



Board Meeting Minutes

Meeting: Board Meeting **Location:** Saracen House / Microsoft Teams

Date: 4 October 2022 **Time:** 4.30pm

Attendees: J Thorburn M Grimley (virtual)
C Rossine F Malcolm
J Berrington J Kennedy
G Satti
P Nelson
J MacLeod
A Gow

Apologies: J Fernie

In Attendance: J Devine (CEO), B Hartness (DCEO) BH, T Sweeney TS (DCS),
L Cooper (DHS) LC (virtual), A Bell (DDPS) AB,

[REDACTED] (Mulholland Housing Consultancy) – left after item 5(a)

Minute Taker: C Murray CM (PA)

	Agenda	Action	Date
1.	Apologies		
	As above		
2.	Declaration of Interest and Attendance		
	As Above.		
3.	Board 2022/23		
a.	Declaration of Interest, Code of Conduct and Members Declaration		
	CM confirmed that everyone present has completed the forms.		
b.	i) Independent Board Members		
	JT confirmed that M Grimley, F Malcolm, J Kennedy and J Fernie have been elected for a period of 3 years at the AGM on 13 September		

	2022.		
	ii) Election of Office Bearers		
	<p>JT stepped down as Chair following 5-years continuous service as per Rule 59.11.</p> <p>Chair</p> <p>C Rossine expressed an interest.</p> <p>Proposed J Berrington Seconded J MacLeod</p> <p>As there were no other expressions of interest C Rossine was elected as Chair.</p> <p>Vice Chair</p> <p>J Berrington expressed an interest, however was not proposed.</p> <p>G Satti expressed an interest.</p> <p>Proposed P Nelson Seconded J Thorburn</p> <p>G Satti was elected as Vice-Chair.</p> <p>Secretary</p> <p>J Berrington expressed an interest.</p> <p>Proposed P Nelson Seconded G Satti</p> <p>As there were no other expressions of interest J Berrington was elected as Secretary.</p>		
c.	Confirmation of Sub-Committees, Subsidiaries and Delegates		
	<p>CEO referred to the current membership list per subsidiary and sub-committee that was issued prior to the meeting and invited Members to register any interests to change or join any of the groups.</p> <p>J Kennedy expressed an interest in the Regeneration Sub-Committee.</p> <p>Proposed J Thorburn Seconded C Rossine</p> <p>M Grimley expressed an interest in the Audit Sub-Committee.</p> <p>Proposed J Thorburn Seconded J Berrington</p> <p>CEO referred to the resignation of M Thomson and I Cross and recommended inviting them to remain on the ng2 Board.</p> <p>Proposed J Berrington Seconded J MacLeod.</p>		

	<p>Members discussed and AGREED the representatives of ng homes at the following organisations:</p> <ul style="list-style-type: none"> • EVH: C Rossine and J Thorburn • GWSF: J Thorburn • CPP: J Thorburn • SFHA: J Thorburn, G Satti and J Berrington • SHARE: J Berrington remains elected as a Board Member 		
4.	Minutes		
a.	Minutes of Board Meeting on 26 July 2022		
	<p>Board AGREED the minutes were an accurate record of the meeting.</p> <p>Proposed G Satti Seconded J Berrington</p> <p>i) Matters Arising</p> <p>None.</p>		
b.	Minutes of the Staffing Sub-Committee on 4 August 2022		
	Noted.		
c.	Minutes of the ng2 Board Meeting on 9 August 2022		
	Noted.		
d.	Minutes of the ng Property Board Meeting on 17 August 2022		
	Noted.		
e.	Minutes of the Area Committee in the 25 August 2022		
	Noted.		
f.	Minutes of the Audit Sub-Committee on 1 September 2022		
	Noted.		
g.	Minutes of the Regen Sub-Committee on 6 September 2022		
	Noted.		
5.	For Approval		
a.	Governance Review / 2022 Annual Assurance Statement		
	<p>TS provided members with the background to the governance review recently undertaken by Consultant, [REDACTED] on behalf of the Association and how this relates to the 2022 Annual Assurance Statement. TS then introduced [REDACTED] and invited him to</p>		

