



Board Meeting – 31 May 2017

Agenda item: 3

Subject: Minutes of the Board meeting held on Wednesday 26 April 2017

Prepared by: David McGivern

Minute of the Board meeting held on Wednesday 26 April 2017 at 5.30pm in 119 Main Street, Ayr.

Present:

Tenant Members

Liz Craig
Kenny George
Suzi Williamson
Frances Maguire

South Ayrshire Council

Ian Cavana
William Grant

Community Members

Rhonda Leith (Chairperson)
Roy Martin
Bobby Pyper

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

1. Apologies

Apologies were received from Sandy Paton, Georgina Dawson, John Hampton and Simon Leslie

2. Declarations of Interest

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

3. Minute of the Board meeting held on Wednesday 29 March 2017

The Minutes of the meeting held on 29 March 2017 were accepted as a true record as proposed by Frances Maguire and seconded by Liz Craig.

It was agreed that Item 8 (Financial Matters) be brought forward on the Agenda.

8. Alan presented and reported on the management accounts for the year ended 31 March 2017 and highlighted that one of the KPI's was over target (administration cost/tenancy). This was largely due to additional legal and recruitment costs that had been incurred during the year.

Alan then referred to the income and expenditure account and highlighted a number of variances. Rental income was higher than budget due to the additional income still being received from our temporary furnished accommodation. Void costs were lower than forecast. With regards to our operating costs, Alan noted that Service Costs were higher than forecast mainly due to the servicing requirements of the air source heat pumps which had not been budgeted for. Our Operating Surplus included income from 2 RTB sales and the disposal of an additional property deemed surplus to requirements.

Alan highlighted a number of matters detailed in the Cash Flow statement. The purchase of non-housing assets referred to the purchase of new IT servers and also to the new office signage. The decrease in cash was mainly due to the drawdown of bond finance for Cross Gait development.

Alan advised that all other KPI's and covenants remained positive and concluded that the results indicated a very positive financial health for the organisation.

Alan also provided the Board with an update on the position with the Co-op Bank and reported that general discussions with them are progressing in a positive direction.

The Board thanked Alan for the report and noted the contents.

Alan left the meeting at this point.

4. Matters arising

Jim advised that these were covered elsewhere in the Board reports.

South Ayrshire Women's Aid (SAWA) - Jim advised that he had attended a meeting with the Scottish Government and South Ayrshire Council officers where some disappointment was expressed over our decision to withdraw properties for temporary accommodation. There was also further discussions regarding the terms of the original Offer of Grant that had been used to purchase such accommodation. Jim advised that he had reiterated our position and that the Government intended to write to both us and SAWA following the meeting. Jim said that he would advise the Board as to any further developments around this matter.¹

¹ Jim to update Board on any further developments.

The Board otherwise noted the content of the paper.

5. Projects (Business development)

Jim referred to site finding and updated the Board on matters regarding the various sites referred to in the report.

Peebles Street, Ayr – The Board agreed to the recommendation that the Director be authorised to agree heads of terms for the proposed development subject to specific Board approval of the finalised proposals on the basis that they achieve value for money, the required grant is in place and due diligence is complete with regard to procurement and the developer’s continued good standing.

Britannia Place, Ayr – The Board agreed to an amended recommendation whereby we would only progress further discussions with the vendor following confirmation from Hanover (Scotland) Housing Association that their discussions and relationship with the vendor were at an end.

The Board otherwise noted the content of the remainder of the paper.

6. Housing Management Activity

David highlighted that all key performance indicators are within target.

David highlighted that rent arrears were below target for the full financial year.

6(a). Lettings Plan

Michelle explained the background and content of the review of lettings for the previous year.

The Board noted the content of the report and approved the lettings quotas for 2017-18.

7. Property Management Activity

The Board noted the paper.

9. Marketing and Public Relations

Kings Arms, Dailly – It was noted that the sod cutting ceremony went well and there had been positive feedback.

Tenant Scrutiny – There will be a presentation to the May Board meeting regarding this initiative.

Community Shop, Barr – A date is to be arranged shortly to publicise our support for this project.

Support for other local organisations – Jim advised that he will review his role with Aspire2gether following their merger with Access to Employment.

The Board noted the report.

10. Operational Matters

Board attendance – above target

Training opportunities – meeting on 10 May with Stirling University to prepare for the placement.

Board and staff day – We await the proposal from the facilitator following the meeting with Board and staff members to discuss content for the day.

Audit Committee – noted that the committee met on 19 April 2017.

Governance Review – Following consideration of two submissions the Chair and Director recommended the appointment of Karen Anderson of Indigothouse.. The date planned is 14 June 2017 – likely to be early evening. Amy to check Board members' availability.²

The Board noted the report.

10(a). Annual Staffing Report

The Board noted the report.

10(b). Annual Review of the Board's Effectiveness

The Board noted the report and agreed to the recommended training plan.

Rhonda asked if consideration could be given to recording/filming training and briefing sessions for the benefit of absent members and/or staff. Jim agreed to consider this further.³

10(c). Complaints and Compliments Log

The Board noted the report.

11. Any other business

² Amy to check members' availability for evening of 14 June.

³ Jim to look into possibility of recording/filming training sessions and briefings.

Ian Cavana and William Grant offered the Board and staff their good wishes for the future as this may be their last meeting. On behalf of the Board, Rhonda offered all of the Councillors Ayrshire Housing's thanks for their contributions.

Documents signed –

The Minutes of the meeting held on 29 March 2017.

Next meeting – 31 May 2017 at 5.30pm.

There was no other business and the meeting closed at 7.15pm.

Signed

Dated
