



Board Meeting Minutes

Meeting: Board Meeting **Location:** Ron Davey Enterprise Centre, 10 Vulcan St
Date: 2 October 2018 **Time:** 5.30pm

Attendees: J Thorburn, R Porter RP, J Berrington JB, C Rossine CR, T Dow TD, M Thomson MT, R Maguire RM, I Cross IC, B Rossine, BR, G Satti, R Deumeni, J MacLeod, A Murphy

Apologies: A Gow

In Attendance: R Tamburrini (CEO) RT, B Hartness (DF) BH, L Cooper (ADHS) LC, T Sweeney (ADCS) TS, J Devine (DR) JD

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.	Board 2018/19		
a.	Declaration of Interest, Code of Conduct and Members Declaration forms were previously sent out to be completed and returned. The Chair emphasised this is a requirement of being a Board member and members were requested to return them at the end of the meeting if they have not already done so.	Board	
b.	Election of Office Bearers		
	Jim Berrington chaired the meeting during the election process for chair (as he was not a candidate). i) Election of Chair J Thorburn expressed an interest. Proposed C Rossine Seconded R Porter As there were no other expressions of interest J Thorburn was elected as chair.		

	<p>Election of Vice Chair</p> <p>R Porter expressed an interest.</p> <p>Proposed J Berrington Seconded R Maguire</p> <p>As there were no other expressions of interest R Porter was elected Vice Chair.</p> <p>Election of Secretary</p> <p>B Rossine expressed an interest.</p> <p>Proposed C Rossine Seconded G Satti</p> <p>J Berrington expressed an interest.</p> <p>Proposed R Deumeni Seconded R Porter</p> <p>After a secret ballot, J Berrington was elected (6 votes for JB, 5 for BR and one spoiled paper).</p> <p>ii) Independent Board Members</p> <p>Board AGREED to appoint Allan Murphy as an independent co-optee.</p> <p>Proposed J Berrington Seconded R Porter</p> <p>As R Maguire is an elected Independent member for another 2 years, this leaves one other Independent vacancy.</p>		
c.	Confirmation of Sub-Committees, Subsidiaries and Delegates		
	<p>CEO distributed a handout listing the number of Board members on each Sub-Committee and Subsidiary. The Audit Sub-Committee, Regen Sub-Committee and ng2 Board have 100% Board members. The ng property Board has 62.5% Board members and the Area Committee only 20%. There have been discussions at previous meetings regarding timings of meetings and Area Committee may have to be moved to 5.30pm if more Board members are to join as it would be ideal if the number was increased from 2 to 5.</p> <p>CR expressed an interest in joining the Area Committee and anyone else should contact CEO/AW. A Murphy to consider whether he wishes to join any other committees.</p> <p>It was agreed to keep the same membership for the other committees</p>	Board	

	<p>unless anyone particularly wants to change it.</p> <p>Delegates</p> <p>EVH – Reps are currently CR and JT (substitute) and as there were no other expressions of interest they were re-elected.</p> <p>SFHA – BR expressed an interest Proposed C Rossine Seconded G Satti RP expressed an interest in being substitute if BR cannot attend any meetings. Proposed R Deumeni Seconded M Thomson</p> <p>GWSF - R Porter expressed an interest Proposed R Maguire Seconded G Satti</p> <p>GCC CPP – JT expressed an interest. Proposed R Porter Seconded J Berrington</p> <p>TS to contact all agencies and give them delegates' email addresses.</p>	TS	asap
4.	Minutes of Meetings		
a.	Minutes of Special Board Meeting of 28 August 2018		
	<p>Board AGREED the minutes were an accurate record of the meeting. Proposed C Rossine Seconded M Thomson</p> <p>i) Matters Arising</p> <p>Item 4 – Meeting with SHR – CEO distributed a list of bullet points from the discussions at this meeting and the Regulator has confirmed that she is happy with Business Plan and Governance progression. If anyone has any queries contact CEO.</p> <p>Item 4 – Glasgow Housing Register – LC updated the Board on a meeting she attended last week with the Council to discuss the Register. They are looking at setting up a Central Team. LC has requested a report from them to bring to the Board in November.</p> <p>Item 4 – Board Biographies – None have been received as yet. TS will produce a blank template for Board to complete and send back.</p> <p>Item 4 – Stoneyhurst St – A valuation has now been received and negotiations with the one owner in the block are being progressed.</p> <p>Item 8 – SERCO – LC updated the Board on her meeting with SERCO today which was positive and they are looking to work with us. ng homes has also started visiting houses to ensure living conditions are</p>	<p>Board</p> <p>LC</p> <p>TS</p>	<p>Nov Board</p> <p>asap</p>

