



Board Meeting – 27 February 2019

Agenda Item: 3

Subject: Minutes of Board Meeting 30 January 2019

Prepared by: Kirsty Broadfoot

Minute of the Board meeting held on Wednesday 30 January 2019 at 5.30pm in Main Street, Ayr

Present:

Tenant Members

Kenny George
Frances Maguire

Community Members

Rhonda Leith (Chair)
Gemma Collins
Bobby Pyper
Simon Leslie
Mike Tomlinson

In Attendance

Caroline Donald
David McGivern
Alan Park
Jim Purvis (left after introductions)
Kirsty Broadfoot - Minutes

1. Apologies

Apologies were received from David Porte, Margaret Campbell, Myra Nicol, Suzi Williamson, Georgina Dawson and Jim Whiston.

2. Declarations of Interest

No items were noted.

3. Minute of the Board meeting held on Wednesday 28 November 2018

The Minutes of the meeting held on 28 November 2018 were accepted as a true record and were proposed by Frances Maguire and seconded by Gemma Collins.

4. Matters arising

Rhonda briefly summarised the items.

Remote participation in Board meetings

Rhonda confirmed that provision has been made for this in the Handbook. Simon felt that it would be helpful to have a system such as Skype in place to allow members to participate in meetings in the event of adverse weather etc.

Informal Board Gathering

Mike, Kenny and Gemma agreed to get together in February to discuss this. A date in mid-March to be claimed.

5. Quarterly Performance Report

Caroline reported on overall positive results again for the third quarter of the first nine months.

Caroline explained in detail the various Charter outcomes highlighted in the digest and answered various questions from the Board.

Simon felt there was a downward trend to be noted in the Repairs and Maintenance KPI and that it may be advisable to introduce an amber graphic.

The Board thanked Caroline for the work involved in producing the Performance Digest.

The Board noted the report.

6. Business Development

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

Mike felt that the longstanding Section 75 agreement for proposed development at Ayr Racecourse could perhaps be removed and replaced with South Harbour Street.¹

Rhonda reported that South Ayrshire Council were very supportive of the plans for the Elba Street, Carrick Street and South Harbour Street developments. Kenny asked for clarification on the design team at South Harbour Street.²

North East Troon – the group discussed this potential development. The group noted the location map in the Board papers and also heard from Rhonda that Jim is meeting Lynch Homes on 5 February.

Proposed Tenant Advice Hub and Office Extension

Rhonda updated the Board that planning consent has been received and the plans will be publicised. Jim will report on costings to the February Board.

7. Housing Management Activity

a) Assignations Policy

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

¹ Jim W to clarify at next Board meeting.

² Jim W to clarify at next Board meeting.

Simon asked for clarification on the third paragraph in section 2.2 of the Policy. David agreed to re-write this paragraph.

The Board approved the changes to the policy.

b) Minutes of Tenancy Matters Panel – Wednesday 16 January 2019

The Board noted the Minute.

8. Property Maintenance

No items were discussed.

9. Financial Matters

a) Management Accounts for the nine months to 31 December 2018

Alan reported on the financial results for the nine months to 31 December. He advised that the association remains in a strong financial position and that all covenants had been met. However, he highlighted that management costs were closer to budget than in previous years due to factors such as recruitment and training. It is hoped that they will still be under budget at year end. Alan noted the pertinent points in the management accounts.

b) Revised Group Financial Regulations

Alan reported that there had been a number of changes to the document including updating the tender process.

c) Revised Group Financial Procedures

Alan noted the main changes to the procedures.

Bobby asked for clarification on Ayrshire Homestake. Alan provided clarification.

The Board approved the changes to these procedures.

10. Operational Matters

a) Revised Board Effectiveness Policy

Rhonda outlined the policy. With regards to the Board appraisals, it was agreed that Rhonda will post suitable times on Basecamp and Board members should advise their availability. Rhonda asked for flexibility due to her workload and highlighted that evenings and weekends would be best for her to carry out the appraisals. She asked that the appraisal forms are completed beforehand. Caroline highlighted that there is the option to complete them via Survey Monkey. The deadline for completion is 15 February. Caroline also noted that Karen Anderson of IndigoHouse would make herself available for any queries. Mike asked if the appraisal would take place on an annual basis. Caroline advised that it would as it's part of the regulatory framework.

The Board approved this proposal.

b) Minute of the Health and Safety Committee

The Board noted the Minute.

Kenny mentioned an interest in organising a visit to the Peebles Street site for Board members.³

11. Any other business

a) Date of next Board meeting – Wednesday 27 February 2019

Simon felt that a more comprehensive rundown of the agenda items should have been provided by Jim to David and Alan in his absence.

There was no further business and the meeting closed at 7pm with a vote of thanks to the Chair.

Signed

Dated

³ Jim W to organise a visit.