



Board Meeting – 28 June 2017

Agenda Item: 3

Subject: Minute of Board Meeting 31 May 2017

Prepared by: Alan Park

Minute of the Board meeting held on Wednesday 31 May 2017 at 5.30pm in Main Street, Ayr

Present: **Tenant Members**

Kenny George
Suzi Williamson
Frances Maguire

South Ayrshire Council

No members present

Community Members

Rhonda Leith (Chairperson)
Bobby Pyper
Simon Leslie

In attendance: Jim Whiston
David McGivern
Alan Park (Minutes)

1. Apologies

Apologies were received from Ian Cavana, William Grant, Sandy Paton, Liz Craig and Roy Martin.

2. Declarations of interest

Rhonda asked that any member with an interest in any agenda item declares that fact at the appropriate time during the meeting.

3. Minute of the Board meeting held on Wednesday 26 April 2017

The Minute of the meeting held on 26 April 2017 was accepted as a true record as proposed by Frances Maguire and seconded by Suzi Williamson.

4. Matters Arising

Jim updated the Board regarding a recent meeting between ourselves, SAC and the Scottish Government investment team concerning our involvement with South Ayrshire Women's Aid (SAWA). A meeting between ourselves and SAWA has been arranged for Monday 5 June which Jim will attend. Bobby asked if it was bilateral

and Jim explained that SAC had been invited. Rhonda wondered if two representatives should be present from our side but Jim explained that it was an informal meeting. Rhonda suggested that Jim may wish to consider taking a scribe along so that a record of the meeting could be prepared. Jim will consider if that is necessary.¹

The Board accepted the report.

5. Projects (Business Development)

Jim confirmed that we had bought with vacant possession an owner occupied flat in Rowan Road, Girvan and that we will be able to claim grant from the Scottish Government.

Jim will update the Board on progress with the acquisition of the portfolio of properties from a local charity at the June meeting.²

Bobby asked for a breakdown of spend to date on the Gardenrose project. Jim explained that this relates to professional fees incurred in working the project up to its current state.

The Board noted the content of the paper.

6. Housing Management activity

David noted that all KPIs are within target for the first month of the new year.

There are two voids which are slightly above target individually but the overall position is within target.

David provided the Board with a detailed explanation of the position regarding Universal Credit and its impact particularly on young persons and their ability to claim housing costs.

The Board accepted the report.

7. Property Maintenance Activity

David referred to the report and confirmed that they reflect the year-end figures discussed earlier in the meeting.

David confirmed that we are reviewing how we report performance in relation to appointments as we currently do not capture appointments made directly between the contractors and our tenants.

The Board accepted the report.

¹ Jim to consider taking a 'scribe' along with him to the SAWA meeting on 5 June

² Jim to update Board on progress on acquisition of portfolio at June meeting

8. Financial Matters

Alan explained that he is currently working on the full set of Annual Accounts. The Annual Accounts will be presented in accordance with FRS102 and the housing SORP issued in 2014.

Alan confirmed that the Audit will start on 5 June. An Audit Committee meeting will be organised for August to receive the external auditor's findings and also to approve the Accounts for the membership to accept at the AGM in September.

Alan provided an update on the potential repayment of the whole sum outstanding with one of our lenders. It was agreed that further analysis be done and that a position paper be prepared for the June meeting.³

9. Marketing and Public Relations

Jim reported good coverage of our support for the Barr shop initiative.

Jim will issue an e-newsletter to all councillors following the recent local elections.

Jim has received a couple of community grant applications and will arrange a meeting in due course. It would be helpful also to consider how we can promote grants which are of more direct benefit to our tenants.

10. Operational Matters

Jim noted that the Board development training has been arranged for the evening of 14 June 2017. Invitations had been extended to Eydent colleagues, which have been accepted, resulting in a change in venue from our offices. The event will now take place in the Savoy Park Hotel, Ayr.

Jim referred to the note circulated regarding the proposed change to SHAPS governance arrangements. The Board agreed that we would confirm either option is acceptable to Ayrshire Housing.

The Board accepted the report.

10. (a) Annual Equalities Report

Jim indicated that equality impact assessments will be incorporated where necessary and if not then a rationale will be provided.

The Board noted the report.

10. (b) Publications Framework

The Board noted the report.

10. (c) Minutes from the Audit Committee meeting held on 19 April 2017

The Board accepted the Minute of the Audit Committee meeting.

³ Position paper for June meeting regarding the potential loan repayment

10. (d) Corporate Performance including ARC and ESSH returns

Jim explained the background to both returns and to the detailed work required in their preparation. The Board are required to approve both prior to submission to the regulator.

After further discussion the Board approved both returns for submission to the regulator.

11. Any other business

Document signed –

The Minutes of the meeting held on 26 April 2017

There was no other business and the meeting closed at 7.00pm

Signed

Dated
