



# Board Meeting Minutes

**Meeting:** Board Meeting **Location:** Microsoft Teams

**Date:** 1 February 2022 **Time:** 4.30pm

**Attendees:** J Thorburn (Chair), C Rossine (Vice-Chair), J Macleod, J Berrington, G Satti, P Nelson, J Kennedy (Co-optee), M Grimley (Co-optee), J Fernie (Co-optee), F Malcolm (Co-optee)

**Apologies:** M Lam, A Gow, I Cross, M Thomson

**In Attendance:** J Devine (CEO), B Hartness (DCEO) BH, L Cooper (DHS) LC, D Waugh (CSM) DW, A Bell (DDPS) AB

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

	Agenda	Action	Date
1.	<b>Apologies</b>		
	As above		
2.	<b>Declaration of Interest and Attendance</b>		
	As Above.		
3.	<b>Minutes</b>		
a.	Minutes of Board Meeting on 30 November 2021		
	Board AGREED the minutes were an accurate record of the meeting.  Proposed C Rossine    Seconded J Berrington  i)        Matters Arising None.		
b.	Minutes of Special Board Meeting on 22 December 2021		
	Board AGREED the minutes were an accurate record of the meeting.  Proposed G Satti    Seconded P Nelson		

	i) Matters Arising None.		
c.	Minutes of the Urgent Decision Meeting on 15 December 2021 - <b>For Ratification</b>		
	<p>Board RATIFIED the decision as detailed in the minutes.</p> <p>Proposed J MacLeod    Seconded J Berrington</p> <p>Since this meeting took place the Scottish Government issued further guidance on 18 January 2022. Another meeting took place on 19 January 2022 with the Chair, Vice-Chair, CEO and Corporate Services Manager in attendance. Delegated authority to this group was approved at the previous Board Meeting in November and a revised date of 14 March 2022 to return to the workplace on a hybrid model was agreed.</p>		
d.	Minutes of the Urgent Decision Meeting on 22 December 2021 - <b>For Ratification</b>		
	<p>Board RATIFIED the decision as detailed in the minutes.</p> <p>Proposed J Berrington    Seconded G Satti</p>		
e.	Minutes of the Regeneration Sub-Committee Meeting on 9 November 2021		
	Noted.		
f.	Minutes of the ng2 Board Meeting on 11 November 2021		
	Noted.		
g.	Minutes of the Special ng2 Board Meeting on 6 December 2021		
	Noted.		
h.	Minutes of the Audit Sub Committee Meeting on 23 November 2021		
	Noted.		
i.	Minutes of the Staffing Sub-Committee on 25 November 2021		
	Noted.		
j.	Minutes of the ng Property Board Meeting on 8 December 2021		
	Noted.		

<b>4.</b>	<b>Chief Executive's Update</b>		
	<p>CEO advised Members that the Regulator reached out to all RSLs and requested that a H&amp;S survey be completed and invited AB to advise Members what was involved.</p> <p>AB commented that part of her role is about looking at compliance and in conjunction with other staff members returned the survey to the SHR by the original deadline. The survey has allowed the Association to look internally and review areas that could be improved upon. AB went on to say that an action plan will be developed, and that the Association is striving for compliance plus in all areas. Members will be updated on progress.</p> <p>CEO referred to the Climate Emergency Training with Keep Scotland Beautiful that Members are aware of and five Members are already taking part in. CEO commented that sustainability is a priority for the Association and the training will help to form a policy and initiatives that will stretch across the business to lower carbon emissions. Members who were unable to attend this session will be invited to attend a future session.</p> <p>CEO referred to the work that is currently underway in reviewing the Association's standing orders with the support of external consultant, [REDACTED] Members will be included in the review and a report on recommendations will come to the Board for APPROVAL.</p>		
<b>5.</b>	<b>For Approval</b>		
a.	HR Private and Confidential Report		
	<p>Members discussed and APPROVED the private and confidential staffing report.</p> <p>Proposed C Rossine      Seconded J Berrington</p>		
b.	Management Accounts to 30 September 2021		
	BH presented the Management Accounts and referred to some specific areas. BH commented that the gap is beginning to narrow and anticipates planned maintenance should be close to budgeted level by year-end. BH went on to say that it was hoped the new build site		

