



# Board Meeting Minutes

**Meeting:** Special Board Meeting      **Location:** Ron Davey Enterprise Centre, 10 Vulcan St  
**Date:** 15 October 2019      **Time:** 5.30pm

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

**Apologies:** T Dow T, J Berrington JB, A Gow AG

**In Attendance:** R Tamburrini (CEO), B Hartness (DCEO FIN) BH,  
 T Sweeney TS (DDCS), AM Devlin (SDCEO) AMD,  
 J Devine (DCEO Regen) JD  
  
 John Mulholland (Mulholland Housing Consultancy)  
 Foster Evans (Consultant)

**Minute Taker:** C Murray (PA) CM

	Agenda	Action	Date
1.	<b>Apologies</b>		
	As above.		
2.	<b>Declaration of Interest and Attendance</b>		
	None.		
3.	<b>Governance Self Assessment</b>		
a.	External Validation of Self-Assessment Process		
	<p>Chair welcomed John Mulholland and Foster Evans who recapped for the Board the process that ng homes has gone through in assessing the Associations compliance of the 7 standards through a working group, set before the SFHA toolkit was produced, which included managers and senior staff as well as 3 Board member representatives.</p> <p>As part of a PowerPoint presentation, John relayed what the Assurance Statement is, what the Board should be looking for in terms of evidence and what the Assurance Statement should encompass.</p> <p>Foster went on to say how important it is of having evidence to</p>		

	<p>show ng homes comply with each standard. He also commented on the seriousness of any material non-compliance.</p> <p>Foster tabled a report which explained that nghomes' process of self-assessment started nearly 2 years ago when both the Association and Mulholland Housing Consultancy tested ng homes' compliance with the Scottish Housing Regulator (SHR) Regulatory Standards of Governance and Financial Management. This concluded at a Board of Management meeting in March 2018. The overall assessment was that ng homes were fully or partially compliant with the Regulatory Standards and there were no areas of non-compliance.</p> <p>Since then the Board agreed Mulholland Housing Consultancy would carry out an assessment of ng homes against the new 2019 standards. Foster commented that they had access to all the new policy papers since the self-assessment process had started in August 2019, all relevant Board papers and reports and related evidence, such as external assurance from internal auditors, training presentations by SHARE, proposals from ACS on Health, Safety &amp; Wellbeing, and newsletters and Annual Reports. There were some small areas which required clarification and some additional information sought which was all provided satisfactory. Mulholland Housing Consultancy have commented in the past on the high standard of reporting and said that this has been maintained. Foster said they have also been impressed both with the diligence and comprehensive approach that has been taken towards self-assessment and the joint working between senior staff, managers and Board.</p> <p>Foster advised members that there has been a positive change been delivered, good evidence offered, building on strong foundations and as a result the overall improvement and successful completion of all the activity identified in the Continuous Improvement Plan and through the new self-assessment process has moved ng homes to a position of full compliance. The overall assessment is therefore that ng homes are currently Fully Compliant with the Regulatory Standards as at 15 October 2019.</p>		
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	<p>There are no areas of non-compliance.</p> <p>CEO commented that the approach taken in 2019 will become more valuable as it provides a template for annual review and improvement. CEO also invited the Board reps of the working group to comment on the process (see appendix 1) they were involved in.</p> <p>Members of the group commented that at first the volume of work in front of them was quite daunting but as it was broken down into digestible chunks it became much more manageable. Members went on to say that it allowed them to see areas of improvement and was a useful exercise for their own development and understanding of the business. Members of the working group thanked the staff for their input and also to Mulholland Housing Consultants for their professional service.</p> <p>TS also commented on the hard work from the staff throughout the process. TS went on to say that a focus on improvement had been adopted throughout the process and that this had allowed ng homes to develop a draft Governance Self-Assessment Continuous Improvement Plan. Next steps include refining the plan and identifying who will be responsible for completing each one and also timescales for completion. TS commented that continuous improvement is the key objective and the Board member reps from the working group will continue to be involved.</p>		
b.	Agree and sign-off of Annual Assurance Statement		
	<p>The Board considered and AGREED and APPROVED:</p> <ol style="list-style-type: none"> <li>1. the self-assessment outcome for up to 15 October 2019.</li> <li>2. that self-assessment against the Regulatory Standard is conducted annually going forward.</li> <li>3. the introduction of a Governance Continuous Improvement Plan and note that this will be presented for review at every second Management Board meeting going forward.</li> <li>4. that the Board has had sufficient assurance to give it confidence to sign the Annual Assurance Statement (see appendix 2) confirming full compliance on the date of this meeting and authorised the Chair to sign the letter to SHR confirming this decision and this will be submitted to the</li> </ol>	<p><b>CEO</b></p> <p><b>TS</b></p>	<p><b>Ongoing</b></p>

