

BOARD OF MANAGEMENT MEETING MINUTES

Monday, 16 January 2023 at 6.30pm via video call on Microsoft Teams

Attendance:

Board Members: J Henderson (Chair), N Gerrard, D McIndoe, F Polding and G Waddell

Staff/Advisor(s): Anne Marie Brown, Chief Executive

Graeme Bruce, Lethame Business Services

Carla Cameron, Finance & Corporate Services Team Leader

Arlene Dickson, Care Services Team Leader

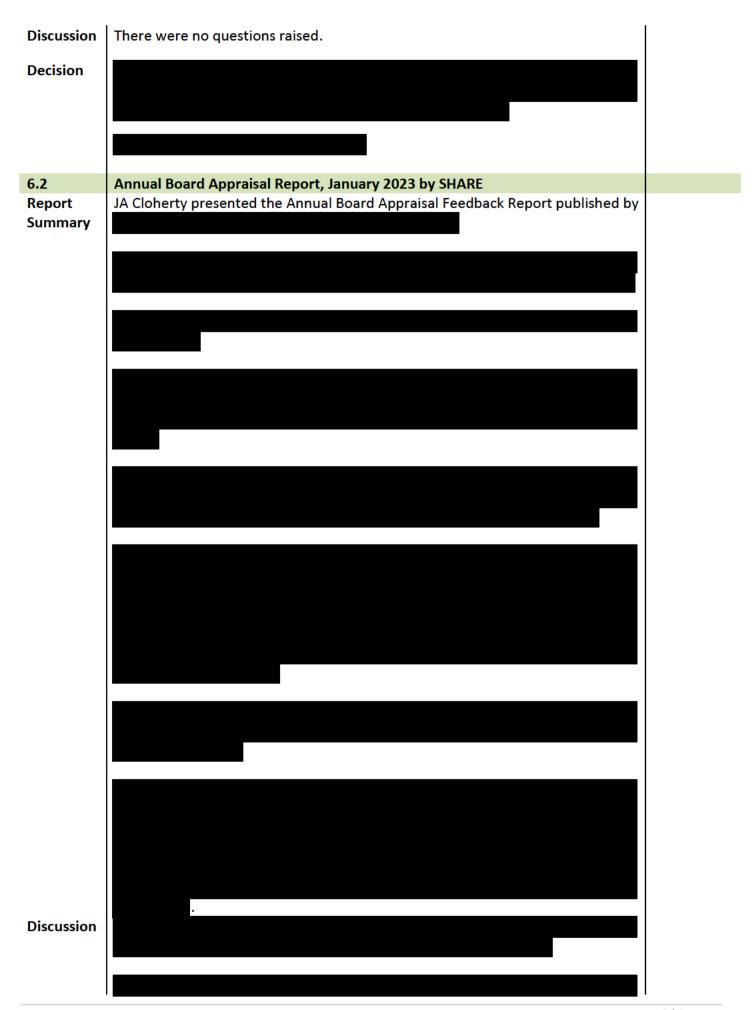
Also in Attendance: Julie-Ann Cloherty, SHARE (Agenda Item 6.2 only)

David Davison, Spence & Partners (Agenda Item 8.2 only)

