



# Board Meeting Minutes

**Meeting:** Board Meeting **Location:** Ron Davey Enterprise Centre, 10 Vulcan St  
**Date:** 25 January 2019 **Time:** 5.30pm

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

**Apologies:** A Gow, B Rossine

**In Attendance:** R Tamburrini (CEO) RT, B Hartness (DF) BH, AM Devlin (D/CEO) AMD, TS, J Devine (DR) JD, T Sweeney (DDCS) TS

**Minute Taker:** A Whiteford – (SCSO) AW

	Agenda	Action	Date
1.	<b>Apologies</b>		
	As above (A Gow has leave of absence when on Council duties). Board AGREED B Rossine be granted leave of absence due to his recent fall. Proposed J Berrington Seconded M Thomson		
2.	<b>Declaration of Interest and Attendance</b>		
	None.		
3.	<b>Minutes of Board Meeting on 27 November 2018</b>		
	Board AGREED the minutes were an accurate record of the meeting subject to an amendment to Item 5(c) to say that the financial implications for all future staff appointments to be included in the reports.  Proposed C Rossine Seconded G Satti  <u>Matters Arising</u> <b>Item 3 – Glasgow Housing Register</b> – we are still awaiting the progress report from GCC. <b>Item 8(a) – Fire in backcourt</b> – AMD confirmed that this does not constitute a notifiable event unless tenants are at risk. <b>Item 8(b) – Governance Self Assessment Progress Update</b> – a		

	report covering the period October to December 2018 will be brought to the March Board meeting.		
<b>b.</b>	<b>Minutes of Area Committee on 5 November 2018</b>		
	Noted.		
<b>c.</b>	<b>Minutes of Area Committee on 13 December 2018</b>		
	Noted.		
<b>d.</b>	<b>Minutes of Audit Sub-Committee on 20 November 2018</b>		
	Noted.		
<b>e.</b>	<b>Minutes of ng property meeting on 21 November 2018</b>		
	Noted.		
<b>f.</b>	<b>Minutes of ng2 meeting on 4 December 2018.</b>		
	Noted.		
<b>4.</b>	<b>Chief Executive's Update</b>		
	<p><b>Area Committee</b></p> <p>Further to discussions at previous meetings regarding the Area Committee membership Board agreed to appoint Isabella Cross, Margaret Thomson and Catherine Rossine to the Area Committee.</p> <p>Proposed     T Dow                      Seconded     J Berrington</p> <p><b>Regen Sub-Committee</b></p> <p>Since Grenfell, we have adapted our investment and maintenance approach to our multi-storey flats to a more strategic and comprehensive overview of all building components and their inter-relationships in respect of fire safety and structural stability.</p> <p>A survey was carried out on the 4 MSFs in Balgrayhill and it was noted that these incorporate large panel system blocks. There are no issues with these but tests will be carried out proactively on a 5 yearly basis from now on.</p> <p><b>Factoring Report</b></p> <p>Board were previously advised at the meeting on 27 November that</p>		

	<p>an independent consultant had provided us with a report on our factoring service. This report will be taken to the property Board who will come back and give us their view on the report which has a good number of recommendations in it.</p> <p><b>Business Improvement Area – Possilpark</b></p> <p>The proposals for this are proceeding apace and are being discussed at Regen Sub-Committee meetings. Director of Regeneration updated the Board on the current position. There are no financial implications for the homes. The shopkeeper steering group will submit a seedcorn application.</p> <p><b>Staff Strategy Review Day</b></p> <p>AMD made presentation on the above events which were held on 16 and 23 January and involved staff consultation on the Business Plan. Staff participated well in discussions and overall very positive feedback was received from staff on the events.</p> <p><b>SFHA Housing Scotland Magazine</b></p> <p>CEO referred to the above magazine which will be circulated to Board and highlighted the following articles:</p> <p>P8 Housing Scotland: Beyond 2021</p> <p>P63 – the homes Modern Apprentices</p> <p>Board was provided with a copy of Freedom of Information Article on P12. Board noted that SFHA is of the opinion that Care, Mid-Market Rent and Factoring should not be subject to FOI. The Government has mid Sept/October in mind for FOI but SFHA is asking for it to be delayed to April 2020. Board will be kept apprised as more information is received.</p>		
<b>5.</b>	<b>Reports for Approval</b>		
<b>a.</b>	<b>Management Accounts</b>		
	<p>Board noted report incorporating income and expenditure and balance sheet for the period to 30<sup>th</sup> September together with cash flow and accompanying notes. Board noted the variances from budget as a result of the level of EICR electrical remedial works; costs arising from Stonyhurst Street investigations and the higher level of planned maintenance, together with low level of bad debt write offs. BH</p>		