	SHR by the deadline of 31 October 2019.  Proposed C Rossine                      Seconded R Porter		
<b>4.</b>	<b>Pollok Credit Union (PCU) Investment Report</b>		
	<p>Members considered the report regarding moving £150k of the current investment of £400k with Pollock Credit Union into a longer term account. BH gave his assurances that the appropriate checks had been done on the accounts and submissions to FCA. The Association was in the same position as it had always been as larger investments did not carry the FCA backing that applied for deposits under £85k.</p> <p>Board AGREED the reallocation of part of the investment in Pollok Credit Union as detailed in the report.</p> <p>Proposed A Murphy                      Seconded R Porter</p> <p>A wider discussion took place regarding the local awareness of Pollock Credit Union. CEO commented that the Association could do more to raise its partnership with PCU and agreed to look at this.</p>	<b>CEO</b>	
<b>5.</b>	<b>SHAPS Pension Consultation</b>		
	<p>BH reported that previous reports have commented that the Board would be updated of matters of interest in relation to pension issues and that the delay in advising on this was due to waiting on the tri-annual evaluation. BH advised that results of this was now available.</p> <p>All ng homes staff left the room while the Board considered the report on the SHAPS pension consultation and pension contributions.</p> <p>Staff re-joined the meeting.</p> <p>Board AGREED:</p> <ol style="list-style-type: none"> <li>1. current pension contribution split between employer and employee to remain the same</li> <li>2. arrange consultation for staff</li> </ol>		

	<p>3. arrange for external advice and training for Board</p> <p>Proposed C Rossine      Seconded R Porter</p> <p>CEO commented that it has been arranged for Chiene and Tait to speak to the Board in February 2020.</p>		
<p><b>6.</b></p>	<p><b>Youth Board</b></p>		
	<p>Co Chairs of the Regeneration Committee reported to the Board on the development of the Youth Board which currently comprises of 4 participants who have all been involved with ng through various ng programs such as Activate or external links such as Afghan United.</p> <p>CEO informed the Board that the roots of this group lie in the Business Plan.</p> <p>RP advised that the group considered various names and it was their decision to be recognised as the “Youth Board”. Legal advice to be taken on any implications in regards to this.</p> <p>The Youth Board have asked for a member of staff to mentor and support them throughout their development. CEO commented that the Association is not in a position to dedicate a member of staff at this time, however he did agree that professional support is needed and suggested speaking to Space Unlimited who have worked with ng homes in the past with regard to Scottish Government Participatory Budget pilot in partnership with Springburn Academy.</p> <p>CEO went on to say that a wider report is needed to see exactly what their aspirations are, a programme of activities.</p> <p>RP commented that the main priority of the group is for young people in North Glasgow to be heard.</p> <p>Member commented that this initiative is a positive step. Member suggested looking other organisations that might have something similar to learn lessons.</p> <p>It was agreed that more research needs to be done with regards</p>	<p><b>TS</b></p> <p><b>JD</b></p> <p><b>JD</b></p>	<p><b>Future</b></p>

	how the group can operate to ensure all legal aspects and safeguarding are covered.		<b>Board</b>
<b>7.</b>	<b>AOCB</b>		
	None		