present his report and findings following his audit to assess whether ng homes satisfactorily meet the SHR's Regulatory Standards. [REDACTED] commented that the Association was really well prepared and is in a good position despite the pressures of a rent freeze and the cost of living challenge. [REDACTED] highlighted section 1.2 of his report which refers to the recent publication by the SHR on 2 key points:

a) The more governing body members are directly involved in the process the better the quality of review, and the more genuinely useful the outcome will be.

b) It is very important to be fully objective and honest and to be ready to recognise any significant weaknesses found.

[REDACTED] stated in his report that there is evidence in the past few years to support that the Association already address both points.

[REDACTED] recommended a full comprehensive review every three years with a lighter touch annually. This report is lighter touch, and a full review would be recommended next year.

[REDACTED] then took Members through point 3.2(a-f) of his report that identified areas to focus on. [REDACTED] commented that these are not weaknesses for ng homes but simply that they should remain as priorities.

In [REDACTED] opinion ng homes fully comply with the SHR's Regulatory Standards.

[REDACTED] recommended some additional paragraphs to the Assurance Statement this year that refer specifically to EICRs; Equalities information and human rights; and also make reference to the rent freeze.

Members discussed the review and agreed on an amendment to the wording within the paragraph that refers to the rent freeze. Members APPROVED the Association's 2022 Annual Assurance Statement and authorised the Chairperson to sign this on behalf of the Board and to

	<p>arrange to have it submitted to the SHR by 31 October 2022.</p> <p>Proposed P Nelson Seconded J Thorburn</p>		
b.	Management Accounts to 31 July 2022		
	<p>BH presented the management accounts for the period to 31 July 2022 and commented that there were no areas of concern. Members considered and APPROVED the accounts for the period to 31 July 2022.</p> <p>Proposed J MacLeod Seconded J Berrington</p>		
c.	Business Plan Priorities Progress (Q1)		
	<p>BH presented the progress on Business Plan priorities for the first quarter. Members considered and APPROVED the report.</p> <p>Proposed G Satti Seconded J Berrington</p>		
d.	ng2 Business Plan 2022/23		
	<p>BH presented the ng2 Business Plan including the underlying principles. Members considered and APPROVED the business plan of ng2 and remits it back to the ng2 Board to adopt.</p> <p>Proposed J Thorburn Seconded G Satti</p> <p>CEO asked if the ng2 Board had discussed gift aid to the Association. BH confirmed that £20k was approved at the last ng2 Board meeting. This brings the total to £200k for the tax year.</p>		
e.	Stock Disposal Policy		
	<p>AB presented the Stock Disposal Policy which was due for review in line with the policy calendar. No changes were deemed necessary. Members considered and APPROVED the Stock Disposal Policy.</p> <p>Proposed G Satti Seconded J Kennedy</p>		
f.	Procurement Strategy		
	<p>AB presented the Procurement Strategy and the proposed changes as detailed within the report. Members considered and APPROVED the Procurement Strategy.</p>		

