



Board Meeting – 30 January 2019

Agenda Item: 3

Subject: Minutes of Board Meeting 28 November 2018

Prepared by: Kirsty Broadfoot

Minute of the Board meeting held on Wednesday 28 November 2018 at 5.30pm in Main Street, Ayr

Present:

Tenant Members

Kenny George (Chair)
Frances Maguire
Myra Nicol
Georgina Dawson

Community Members

Gemma Collins
Mike Tomlinson
David Porte
Rhonda Leith (from partway through item 5)

In Attendance

Jim Whiston
David McGivern
Alan Park
Kirsty Broadfoot - Minutes

1. Apologies

Apologies were received from Bobby Pyper, Margaret Campbell, Suzi Williamson and Simon Leslie.

2. Declarations of Interest

No items were noted.

3. Minute of the Board meeting held on Wednesday 31 October 2018

The Minutes of the meeting held on 31 October 2018 were accepted as a true record and were proposed by Myra Nicol and seconded by Frances Maguire.

4. Matters arising

Election of Vice Chair

Jim invited nominations for the position of Vice Chair. Kenny indicated his willingness to continue in the role. This was proposed by Georgina Dawson and seconded by Mike Tomlinson.

Director's Review Meeting

Jim updated the group that the above meeting took place on Thursday 22 November and Rhonda Leith, Kenny George and Gemma Collins attended.

5. Business Development

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

He advised that South Ayrshire Council met on 27 November to update their Strategic Housing Investment Plan (SHIP). The feedback has been very positive and they will support our projects in Elba Street and Carrick Street, Ayr, for which Heads of Terms have been agreed. Both projects will start in 2019, subject to planning consent. Jim reported that Heads of Terms are currently being agreed for the proposed project at North East Troon.

Mike asked if the Missive for Carrick Street allows for variations in the price to reflect the risk of not receiving Planning permission for 34 flats, particularly given that the project may be expensive due to the need for a lift. Jim confirmed that it did, subject to agreement on a minimum price. Once the pre-application planning advice was received the project would be subject to a detailed check on its viability.

Jim discussed the timescales for each project.

A detailed discussion took place regarding the project in Northeast Troon, including the exact location of the site. Jim agreed to post the plan on Basecamp.

¹ Due to complications with the enabling works for this project, the expected start date is mid-2020.

6. Housing Management Activity

a) Rent Consultation

David explained the rationale behind the proposal and the work that has been done so far in the budget preparation for 2019/20. We are seeking feedback on the consultation and for all respondents there is the chance to enter a prize draw to win one of 5 store vouchers. Jim explained that the proposed rent increase figure is at the lower end of the range of increases being proposed by fellow member organisations in the Glasgow and West of Scotland Forum and takes account of developments, planned maintenance and customer service levels.

The group discussed the importance of obtaining as many completed surveys as possible so as to allow for as wide a variety of views as possible.

b) Aids and Adaptations Policy

David explained the reasons behind the need for reviewing the policy.

The Board approved the changes to the policy.

¹ Jim to post plan on Basecamp and find out about council tax bandings.

c) Succession to Tenancy Policy

David explained that the changes to the Housing (Scotland) Act 2014 meant that the policy required to be updated.

The Board approved the changes to the policy.

7. Property Maintenance

No items were discussed.

8. Financial Matters

No items were discussed.

9. Operational Matters

Governance Compliance Assessment

Jim updated that a proposal is expected to be received from Karen Anderson of IndigoHouse by the beginning of December and it will be the Board's responsibility to take the lead on this.

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Kenny and Rhonda will attend the next meeting on 3 December with Jim.

a) Audit Policy

Jim explained that the policy required updating to reflect comments made by Karen Anderson during her Governance Review.

A detailed discussion took place regarding possible training around auditing. Alan confirmed he is happy to provide this training and that it might be worth having a mix of internal and external training.

Rhonda suggested a change to the policy to state that all Board members would receive a basic financial briefing as part of their induction.

It was agreed that Jim and Alan will discuss ideas for amendment to the policy and circulate.²

The Board approved the policy, subject to the above alterations.

b) Governance matters

Jim updated the group on the proposed changes to the Members Handbook.

There was a discussion around proxy voting. Jim explained that the articles did not allow for proxy voting for governance reasons. It was possible, though, to conduct Board meetings using two-way electronic communication.

Jim confirmed he would add the points discussed and reissue the Handbook before the next Board meeting.³

² Jim and Alan to discuss ideas for amendment to the Audit policy.

The Board approved the Members Handbook, subject to the amendment in relation to Vice Chair length of service, conference calls and membership of committees.

c) Minute of the Compensation and Benefits Sub-Committee

It was proposed that the name of this Sub-Committee be changed to the Human Resource Committee. Jim explained that the change would widen the remit of this group and would also deal with his review.

The Board approved the proposal on long service awards.

The Board noted the Minute of the Compensation and Benefits Sub-Committee held on 31 October 2018.

10. Any other business

Rhonda discussed holding a social/brainstorming session for Board members in January.⁴

Frances explained she and her neighbours were delighted with the new heating system.

A discussion followed around planned maintenance and how tenants are informed when planned maintenance is due to be carried out.

a) Date of next Board meeting – Wednesday 30 January 2019

There was no further business and the meeting closed at 7.30pm with a vote of thanks to the Chair.

Signed

Dated

³ Jim to amend Members Handbook

⁴ Kirsty to organise in January.