 and that the requirements had been met.			
e.	2022 Annual General Meeting			
	In accordance with Rule 39.2 Chair advised that himself and Gino Satti would be standing down at this years AGM. Isabella Cross, Catherine Rossine and Margaret Thomson have served equally long. To make up the one third provision C Rossine volunteered to stand down this year.  Members NOTED the report.			
f.	Notifiable Events			
	Members NOTED the report providing an update on two notifiable events reported to the Scottish Housing Regulator since the last meeting.			
g.	KPI Performance YTD (Q1)			
	BH highlighted two KPIs for Q1 that are outwith target; 'average timescale to complete non-emergency repairs' and 'reactive repairs completed right first time'. BH explained that City Building hold the data and share it with the Association at the end of the quarter meaning there was no chance to identify it earlier and intervene.			

	<p>CEO commented that due to the results, a formal notice has been issued to City Building today in line with the contract and various meetings have been held to discuss the results and commented that having more control over the data is crucial. CEO referred to the changes he has implemented since his appointment as CEO and reminded Members that repairs is a priority of his and is next to be tackled and overhauled.</p> <p>BH advised of a third KPI outwith target, 'average days taken to complete adaptations' which is sitting at 48.77 days against a target of 25 days. BH explained that adaptations were held over as confirmation of the sum of grant money had not been confirmed. The Association has since been advised that NRS have approved £140k. BH advised Members that the number of days taken to complete adaptations will decrease dramatically in the coming quarters.</p> <p>Members NOTED the report.</p>		
h.	Levelling Up Fund Bid		
	<p>AB brought Members attention to the report advising of the bid being submitted by Glasgow City Council for comprehensive tenement refurbishment works at 106, 110 and 116 Stonyhurst Street, Possilpark as part of a Levelling Up Fund (LUF) application to the UK government. The Board will be advised of the outcome of the application, successful or otherwise.</p> <p>Members NOTED the report.</p>		
i.	Multi-Storey Flats Major Works – Round 1		
	Members NOTED the report providing an update on the multi- storey flats major works project across 6 multi- storey blocks (24 /25 storeys high) at Balgrayhill Road, Edgefauld Road, Croftbank Street and Viewpoint Place.		
j.	Multi-Storey Flats Major Works (Carron Estate) – Round 2		
	Members NOTED the report providing an update on the multi- storey flats major works project across 7 multi-storey blocks in the Carron Estate. (4 x 15 storey and 3 x 8 storey tower blocks).		



<b>6.</b>	<b>Chief Executive's Update</b>		
	<p>CEO commented that he is working on various things to improve the North of Glasgow and the Levelling Up Fund is just part of that, and if successful, will drive funds from other areas and gather momentum. Earlier today the CEO met with [REDACTED] from Message Matters on a plan to evolve Possilpark. CEO invited the Chair to work with him on that project along with any other Member who is interested. CEO will bring back to the main Board once more details are firmed up.</p> <p>CEO referred to the priority of cyber security and advised that the Association have been doing a lot of work around the subject. IT Manger, [REDACTED] has produced a first draft cyber security strategy which will be taken forward. The Association have also signed a contract with CrowdStrike to enhance cyber security within ng homes. CEO advised that the cost is neutral against what it will be replacing and provides a more corporate and comprehensive security and support.</p> <p>CEO advised Members that he was contacted by the Scottish Housing Regulator who informed him they had received an anonymous complaint. Senior Officers are currently working on a response which should be sent to the Regulator this week.</p> <p>CEO advised that the insurance renewal is complete and properties are being valued for insurance purposes. BH is leading on that.</p> <p>CEO explained that another of his priorities as the Chief Executive is staff retention and progression, in particular the entry points for new employees and part of this the development of an Employability Strategy which is currently underway.</p>		
<b>7.</b>	<b>Chairs' Remarks</b>		
	Chair had no additional comments.		
<b>8..</b>	<b>Delegates Feedback</b>		
	There was no feedback as no meetings had been held.		
<b>9.</b>	<b>AOCB</b>		
	None.		

	The meeting concluded at 18:25		
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