	<p>confirmed that the Association's finances are in an acceptable position.</p> <p>Member raised the issue of repairs and spending on future planning and queried as we are spending much more on future planning should this not reduce the level of repairs. BH explained that the EICR checks have resulted in remedial repairs and allied to that there has been a review of the repairs process by Vanguard which will hopefully streamline repairs and reduce costs but it will not affect this year's figures. It was agreed to look at further analysis of reports for future Board meetings to show the impact of planned works on actual repairs.</p> <p>It was agreed to look at the increase in spending and link it to repairs from a strategic point of view.</p> <p>Proposed      R Porter                      Seconded      J Berrington</p>	LC	Future Board Meetings
<b>b.</b>	<b>Keppochhill Road New Build – Letter of Intent</b>		
	<p>Members noted report seeking approval to extend the Pre-Contract Services Agreement (PCSA) with the Contractor, Crudens Buildings and Renewals Limited to include for all design fees necessary to achieve full Planning Permission and Building Warrant for the project.</p> <p>Board APPROVED the issue of the Letter of Intent to the Contractor.</p> <p>Proposed      J Berrington                      Seconded      G Satti</p>		
<b>c.</b>	<b>Stonework Repairs Framework</b>		
	<p>Board noted report giving an update on progress with the procurement of the Stonework Repairs Framework.</p> <p>Four tender returns were received and 2 were disqualified due to either not being members of the Stone Federation Great Britain or not having the relevant qualifications required. It was recommended to appoint Go-Wright Ltd and CBC Stone. CEO clarified that the tender is based on notional works rather than any specific works.</p> <p>Proposed      R Porter                      Seconded      A Murphy</p>		

<b>d.</b>	<b>ACS Proposal: Occupational Health, Safety and Welfare</b>		
	<p>Members noted report regarding the ACS proposal for the development and implementation of a comprehensive Occupational, Health, Safety and Welfare Management System for the ng group including timescales for implementation. The programme is required due to the lack of suitable candidates for the Health and Safety Officer role when it was subject to the recruitment process. ACS are market leaders in terms of health and safety and ng homes has a good working relationship with them already. The cost for the programme is a maximum of £50k but if it exceeds £45k we will come back to the Board for approval. The represents very good value for money.</p> <p>Proposed J Berrington Seconded I Cross</p>		
<b>6.</b>	<b>Policies for Approval</b>		
<b>a)</b>	<b>Equality and Diversity</b>		
	<p>Board APPROVED the revised policy which remains unchanged with the exception of an additional clause which has been inserted in relation to GDPR and Data Protection.</p> <p>Proposed J Berrington Seconded I Cross</p>		
<b>b.</b>	<b>Unacceptable Behaviour Policy</b>		
	<p>Board APPROVED the revised policy which remains unchanged with the exception of an additional clause which has been inserted in relation to GDPR and Data Protection.</p> <p>Proposed J Berrington Seconded I Cross</p>		
<b>7.</b>	<b>Chair's Remarks</b>		
	<p>Chair attended an EVH meeting the previous evening at which the staff salary increase was discussed but this issue has not reached a conclusion as yet.</p> <p>Chair referred to the rise in arrears due to the Universal Credit changeover. Staff are in contact with DWP to attempt to minimise this but is likely to get worse before it gets better.</p> <p>Praise has been received from Afghan United for the amount of work</p>		

	carried out by ng homes staff and they expressed their appreciation for ng homes assistance with the Burns Event held at Saracen House last week.		
<b>8.</b>	<b>Reports for Discussion</b>		
<b>a.</b>	<b>Governance Update</b>		
	<p>Members noted report detailing the key news and/or publications produced by the Scottish Housing Regulator over the last few months.</p> <p>Board training will be carried out by Stuart Eglington of SHARE on Equality and Diversity on Tuesday 19<sup>th</sup> March at 5.30pm. A reminder will be sent out nearer the time.</p> <p>It was agreed that progress on the Board Appraisal report produced by Alan Ferguson of SHARE will be submitted to all future meetings.</p>	<b>AMD</b>	<b>Future Boards</b>
<b>9.</b>	<b>Reports for Noting</b>		
<b>a.</b>	<b>Procurement Report</b>		
	Board NOTED report giving an update on progress against early action priorities for all Technical Procurements.		
<b>b.</b>	<b>Investment Report</b>		
	Board NOTED report giving an update with current planned maintenance projects.		
<b>c.</b>	<b>Development Report</b>		
	Board NOTED report giving an update on progress with current development projects.		
<b>d.</b>	<b>Regeneration Progress Report</b>		
	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.		
<b>e.</b>	<b>KPIs</b>		
	Board NOTED report providing Key Performance Indicators for the period April to December and comparing them against the target 18/19 against the out turn 17/18.		
<b>f.</b>	<b>Complaints and Compliments</b>		
	Board NOTED report providing information on complaints and compliments received over Q3 together with learning points arising		

	from the complaints.		
<b>g.</b>	<b>Board Business Planning/Review Day on 2<sup>nd</sup> December 2018</b>		
	Board NOTED report giving outcomes and actions on the mid-year Business Review session for Board members with Senior Managers held on Sunday 2 <sup>nd</sup> December. Senior staff members will meet with Board members on a one to one basis during February to hear their views on the event.		
<b>h.</b>	<b>Housing Scotland Act</b>		
	Board NOTED report advising members of the changes to the Housing (Scotland) Act which came into force in 2019.		
<b>10.</b>	<b>Delegates Feedback</b>		
	CR reported on short EVH meeting which took place in December and involved Christmas activities.  Chair reported on a meeting with the Council Partnership at which a presentation was given by the police about the general issues within the area. Extra patrols are taking place in Galloway Street and Springburn Shopping Centre but the rest of the area is fairly clear of any problems. They are looking at running more schemes in the area such as in Springburn Park etc.		
<b>11.</b>	<b>AOCB</b>		
<b>a.</b>	Board RATIFIED the decision taken at an Urgent Decision Meeting on 23 January to approve the recruitment of a relative of a member of staff to the position of Part Time Housing Assistant.  Proposed      G Satti                      Seconded      R Porter		
<b>b.</b>	JB thanked everyone for their recent support given to him over the last couple of months.  Members wished BR a speedy recovery.		