



Board Meeting – 29 August 2018

Agenda Item: 3

Subject: Minutes of Board Meeting 27 June 2018

Prepared by: Alan Park

Minute of the Board meeting held on Wednesday 27 June 2018 at 5.30pm in Main Street, Ayr

Present: **Tenant Members**
Kenny George
Frances Maguire

Community Members
Rhonda Leith (Chairperson)
Mike Tomlinson (until part way through item 3)
Simon Leslie
Bobby Pyper
Gemma Collins

In Attendance
Jim Whiston
David McGivern (until after item 10)
Alan Park - Minutes (until after item 10)
Karen Anderson - IndigoHouse Consulting (until after item 3)

1. **Apologies**
Apologies were received from Suzi Williamson and Georgina Dawson.
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. **Regulatory Compliance Review**
Rhonda invited Karen Anderson of IndigoHouse Consulting to present her findings of the recent review of our regulatory compliance.

Karen expressed her appreciation of the co-operation she had received from the Board and also from Jim, Caroline and Alan during the process. She had found very good practice during the review and had also found the quality of the information provided to be excellent, prepared by very able staff. She had found some of the information available to be cutting edge which could perhaps be shared with others. There are some areas where some improvement may be needed but the improvement in many of these areas may only need to be slight to produce a higher assessment rating.

Karen provided a detailed overview of the review process, a summary of our compliance assessment by Regulatory Standard and highlighted the areas where she felt priority improvements were required. She referred to the agreed Action Plan and suggested that if this is followed then our compliance would be improved.

Mike Tomlinson offered his apologies and left the meeting at this point to attend another meeting elsewhere. He expressed his support for the Hub proposal which will be discussed later in the meeting.

In conclusion Karen feels our performance is very good and she has been impressed by what she has seen. She feels that it is an important aspect of the review that the Board ensures we communicate the outcomes to our tenants.

On behalf of the Board Rhonda thanked Karen for her work and presentation of her findings. Rhonda added that it was reassuring that most standards are being met effectively.

The Board accepted the paper's recommendations.¹

Karen left the meeting at this point.

4. Minute of the Board meeting held on 30 May 2018

The Minutes of the meeting held on 30 May 2018 were accepted as a true record and were proposed by Frances Maguire and seconded by Kenny George.

5. Matters arising

Jim suggested a stock tour be organised for autumn. It was suggested that a half day in the summer could also be arranged. A date will be claimed for this.²

The Board noted the report.

6. Business Development

Frances asked about the possible purchase of 12 flats in Girvan. Jim explained the background to the opportunity and confirmed grant would be available if our appraisal of the properties was satisfactory. The Board queried whether demand in Girvan would support additional provision. It was agreed that a more detailed paper would be presented if the proposal is to be taken further.

Rhonda referred to the Hansel Foundation supported employment project and suggested that it would be worthwhile examining how this would work in practice.³

In terms of the Tenant Advice Hub and Office Extension Jim had circulated the plans that the architect had developed so far. It was agreed that a meeting of the Board & staff group to discuss the initial plans prior to making a planning application. Jim suggested that this could be in the next week or 10 days.⁴

¹ Regulatory Compliance Review Action Plan remitted to Audit Committee to oversee progress

² Jim to arrange a suitable date for a half day event in the summer months

³ Jim to provide details of how the supported employment project might benefit both organisations

⁴ Jim to arrange a meeting of the Board & staff group

The Board noted the report.

7. Housing Management Activity

(a) Minute of Tenancy Matters Committee on 30 May 2018

David confirmed that the enforcement went ahead.

The Board noted the Minute.

(b) Tenant Participation Strategy and Estate Management Annual Review

Rhonda suggested that we look at where we have been present in terms of tenant engagement and identify possible new areas where perhaps we haven't been represented previously. Gemma added that she would be happy to be involved wherever she can.

The Board noted the progress made and accepted the recommendation.

8. Property Maintenance

(a) Asset Management Strategy Annual Review

Jim reported that we have a good understanding of our stock and its condition generally. Improvement works identified are linked to a funded programme incorporated into our long term financial projections.

Bobby noted that the plan is geared towards meeting regulatory standards but nothing specifically addresses fire safety. Jim agreed that this should be added to the plan.⁵

The Board approved the plan for publication with the above amendment.

9. Financial Matters

(a) Loan Portfolio Return

Alan described the return and its content. The SHR uses this return (part of five key pieces of information they collect) to perform their desk top assessment of the risk rating of each HA and LA in Scotland.

The Board agreed to the submission of the Loan Portfolio Return to the SHR.

(b) Five Year Financial Projections

In terms of the five year financial projections Alan detailed the various assumptions made in drawing the projections together. In overall terms the projections are in line with expectation and previous results and Alan indicated that the stock growth shown was based on known projects rather than perhaps overly optimistic predictions of potential developments. Alan also confirmed that the recent work on our Life Cycle Costing data which underpins our planned

⁵ Amend Asset Management Strategy to incorporate fire safety

maintenance programme has confirmed that our existing estimates are sufficient. These have been incorporated into the five and thirty year projections. He further explained that these projections include inflation only rent increases.

The Board agreed to the submission of the five year financial projections to the SHR.

10. Operational Matters

The Board accepted the report and noted that an Audit Committee meeting will be called in August.⁶

(a) Call for new Board members and AGM arrangements

Jim suggested that the AGM on 5 September 2018 includes a celebration of the 15th Anniversary of Ayrshire Housing, to which we could invite former Board members.

Jim explained that there needs to be 2 resignations in the Tenant category. Due to four members having equal service lots would have to be drawn. The draw was performed by Rhonda and Frances Maguire and Kenny George were the names drawn first. Therefore, both will be required to retire. Both are eligible to stand for re-election if they wish.

In the Community category four members have equal service but none have more than two years' service. They therefore remain as Directors. This leaves Rhonda with the longest service and is therefore required to resign. Rhonda is eligible to stand for re-election if she wishes.

Gemma offered to speak to anyone interested in becoming involved as a Board member if that would be helpful.

The Board noted the arrangements for the AGM.

(b) Complaints and Compliments report

The Board noted the report.

11. Any other business

The Director outlined the background to a confidential staffing matter and the support received from EVH. The Board agreed to the proposed course of action.

There was no further business and the meeting closed at 7.45pm

Date of next meeting 29 August 2018.

Signed

Dated

⁶ Alan to arrange a date in August

