



Board Meeting Minutes

Meeting:	Board Meeting	Location:	Saracen House / Microsoft Teams
Date:	29 March 2022	Time:	4.30pm
Attendees:	J Thorburn (Chair) – virtual C Rossine (Vice-Chair) J Berrington – virtual G Satti – virtual P Nelson M Lam – audio A Gow – virtual I Cross – audio M Thomson - audio	J Kennedy (Co-optee) M Grimley (Co-optee) – virtual J Fernie (Co-optee) – virtual	
Apologies:	J Macleod F Malcolm (Co-optee)		
In Attendance:	J Devine (CEO), B Hartness (DCEO) BH, L Cooper (DHS) LC, T Sweeney (DCS) TS, A Bell (DDPS) AB		
Minute Taker:	C Murray CM (PA)		

	Agenda	Action	Date
1.	Apologies		
	As above		
2.	Declaration of Interest and Attendance		
	Catherine Rossine Chaired the meeting. A Gow declared an interest in item 5(h). As Above.		
3.	Minutes		
a.	Minutes of Board Meeting on 1 February 2022		

	<p>Board AGREED the minutes were an accurate record of the meeting.</p> <p>Proposed J Berrington Seconded J Thorburn</p> <p>i) Matters Arising</p> <p>None.</p>		
b.	Minutes of the Area Committee Meeting on 3 February 2022		
	Noted		
c.	Minutes of the Regeneration Sub-Committee Meeting on 8 February 2022		
	Noted		
d.	Minutes of the ng2 Board Meeting on 15 February 2022		
	Noted		
e.	Minutes of the ng Property Board Meeting on 16 February 2022		
	Noted.		
f.	Minutes of the Audit Sub-Committee Meeting on 22 February 2022		
	Noted.		
g.	Minutes of the Staffing Sub-Committee Meeting on 23 February 2022		
	Noted.		
4.	Chief Executive's Update		
	<p>CEO referred to the Board Strategy Day planned for Sunday 24 April 2022 and is looking forward to seeing everyone in person. The agenda will include items that cover the Assurance Statement, financials, the ARC, among other things and he is confident it will be a productive and enjoyable day.</p> <p>CEO referred to the Asset Management Strategy which is a huge piece of work for the Association and will become a working document. The numbers it will generate will in turn affect the 30-year plan. There will be Board member involvement which will begin with the Board Strategy Day.</p> <p>CEO commented that the return to the workplace on 14 March has been a smooth transition and that it has been good seeing people</p>		

	<p>again. TS, LC along with senior management have consistently reviewed operations over the past two years and subsequently regular discussions took place with the Chair and Vice-Chair and commented the work undertaken has been a testament to that group.</p> <p>Member asked when the offices were re-opening to tenants. LC advised that customers visits to the office will initially be on an appointment only basis following the Easter holidays on Tuesday 19 April.</p> <p>Member asked if communication had been sent to owners. LC said a flyer advising tenants was included with the rent increase letter and she will check how it was communicated to owners.</p> <p>Member asked what measures will be put in place to reassure staff and visitors that the risks of Covid-19 have been mitigated. TS said a lot of the original protocols will remain in place such as social distancing. Mask wearing will be encouraged (unless exempt), even when no longer a legal requirement. Sanitisation stations, signage and glass screens will remain in place.</p> <p>LC added that staff are working on a hybrid approach to limit the number of people in the office at any one time and to maintain social distancing. An induction for staff returning to the office for the first time has been rolled out by managers. LC commented that expectations are clear and the response from staff has been positive. It was highlighted that the measures in place would be reviewed on a regular basis and government guidance will continue to be followed.</p>	LC	
5.	For Approval		
a.	Management Accounts to 31 January 2022		
	<p>BH presented the management accounts for the period to 31 January 2022. Members discussed and APPROVED the accounts.</p> <p>Proposed M Thomson Seconded P Nelson</p>		
b.	NGHA Business Budget 2022-23		
	BH presented the budget for the Association and advised that it is a requirement of the Regulator to show proper financial planning. BH went on to explain the underlying principles of the budget, as detailed		

	<p>in the report. BH commented that the Association will still meet its commitments and will continue to review expenditure for savings.</p> <p>Members APPROVED:</p> <p>a) The revised budget for 2022/23.</p> <p>b) To receive quarterly reports on performance.</p> <p>c) To delegate DCEO / CEO (and senior managers) with day-to-day responsibility for implementing and managing overheads and overall budget reporting any material changes as necessary.</p> <p>Proposed J Berrington Seconded J Fernie</p>		
c.	NGHA business Plan 2022-25		
	<p>BH commented that there is normally a lot more discussion with Board Members in preparation of the Business Plan but unfortunately the planned Board Strategy Day was cancelled due to COVID-19. BH went on to say the Business Plan is the primary document of the Association and a statutory requirement of the Regulator and includes 30-year financial projections. BH continued to present the proposed financial assumptions, sensitivity analysis and priorities for the years 2022-2025, as detailed in the report.</p> <p>Member asked if circumstances were to change when the budget would be reviewed. BH advised that the budget is reviewed annually but it would need to be a significant change to affect the Business Plan.</p> <p>CEO commented that the review of the Asset Management Strategy will be a priority this year and early discussions show that it will begin with the stock condition survey, it will incorporate the regeneration of Possilpark and will be wide reaching. Housing to 2040 will also be a huge focus and much of this will be discussed at the Board Strategy Day planned for April. The Business Plan will be updated to reflect the Asset Management Strategy.</p>		