	<p>would have been complete by November 2021 but unfortunately was delayed which impacted on projected income.</p> <p>CEO commented on the meeting with the Regulator in September 2021 and advised Members that they were interested in the financial effects of the Covid-19 pandemic and Brexit. CEO went on to say the LCITP contract terms were negotiated in such a way that ng homes suffered no financial uplift. However, other contractors have begun to reach out to request uplifts and discussions are in progress. CEO went on to say the Association is reviewing repairs and associated processes.</p> <p>Members considered and APPROVED the Management Accounts for the period to 30 November 2021.</p> <p>Proposed C Rossine      Seconded P Nelson</p>		
c.	Business Plan Priorities Progress - Q3		
	<p>BH updated Members with progress on the Business Plan priorities. CEO invited Members to contact a Senior Officer either directly or via Cheryl, should they want to discuss any of the priorities.</p> <p>Members APPROVED the report.</p> <p>Proposed J Berrington      Seconded P Nelson</p>		
d.	Rent Increase 2022/23		
	<p>LC reminded Members that they approved the figures for potential rent increases for consultation at the November 2021 Board meeting and advised that although the consultation was due to end on Friday 21<sup>st</sup> January 2022, it was extended until 28<sup>th</sup> January 2022 to maximise tenant engagement. LC reported that 1904 tenants had engaged which is more than double last year's figure and concluded that the approach this year and use of Wider Role Solutions contributed to that.</p> <p>LC went on to say that more information was captured and therefore reported for the first time this year such as how many tenants</p>		

	<p>declined to take part (no opinion) and how many tenants asked for no increase.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>An overwhelming 69.6% of tenants voted for a 2.9% rent increase. Members APPROVED a rent increase of 2.9% for 2022/23.</p> <p>Proposed C Rossine      Seconded F Malcolm</p> <p>CEO commented that rent affordability is still under consideration. Discussions with GEMAP and Scotcash about how best to support tenants are ongoing.</p> <p>LC took the opportunity to verbally update Members on GCC's Tenant Grant Fund, to support tenants who are at risk of losing their home due to the Covid-19 pandemic. LC advised that ng homes has been successfully awarded approximately £53.6k to put towards the rent accounts of [REDACTED] tenants who were in arrears.</p>		
e.	Notifiable Events		
	<p>LC reported on one notifiable event since the last meeting, regarding a fire in a close caused by a toy car being set alight. The fire was contained.</p> <p>Member asked how it impacts on the Association's insurance policy. BH advised that the insurance policy excess is set at a high value and something of this scale would be dealt with by the Association with no need to contact the insurance company.</p> <p>Member asked if tenants had been advised of the dangers of leaving items in a close. LC said that tenants had been lettered in the past and inspections had been increased, however Housing Services would organise a reminder to all tenants and owners.</p>		

	<p>Member also pointed out the security risk of allowing strangers access to closes and requested housing services to include this in the correspondence.</p> <p>Members APPROVED the report.</p> <p>Proposed J Berrington      Seconded P Nelson</p>		
f.	Gifts, Hospitality and Donations Report		
	<p>DW presented the report showing Members any gifts or hospitality given and received by the Association/group subsidiaries between 1 April to 30 September 2021.</p> <p>Members APPROVED the report.</p> <p>Proposed P Nelson      Seconded C Rossine</p>		
<b>6.</b>	<b>For Ratification</b>		
a.	Payments and Benefits – Case 139		
	<p>CEO explained the details within the description of the benefit relating to attendance at the SURF Awards.</p> <p>Members RATIFIED Payments and Benefits Case no 139.</p> <p>Proposed J MacLeod      Seconded J Berrington</p>		
<b>7.</b>	<b>For Noting</b>		
a.	Planning Process for a Safe Return to Work		
	Members NOTED the report providing information on the current position in relation to COVID 19 and the re-opening of non-essential offices.		
b.	Freedom of Information		
	Members NOTED the report providing statistics on FOI requests and SAR requests during Q1 and Q2.		
c.	Register of Interests		
	Members NOTED the report providing a breakdown of declaration information for all parts of the ng group.		

d.	Communications Report		
	Members NOTED the report providing an update on all communications and media information from 1 January to 31 December 2021.		
e.	Complaints and Compliments		
	Members NOTED the report providing a breakdown of complaints and compliments received from 1 October to 31 December 2021 (Q3).		
f.	KPI Performance		
	Members NOTED the report showing KPI performance from 1 April to 31 December 2021.		
<b>8.</b>	<b>Chairs Remarks</b>		
	<p>Chair asked Members to contact Cheryl should they have any confidential papers that need to be collected and destroyed.</p> <p>Chair also asked Members to contact Cheryl should they want to request attendance at any of the training or events organised by SHARE.</p> <p>Chair extended the Board's thanks to all staff for the work they continue to do.</p>		
<b>9.</b>	<b>Delegates feedback</b>		
	None.		
<b>10.</b>	<b>AOCB</b>		
	<p>None.</p> <p>Meeting concluded at 5:45pm</p>		