



Board Meeting – 27 November 2019

Agenda Item: 3

Subject: Minutes of Board Meeting 30 October 2019

Prepared by: Kirsty Broadfoot

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

Present:

Tenant Members

Frances Maguire
Amanda Bryan

Community Members

Simon Leslie – Chair
Mike Tomlinson
Gemma Collins
Bobby Pyper
David Porte
Rhonda Leith

In Attendance

Jim Whiston
David McGivern
Alan Park
Kirsty Broadfoot – Minutes
Caroline Donald

Prior to the formal start of the meeting, Jim highlighted the vacant Chair and Vice-Chair positions. Simon had applied for the position of Chair and Rhonda, Kenny and Gemma having applied to be Vice-Chair. All had submitted statements in accordance with the Board Effectiveness Policy. Following questions put to Simon, the Board agreed that he would be the new Chair. A ballot was then drawn for the two Vice-Chair posts, the. The two highest placed candidates were Kenny and Rhonda who were thus appointed. The Board thanked Gemma for her interest in applying. Simon offered thanks on behalf of the Board to Rhonda for her work over the last five years as Chair.

1. Apologies

Apologies were received from Georgina Dawson, Kenny George, Margaret Campbell and Myra Nicol. It was noted that Kenny was representing the association at the RIHAF conference in Dumfries.

2. Appointments of a Chair and Vice-Chair(s)

Covered before item1.

3. Declarations of interest

No matters were discussed.

4. Minute of the Board meeting held on Wednesday 28 August 2019

The Minutes of the meeting held on 28 August 2019 were accepted as a true record and were proposed by Frances Maguire and seconded by Bobby Pyper.

5. Matters arising

No items were discussed.

6. Business Development

6a. Performance Digest to 30 September 2019

Caroline reported on overall positive results again this quarter and went on to explain the various Charter outcomes highlighted in the digest in detail, answering questions from the Board.

Caroline indicated that the number of lets have doubled over this quarter and highlighted a drop in service levels on the repairs side – this was due to the fallout from JD Thomson closing. Bobby expressed praise for the staff in dealing with this difficult situation.

Jim gave a general overview of the development KPIs, noting that acquisitions had increased over the past 3 months. He also indicated that one third of our tenants are now using My Home.

6b. Delivery Plan progress to date

Jim gave an overview of the progress that has been made so far. He highlighted that he has used colour coding following feedback from the Board. Other things to note were that a new Equalities and Human Rights policy had been introduced. The Joint Projects task had been put back March 2020 due to the delay with the building work for the new Hub. Jim and David recently met with SAC to discuss their new development which will be located close to Peebles Court. He indicated that the increased footfall could be positive news for the Hub.

7. Housing Management Activity

7a. Chartered Institute of Housing Make a Stand campaign

David gave an overview of the campaign and indicated that there were four model pledges that we would be looking to adopt. Detailed guidance had been produced to support RSLs in creating a policy. David highlighted that the Allocations policy already has provision for those fleeing abuse by offering points. We also have private interview space. Housing Management have regular training updates around the subject and we work closely with South Ayrshire Women's Aid in supporting women and children who are affected. Rhonda asked how we sign a pledge. David confirmed that it would be signed online and we would publish the certificate in our office and online platforms. We will add contact details for SAWA to our website ¹. Amanda

¹ David to speak with Kirsty to get the details updated on website.

asked if the policy would apply to men as well as women. David indicated that the initiative supports women and children in particular but that our own procedures addressed the needs of both men and woman.

The Board approved the proposal.

7b. Minute of the Tenancy Matters Committee of 19 June 2019

The Board noted the minute.

7c. Minute of the Tenancy Matters Committee of 11 October 2019

The Board noted the minute.

7d. Tenant Led Scrutiny

Caroline provided an update on the work of the Tenant Led Scrutiny group. A new group of 10 tenants has been formed and they are now beginning to look at a second exercise with support of Susan from the Tenant Information Service. The Board have been asked to note the action plan recommendations. The Board offered their thanks to the first group for their work. Caroline advised that we may look to publish their report in a future newsletter and also that the group may come along to present the report at a future Board meeting. Caroline went on to update that new tenants are encouraged to get involved with the association through a variety of ways.

8. Property maintenance activity

No matters were discussed.

9. Financial matters

9a. Management Accounts for the 6 months to 30 September 2019

Alan gave an overview of the accounts, noting that they were within target. He went on to discuss the pertinent points on the cash flow statement, noting the receipt of government loans of £300k which had been obtained for the updates to properties with new smoke and CO alarms. We have purchased 5 properties to date and another 2 will follow. We have funding for a further 3 until the end of the financial year. We have sold one property. Alan discussed the I&E statement highlighting that rent receivable is behind budget and there had been an underspend in routine maintenance. Void repairs are over budget – this is an area which is difficult to predict.

9b. Borrowing agreement with Allia Social Impact Investments Ltd

Alan updated the Board on the Master Facility Agreement between AH and Allia, he encouraged the Board to view the paper copy available at the meeting. The report details the covenants. We need to provide a written Minute stating that the Board are happy for the agreement to proceed. Alan also noted that Allia require money laundering checks to be carried out on the Board Chair, Audit Committee Chair, the Director and the Head of Finance.

The Board approved the report and resolved to enter into the agreement on the indicated term.

Mike asked about the term of the loan, Alan confirmed it would be for 10 years. £3M will be to support the Elba Street development.

10. Operational Matters

Jim updated the Board on the various matters. He indicated that a Director's review meeting would need to be organised with Simon, Rhonda and Kenny ². The Eydent conference was well attended by staff and Board members and positive feedback had been received. Jim highlighted that the HR Committee had met on 16th October and agreed to EVH carrying out a grading review. They also agreed to changes to contributions for the SHAPs pension scheme and to the retention of external advisors. The Scottish Housing Regulator had been informed of the resignation of Armstrongs as a notifiable event.

10a. Annual Assurance Statement

Jim updated the Board that the Scottish Housing Regulator had introduced a requirement for an Annual Assurance Statement which must be submitted to them by the 31 October 2019. Jim discussed the table of supporting evidence which had been included in the Board papers, this has hyperlinks to various Board papers and policies. It was noted that this had already been reviewed at a briefing session. Rhonda and Mike thanked Jim for his hard work in pulling this together.

The Board noted the statement.

10b. Freedom of Information and Environmental Policy

Jim provided the Board with an overview of the policy, noting that as of 11 November, the association will be treated a Scottish Public Authority, meaning that we must make our information available in accordance with The Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. Jim noted that Alan will act as Data Protection Officer for the association, to ensure compliance with the policies. From January 2020, all Board papers and Minutes will need to be published on our website. In the event of any request for information we will have 20 working days to respond.

The Board approved the policy and guide to information.

10c. Minute of the Audit Committee of 28 August 2019

The Board noted the Minute.

10d. Minute of the Human Resources Committee of 16 October 2019

The Board noted the Minute.

11. Any other business

Kirsty invited a Board member to help with the prize draw from the competition in the recent Charter Report. Frances volunteered to help.

There was no further business and the meeting closed at 7.15pm with a vote of thanks to the Chair.

² Jim to organise review meeting with Simon, Rhonda and Kenny.

Signed

Dated
