



Board Meeting – 29 March 2017

Agenda Item: 3

Subject: Minute of Board Meeting 22 February 2017

Prepared by: Alan Park

Minute of the Board meeting held on Wednesday 22 February 2017 at 5.30pm in Main Street, Ayr

Present: **Tenant Members**
Liz Craig
Kenny George
Suzi Williamson
Georgina Dawson

South Ayrshire Council
No council representatives present

Community Members
Rhonda Leith (Chairperson)
Roy Martin
Bobby Pyper
Sandy Paton
Simon Leslie

In attendance: Jim Whiston
David McGivern
Alan Kennedy – The Knowledge Partnership
(until after item 3)
Alan Park (Minutes)

1. Apologies

Apologies were received from Ian Cavana, William Grant and Frances Maguire.

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. Tenants Satisfaction Survey – presentation by Alan Kennedy, Knowledge Partnership

Alan Kennedy provided a very detailed and informative presentation of the overall findings of the recently completed Tenants Satisfaction Survey.

Alan answered various questions from the Board and confirmed that part of the commission was to make a further presentation to staff and also hold two focus group sessions, at locations of our choice, with up to eight tenants at each.

Rhonda thanked Alan for his presentation on behalf of the Board.

Alan left the meeting at this point.

4. Minutes of the meeting held on 25 January 2017

The Minutes of the meeting held on 25 January 2017 were accepted as a true record as proposed by Georgina Dawson and seconded by Liz Craig.

5. Matters arising

Jim confirmed that the gifts to the recently retired Board members had been delivered.

The Board noted the content of the paper.

6. Projects (Business development)

Jim referred to the one item for decision being the tender for the Kings Arms, Dailly project and provided the Board with detailed background information regarding the higher tender price following the withdrawal of the successful tenderer and confirmed that he has confirmation from the Scottish Government that they would fund at least part of the additional costs. Bobby asked if this was in writing and Jim confirmed that he has an email.

The Board agreed to proceed with the tender acceptance as per the recommendation in the paper.

Jim confirmed that the bid for funding for the digital inclusion in rural areas had been unsuccessful and that we await feedback regarding the decision.

Jim added that we are talking to Shire HA to revisit the application for joint funding for work in welfare reform.

7. Housing Management Activity

David reported that performance is very positive across all indicators with the exception of relet times which spiked in January. This was due to a few properties causing issues and also the fact that the Christmas shut down had caused some of the delays in carrying out work to some properties.

Kenny asked if a breakdown of the waiting list information could be made available to the tenant scrutiny group. David confirmed that the detail is available.

Jim updated the Board on the SAWA leasing proposal and reported that they had written to indicate that are unable to proceed due to the financial risks for their small charity. The Board previously agreed that if no agreement were reached to lease the properties then they would revert to mainstream rent. Roy asked that the Board are kept informed of how the situation ends and in response to a

question from Kenny, David confirmed that we will still have contact with SAWA through the application process.

In terms of the furnished lets Jim reported that there is still a need for short term accommodation but that SAC appear to prioritise other landlords over ourselves. Jim has informed SAC that if we stop this service altogether then it is unlikely that we will be able to participate again in the future. Jim explained that he has written to the SAC Head of Service for further clarification.

The Board noted the paper.

(a) Proposed Rent increase

David explained that the assumed increase, which has been incorporated into the budget for consideration later in the meeting, is 1.75%.

There has been an increase in the number of responses to our rent increase consultation this year and the majority (93%) agreed with the suggested increase.

Rhonda indicated that Frances would have noted that times are difficult for households financially and that any increase should be kept to a minimum.

The Board approved the recommended increase of 1.75%.

(b) Former Tenants' Accounts and Sundry Debtors – Bad Debt Write-offs

The Board approved the recommended write-offs.

8. Property Maintenance Activity

David reported on satisfactory performance again this month and indicated that Scott had provided some additional information this month on planned major repairs.

The Board noted the report.

9. Financial Matters

(a) Budget Report and Financial Forecast 2017-2018

Alan provided a presentation on the key elements, assumptions and projected outcomes of the proposed budget for 2017-2018.

The Board agreed the Budget for financial year 2017-2018.

10. Marketing and Public Relations

Roy asked if we have a final date for new website yet. Jim confirmed that it is almost finalised.

The Board noted the report.

11. Operational Matters

Jim reported that Board attendance has dipped slightly. He confirmed that the review meetings were almost complete and a report will be presented at the next meeting on a likely training programme.¹

Rhonda said a date is needed for Jim's next review meeting and it was agreed that Suzi would join Rhonda and Roy on the panel.²

Liz offered her apologies and left the meeting at this point.

The Board approved the EVH recommendation regarding the pay award for 2017/18 and the formula for next year's award.

Jim confirmed that Ian McKenzie of Animate Consulting was available for the Board/staff away day scheduled for 17 May to cover internal and external communications. It was agreed that a small working group of two staff members and two Board members be established to help develop the agenda for the day.³ Rhonda asked that Board members contact Jim if they have any ideas for the day.⁴

Jim confirmed that the Audit Committee will meet in April to review the internal audit reports.

Jim has contact details for a consultant to assist with the governance review training and will pass to Rhonda for decision. It was suggested that a whole Board meeting is devoted to this action.

Rhonda asked for an update on the new Money Advice post and David confirmed that we are about to advertise the post.

12. Any other business

Documents signed –

The Minutes of the meeting held on 25 January 2017.

The Employers 2017 EVH Pay Award Ballot paper.

There was no other business and the meeting closed at 7.30pm

Next meeting - 29 March 2016 at 5.30pm.

¹ Draft Board Training Plan to March Board meeting

² Jim to arrange mutually suitable date and time

³ Jim to seek volunteers for the group.

⁴ Board members to contact Jim directly with any ideas for the away day.

Signed

Dated