	suitable and will continue to monitor the situation.		
b.	Minutes of Regeneration Sub-Committee on 21 August 2018		
	Noted.		
c.	Minutes of ng2 Board meeting on 5 September 2018.		
	Noted.		
d.	Minutes of Urgent Decision Meeting on 20 September 2018		
	<p>Board ratified the decision taken at the meeting re Payments and Benefits Case 107 regarding the recruitment of a Senior Repairs Officer.</p> <p>Proposed G Satti Seconded M Thomson</p> <p>Board ratified the decision taken at the meeting re Payments and Benefits Case 108 regarding offer of accommodation to a relative of a member of staff.</p> <p>Proposed J Berrington Seconded R Porter</p>		
e.	Minutes of DSGL Meeting on 30 July 2018		
	Noted.		
5.	Chief Executive's Update		
	<p>Independent Factoring Report</p> <p>CEO informed the Board that he had recently received a report from an independent consultant about our factoring service. It was agreed to arrange a meeting with a couple of Board members plus ng property Board to discuss this report as ng homes provide the labour for factoring so there is a joint interest.</p> <p>RP expressed an interest in attending this meeting and anyone else who is interested to contact CEO/AW. LC will organise a time for this meeting.</p> <p>Board Review</p> <p>Agreed this will be held on Sunday 2nd December in an outside venue. The Board will a) look back on progress from 1st April to 30th September and then b) look at what's to be done in the next 6 months. Staff consultation will follow a similar format.</p>	LC	asap

a.	Board Calendar of Meetings to 31 March 2019		
	Future versions to have the date revised included on the top for "version control".	AW	ongoing
6.	Report for Approval		
a.	Management Accounts		
	<p>BH referred to report containing income and expenditure and balance sheet to 31st July. He said it had been a busy start to the year and that Planned Maintenance is driving the spend. He explained the variances from budget, including spending on fire doors, environmental works, rewires and KBR programmes and a low level of bad debt write off in the period. BH explained the meaning and effect of capitalisation which moves costs from income and expenditure onto the balance sheet and the item is then written down across its life. Capitalisation does not affect cash in the bank but affects bottom line surplus. He explained that up to 2015/16 was a saving cycle for ng homes and 2017/18 onwards is a spending cycle.</p> <p>Member queried why, if planned maintenance increases, day to day repairs have not gone down and BH explained that a lot of secondary electrical work is being identified as a result of EICR inspections which is allocated to day to day repairs.</p> <p>Member queried the differential in terms of spend on computer support and BH explained this relates partly to 2 new packages for Total Mobile and a new data warehousing package.</p> <p>Board APPROVED the management accounts.</p> <p>Proposed J Berrington Seconded R Porter</p>		
b.	Revised Budget 2018/19		
	Board noted report regarding annual budget which includes an accurate assessment of the full costs of each activity and a fair allocation and apportionment of costs. The budget was previously approved by the Board at the March meeting but has now been reviewed to reflect material changes including the increased level of planned maintenance and capitalisation at year end. Electrical inspections and stock condition surveys/remedial work carried out by		

	<p>McDermotts will also have an impact on Day to Day repairs spend</p> <p>Members:</p> <ul style="list-style-type: none"> APPROVED the revised budget for 2018/19 AGREED to receive quarterly reports on performance 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. Executive Team to continue to review expenditure for savings and to report back to Board on such. <p>Proposed I Cross Seconded J MacLeod</p>		
c. (i)	KBR Phase 3 Tender Approval - Rewire		
	<p>JD referred to report giving an update on progress with the procurement of a contractor for the kitchen, bathroom and rewiring (Phase 3) at various addresses, Petershill Road, Glasgow.</p> <p>Board APPROVED the contract sum of £233,338.80 excluding fees for the kitchen and bathroom element and £13,856.85 for the rewiring element.</p> <p>Proposed J Berrington Seconded G Satti</p>		
(ii)	Transfer of Land at Cowlairs		
	<p>JD tabled report seeking approval to get consent from the Scottish Government's More Homes Division to dispose of the land at Cowlairs.</p> <p>Board APPROVED the disposal of land on confirmation from More Homes that they consent and agree to the terms outlined in the Heads of Terms.</p> <p>Proposed C Rossine Seconded R Porter</p>		
(iii)	Development Report – Keppochhill Road New Build		
	<p>JD tabled report seeking approval of the procurement route for the proposed new build development at Keppochhill Road together with approval to pay the professional fees incurred to date in developing the design and cost proposals. This is an iconic site and the Council has required changes to the design but JD confirmed that the design has not changed fundamentally but costs were increasing.</p>		