	Proposed A Gow Seconded G Satti		
g.	Board Appraisal and Board Member Reviews Policy		
	TS presented the revised Board Appraisal and Board Member Review Policy and the proposed changes as detailed within the report. Members considered and APPROVED the Policy. Proposed P Nelson Seconded J Berrington		
h.	Code of Conduct for Board Members Policy		
	TS presented the revised Code of Conduct for Board Members and the proposed changes as detailed within the report. Members considered and APPROVED the Code of Conduct for Board Members. Proposed J Thorburn Seconded A Gow		
i.	Return to Work Update		
	The Association continues to work on a hybrid basis and customers visiting the office can do so by making an appointment. CEO commented that Housing Associations all have different approaches depending on their own needs. The CEO commented that ng homes is taking a very measured approach to the future of hybrid working. In order to ask the Board to make a permanent decision on the subject the CEO has requested several things of Senior Officers: <ul style="list-style-type: none"> 1. Customer survey results to be analysed 2. Staff survey results to be analysed 3. A legal view to be sought 4. The view of EVH to be sought 5. Scope out what other RSLs are doing / view of GWSF Members were satisfied and agreed with a cautious approach. CEO assured Members that key priorities were not being ignored and services continue to be delivered.		
6.	For Noting		
a.	Governance Update		
	Members NOTED the report providing an update on governance related matters from 2 July to 16 September 2022. TS reminded Members of the Roles and Responsibilities Training		

	taking place in the Ron Davey Centre on 27 October 2022.		
b.	Complaints and Compliments (Q1)		
	Members NOTED the report providing an update on complaints and compliments received for the 3 month period 1 April to 30 June 2022 (Q1).		
c.	Notifiable Events		
	Members NOTED the report advising that there have been no notifiable events since the last meeting.		
d.	Pension Trust Financial assessment		
	Members NOTED the report providing Members with the content of the financial assessment return submitted to the Pension Trust on 24 August 2022. The Association is still viewed as low risk.		
7.	Chief Executive's Update		
	<p>CEO commented on the recent rent freeze announcement from the Scottish Government and advised that he and BH have already met to discuss forecasting for the future. Other pressures such as utility increases must also be considered. The rising pressures mean there will be no imminent plans for new build and any commitments for net zero will be a challenge to achieve as expenditure has to be controlled. This will be reflected in the Physical Regeneration Strategy. CEO advised Members that GCC have requested information on any empty properties that ng homes could offer for Ukrainian Refugees. Discussions are in progress.</p> <p>There has been no news from GCC on the Levelling Up Bid.</p> <p>As the new CEO, he met with [REDACTED] Director of Regulation at the SHR. CEO commented that it was a positive and open conversation and wants the relationship with the SHR to remain that way.</p> <p>CEO referred to the KPI results presented at the July meeting that were out with target: 'Average timescale to complete non-emergency repairs' and 'Reactive Repairs completed right first time'. CEO confirmed that an expression of concern was issued to City Building and Officers have met with contractors to discuss and put pressure</p>		

	<p>on. Since then City Building's labour has increased and discussions remain ongoing.</p> <p>The CEO has been considering various models for waste and recycling as well as various partnerships to tackle the issue that could potentially cost the Association between £300-400k per annum. CEO will update Members on progress at a future meeting.</p> <p>CEO stressed that 'money in' vs 'money out' is a priority but even more so in the current climate and is considering launching ng3 to carry out the install of kitchens and bathrooms for the Association. BH advised that the savings on labour alone could be approx. £200k and is currently working on a proposal. CEO requested approval from Members to pursue and scope out with the lawyers. Members AGREED.</p> <p>CEO referred to the anonymous complaint submitted to the Regulator and confirmed that it was resolved fully with no concerns from the Regulator.</p> <p>CEO informed Members the Association has been shortlisted for UK Landlord of the year at the CIH / Inside Housing UK Housing Awards taking place in Manchester in November. The LCITP Project has also made it as a finalist at the CIH Scottish Housing Awards at the end of the month in Glasgow.</p> <p>CEO reminded Members that he is happy to meet with them individually for a chat to discuss anything in more detail.</p>		
8.	Chairs' Remarks		
	Chair had no additional comments.		
9.	Delegates Feedback		
	<p>EVH plan to host a full conference next year.</p> <p>Pay negotiations will continue after the budget announcement.</p>		
10.	AOCB		
	LC presented payments and benefits case. Members considered and APPROVED case no 144.		

	Proposed J Berrington Seconded G Satti		
	The meeting concluded at 18:00		



22/11/22