



Board Meeting – 24 April 2019

Agenda Item: 3

Subject: Minutes of Board Meeting 27 March 2019

Prepared by: David McGivern

Minute of the Board meeting held on Wednesday 27 March 2019 at 5.30pm in Main Street, Ayr

Present:

Tenant Members

Kenny George (Chair)
Margaret Campbell
Myra Nicol

Community Members

Rhonda Leith (from 6.20pm)
Gemma Collins
Bobby Pyper
Mike Tomlinson

In Attendance

Jim Whiston
David McGivern – Minutes

Karen Anderson, Indigo House (until 7.00pm)

1. Apologies

Apologies were received from Georgina Dawson, David Porte and Frances Maguire.

Jim informed the meeting that Suzi Williamson had decided to resign from the Board with immediate effect for personal reasons.

The Board agreed that Rhonda would send a letter of appreciation to Suzi for her contributions during her time as a member.

Rhonda had advised that she would be attending but would be late.

2. Declarations of Interest

No items were noted.

3. Minute of the Board meeting held on Wednesday 27 February 2019

The Minutes of the meeting held on 27 February 2019 were accepted as a true record and were proposed by Myra Nicol and seconded by Gemma Collins.

4. **Matters arising**

B464 – Informal Board gathering – Mike updated the meeting regarding how this was progressing and advised that he had met with Kenny to discuss it further. An outline of their discussion had been posted on Basecamp for others to comment but none had been received other than from Rhonda.

The other matters arising were covered elsewhere in the reports for tonight's meeting.

It was agreed to bring forward Item 9a to this point in the meeting to be presented by Karen Anderson.

9a) **Board and Chief Officer Reviews**

Karen spoke of her report and highlighted how committed the Board members are to Ayrshire Housing and how much they enjoy playing a part in the organisation's work.

The report referred to significant areas where the Board is performing well such as:

- The profile of the Board
- Members' attributes
- The mix and range of skills
- The healthy pipeline of potential office bearers
- The effectiveness of the Board and the Chair

Karen also mentioned that of particular note was the high regard the members have for the association's staff, particularly the senior team's knowledge, skills and experience as well as their ability to present and explain complex information.

Rhonda Leith joined the meeting at 6.20pm.

Areas for further training and development for members were noted as including:

- Attendance at meetings
- Some aspects of governance
- Regulation
- Finance
- Development
- Human Resources
- Health & Safety

Karen went on to suggest how some of these skills gaps could be addressed through individual training, small group training and corporate training.

In terms of the Board development priorities a number of consistent suggestions emerged including:

- Reviewing the induction process and introducing a "buddy" system

- Developing a corporate approach to succession planning for Board and Senior Staff
- Revise the Committee structure including consideration of establishing a Development Committee.

Karen then outlined a suggested format and structure for the Director's appraisal.

Karen ended her presentation by highlighting a number of recommendations made under Section 8 of her report.

The Board agreed to establish an Appraisal Panel, including the Chair, to conduct the Director's appraisal. Mike, Kenny and Simon agreed to join the Appraisal Panel.

The Board thanked Karen for her work in reviewing the Board's effectiveness and her assistance to Rhonda in carrying out the Board members' appraisals.

The Board agreed to endorse the report and consider further the implementation of the recommendations.

5. **Business Development**

Jim updated the Board on the status of the various projects either on site or in the pipeline.

Peebles Street – a site visit for Board members is to be arranged in April.

Pipeline Projects

Gardenrose, Maybole

Acquisition delayed due to Maybole bypass Compulsory Purchase Order.

Fisherton

Planning application submitted by Hope Homes.

Elba Street, Ayr

The transfer of ownership of a small area of ground from South Ayrshire Council remains outstanding. Once this is completed the contract between Ayrshire Housing and CCG can then be formally completed.

Carrick Street, Ayr

The development will be suitable for elderly tenants which would be supported by South Ayrshire Council. It will also have the flexibility to cater for the needs of a range of households from across the waiting list.

South Harbour Street, Ayr

A pre-application has been prepared for a development similar to Carrick Street.

North East Troon

Heads of terms agreed.

Kirkmichael

Heads of terms agreed. The Board accepted the proposal for consultant appointments.

Proposed Tenant Advice Hub and Office Extension

Meeting held on 26 March with contractor and consultants to consider the building programme.

Development Presentations

Presentations have been arranged for 18th and 30th April. The 18th will focus on the office extension and working groups whilst 30th will include a presentation from Matt Bridgestock of John Gilbert Architects on our new design guide.

6. Housing Management Activity

a) Minute of the Tenancy Matters Committee meeting of 7 March 2019

David reported that the tenant had not cleared the outstanding balance and the Decree had been enforced. The Board noted the minute.

7. Property Maintenance

No items for consideration.

8. Financial Matters

No items for consideration.

9. Operational Matters

The Board noted that the Money Advice Service report, including an update on Universal Credit, would be presented in April.

EVH Wages Ballot – The Board asked Jim and David to leave the room while they discussed the wages proposal from EVH. Rhonda signed the ballot paper following the Board's agreement on what option should be chosen.

The Board agreed to the recommendation to establish a Development Committee.

b) Regulatory compliance and financial health check

Jim outlined the details of the association's Regulatory Compliance Self-Assessment and Financial Health Check and referred to the requirement to submit an annual assurance statement to the Scottish Housing Regulator.

The Board agreed to note the compliance statement and financial health-check and to further discuss the Annual Assurance Statement prior to endorsement in October.

Myra Nicol and Margaret Campbell left the meeting at 7.40pm.

c) 2018/19 Corporate Plan review

Jim presented the review of year three (2018 – 2019) of the Corporate Plan.

The Board noted satisfactory progress against the objectives detailed for delivery in the Corporate Plan.

d) Business Planning

Jim submitted a final Draft Business Plan and Delivery Plan for consideration and outlined how the published versions might be presented.

The Board agreed to approve the Business Plan and associated Delivery Plan subject to minor drafting amendments.

10. Any other business

a) Seascapes Annual Conference – Friday 3 May 2019 – Ayr Town Hall

David advised that the theme of this year's conference was Rapid Rehousing Transition Plans and advised that it would be useful for Board members to attend as there are implications regarding the numbers of homeless households Ayrshire Housing would be expected to accommodate to help SAC meet its rehousing targets. Further details will be posted on Basecamp.

b) Date of next Board meeting – Wednesday 24 April 2019

There was no further business and the meeting closed at 8.00pm with a vote of thanks to the Chair.

Signed

Dated