	<p>Member was satisfied with the response and was reassured it can be revisited.</p> <p>Members considered and APPROVED the Business Plan for submission, as required, to lenders and to the Scottish Housing Regulator, with a summary of the Plan to be prepared for staff and key stakeholders.</p> <p>Proposed J Berrington Seconded J Thorburn</p>		
d.	NGPS Business Plan		
	<p>BH presented the ng Property Business Plan and accompanying report. BH advised that the NGPS Board has approved the Business Plan subject to approval from the parent Board.</p> <p>Members considered and APPROVED the Business Plan and budget of NGPS for 2022/23 and remits it back to the NGPS Board to formally adopt.</p> <p>Proposed M Thomson Seconded J Thorburn</p>		
e.	DSGL Business Plan		
	<p>BH presented the report and Business Plan of Design Services Glasgow Limited (DSGL).</p> <p>Members considered and APPROVED the Business Plan and budget of DSGL for 2022/23 and remits it back to the DSGL Board to formally adopt.</p> <p>Proposed I Cross Seconded G Satti</p>		
f.	Code of Audit Practice		
	<p>BH presented the Code of Audit Practice and advised that no changes were being proposed and the contents are still appropriate to the Association.</p> <p>Members considered and APPROVED the Code of Audit Practice.</p> <p>Proposed J Berrington Seconded J Thorburn</p>		

g.	Expenses Policy		
	<p>Members considered the revised Expenses Policy. BH advised there were minimal changes. Proposed changes included a rate for being a fire warden, Board rates for using a bicycle or motorbike and a time period of 2-months to submit a claim has been included.</p> <p>Members considered and APPROVED the Expenses Policy and AGREED it should be brought back for consideration again once salary negotiations between EVH and UNITE have been concluded.</p> <p>Proposed M Thomson Seconded P Nelson</p>		
h.	Garden Maintenance		
	<p>A Gow declared an interest.</p> <p>LC presented the report advising Members of plans to include gardens previously cut by Glasgow City Council (GCC) in the Association's grass maintenance programme. Members discussed the proposal to reduce the number of cuts per year from 16 to 14 and the effect on the quality of the service. LC advised that GCC would only cut 7 times per year. The inconsistency across the addresses led to complaints. Adjusting the number of cuts for all should reduce the number of complaints and will keep the overall budget about the same level.</p> <p>Members considered and APPROVED the additions to the garden maintenance list.</p> <p>Proposed J Berrington Seconded I Cross</p>		
i.	Payments & Benefits – case 140		
	<p>Members considered and APPROVED payments and benefits case no 140.</p> <p>Proposed P Nelson Seconded G Satti</p>		
j.	Anti-Fraud Policy		
	<p>TS presented the report. Members considered and APPROVED the changes made to the Anti-Fraud Policy.</p> <p>Proposed J Berrington Seconded J Thorburn</p>		

6.	For Noting		
a.	Governance Update		
	<p>Members NOTED the report providing an update on governance related matters from 23 November 2021 to 4 March 2022.</p> <p>TS referred to the Board Annual Appraisal and Board member reviews carried out by SHARE and commented that based on the outcome from that exercise a revised Board training plan will be proposed to the Board in May.</p>	TS	
b.	Update on Re-opening the Offices		
	Members were provided an update on the re-opening of the offices under item 4 and were satisfied with the information shared.		
c.	Notifiable Events		
	<p>LC advised Members that when the papers went to print there were no notifiable events to report, however on 21 March the Association was issued with a Risk Assessment Failure Notification Form by the Scottish Fire and Rescue Service (SFRS). Following an unannounced site visit, two potential issues in a multi-storey block were identified by SFRS. Following quick communication by senior staff, SFRS were invited back onto site. Following a walk-around SFRS were satisfied with the progress of works. Two recommendations were implemented the next day and SFRS has agreed to engage with officers future visits.</p> <p>The damage identified was caused by vandalism. The CEO met with senior officers of Police Scotland to discuss future vandalism deterrents and action for recompense for the damage caused is under consideration.</p> <p>CEO commented on the positive relationship with SFRS and communication has been improved following this visit. CEO praised the team at ng homes for the level of detail and for how quickly they took the appropriate action.</p> <p>The Scottish Housing Regulator has asked to meet the Association and a meeting has been scheduled for Friday 1 April 2022.</p>		

	Members NOTED the update provided.		
7.	Chairs Remarks		
	None.		
8.	Delegates feedback		
	None.		
9.	AOCB		
	<p>All ng homes staff left the meeting. Board Members considered the letter detailing EVH's proposal and Employers' Ballot Paper from [REDACTED] [REDACTED] Chair of the EVH Negotiating Committee regarding the annual staff salary negotiations. Board members voted on the proposal and a unanimous decision was AGREED to be submitted to EVH by the deadline of Tuesday 19 April 2022.</p> <p>Meeting concluded at 6:10pm</p>		