	<p>A meeting will be arranged of Regen Sub/Board 5.30pm-7pm to look at the project.</p> <p>Board APPROVED the contents of the report including a budget of £218,000 for fees to allow us to progress the scheme to detailed design stage, finalise scheme costs and seek grant approval from Glasgow City Council.</p> <p>Proposed G Satti Seconded R Porter.</p>	JD	
d.	Board Training Plan 2018/19		
	<p>Board APPROVED the outline Training Plan from November 2018 to November 2019 which was produced following discussions with Alan Ferguson of SHARE and reflects the learning needs identified via the annual board informal appraisal process.</p> <p>Member queried whether there would be any e-learning taking place and TS will progress this and open up to current Board members as well.</p> <p>Proposed J Berrington Seconded T Dow</p>	TS	asap
e.	Support for Community Impact Initiatives		
	<p>Board noted report regarding Infrastructure Scotland which is a specialist events company whose events bring in people to Saracen House from a range of organisations and provide benefits to ng homes in developing key partnerships for the community. In providing financial support ng homes would receive guest place to events and seminars.</p> <p>Board APPROVED a contribution of £2,400.</p> <p>Proposed J Berrington Seconded M Thomson</p>		
7.	Policies for Approval		
a.	Electrical Safety in MSFs, Emergency Lighting in MSFs and Fire Safety in MSFs.		
	<p>Board APPROVED minor revisions in wording to the above policies which relate to health and safety in multi storey flats. These were</p>		

	<p>reviewed after taking advice from ACS and have been updated in line with current legislation.</p> <p>Member queried legislation and rules regarding fire drills and LC informed him that there is a “stay put” policy. This issue was raised at meetings with tenants after Grenfell and it was made clear in questions and answers that we followed Scottish Fire and Rescue advice.</p> <p>Member queried whether there would be more meetings of the group and LC agreed to look this.</p> <p>Proposed G Satti Seconded R Porter</p>	LC	asap
8.	Chair’s Remarks		
	<p>I-pads</p> <p>Chair has now received his i-pad and these will be rolled out to all Board members who require one. A training session will be organised once everyone has received them. Anyone who wishes to still receive paper copies will still have this option. Kindles can be returned to AW. Member suggested that Board members could buddy up to give support to those members who are not so IT literate.</p> <p>CEO Appraisal</p> <p>This has now taken place.</p> <p>SFHA Conference</p> <p>Chair reported on recent advice given at the SFHA Conference regarding new guidance on governance and one of the recommendations is that Chairs are elected for 3-5 years to provide continuity and give Chairs time to learn the role. CEO pointed out that this would depend on members being re-elected to the Board at AGMs and that it was the Board’s decision whether to take on board this recommendation. The Rules would also have to be changed to reflect this if required.</p> <p>Chair also referred to discussions on conflict of interest at the conference, particularly in relation to organisations which have charity status (including the Council). It’s not a problem if the member declares the interest but from now on the member must leave the room if the discussion relates to a issue which would be a conflict of</p>		

	interest. A member who sits on the Board of another HA would also be affected but only if it's a neighbouring HA.		
9.	Reports for Discussion		
a.	Governance Update		
	TS referred to the Governance Self Assessment Session which is taking place on 18 th October in Vulcan Street at 5.30pm. A report will be tabled on the first quarter of the Governance Self Assessment and this will be followed by discussions with J Mulholland and F Evans. The Regulator is hoping to have the Regulatory Framework Review Update published and implemented by 1 st April 2019.		
10.	Reports for Noting		
a.	Procurement Update		
	Board NOTED report providing an update on progress against early action priorities for all technical procurements.		
b.	Regeneration Progress Report		
	Board NOTED report providing a high level update on progress across a range of initiatives being taken forward in pursuit of 'new homes' regeneration objectives.		
c.	Investment Update		
	Board NOTED report updating them on progress with current investment planned maintenance projects.		
11.	Membership Applications		
	Board APPROVED the 2 new members as listed in the report. Proposed J Berrington Seconded C Rossine		
12.	Delegates Feedback		
	CR reported on EVH meeting the previous evening. EVH is hoping to start salary negotiations with Unions in mid to late November. TS reported that he has not received anything from EVH yet on this.		
13.	AOCB		
	None.		