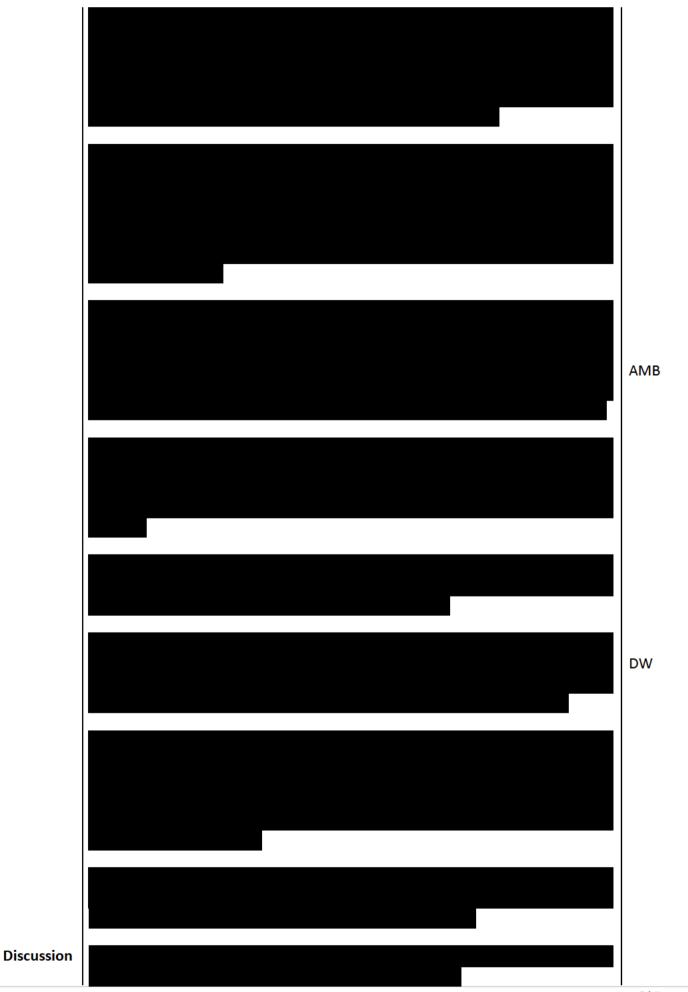
Board meeting minute prepared by J Shute, Corporate Services Assistant post meeting from the meeting recording.

ITEM	NOTE	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chairperson welcomed everyone to the first meeting of 2023.	
	Members agreed that Agenda Item 8.2 will be brought forward to allow D Davison to provide members with a presentation and leave the meeting thereafter.	
	Members agreed that Agenda Item 6.2 will be brought forward to allow JA Cloherty to present their report and leave the meeting thereafter.	
1.0	APOLOGIES	
	Apologies were received from D Wilson and K Tennant.	
2.0	DECLARATIONS OF INTEREST	
	There were no Declarations of Interest.	
3.0	MINUTES	
3.1	Minute of previous Board meeting (29 November 2022)	

	The minutes were approved on a proposal by G Waddell and seconded by D McIndoe.	
3.2	Staffing Committee Meeting (6 December 2022) – for noting	
	The minutes were Noted for accuracy.	
3.3	Budget Planning Session Notes (9 November 2022) – for noting	
	The notes were Noted on a proposal by G Waddell and seconded by D McIndoe.	
3.4	Audit & Risk Committee Meeting (12 December 2022) – for noting	
	The minutes were Noted for accuracy.	
8.2	Pensions Consultation Presentation CONFIDENTIAL	
Report Summary		
		GB / CC



		AMB AMB/CC/KT
	JA Cloherty left the meeting at this point	
Decision	Following consideration, the Board:	
	Approved SHARE's Annual Board Feedback Report, January 2023.	
4.0	BOARD MATTERS ARISING SCHEDULE	
Report	AM Brown presented the Board Matters Arising Schedule.	
Summary	Members were advised that a wording change to questions 1 and 2 of the recently issued Board survey is required, so the Board may receive an amended version to complete. Members were further advised that the survey is to gauge how the Board would like meetings to be held going forward.	кт
	It was clarified that the Customer Services Team have advised that the close cleaning sheets will be updated as soon as all tasks have been completed and checked. It was further clarified that some close cleaning tasks are weekly, some are monthly, some are quarterly and that the checks will be taking place to ensure that the contractor is carrying out the tasks that they are supposed to do.	
Discussion	Members were advised that regarding the close cleaning, the tenants are informed of what tasks should be carried out by the cleaning contractor and that the cleaning sheets are displayed in each close for inspection. Members were further advised that the Chief Executive will perform a random inspection of a few closes to review the cleaning sheets.	АМВ
Decision	Following consideration, the Board:	
	Noted the Matters Arising Schedule.	
5.0	CHIEF EXECUTIVES PROGRESS UPDATE: CONFIDENTIAL	
Report Summary		



Decision

Following consideration, the Board:

Noted the contents of the Chief Executive's Report, especially:

Appendix 1: Chief Executive Work Objectives update.

Approved the following:

Section 3.2.11 – to carry forward the election of a new Chairperson for the Staffing Committee to the February 2023 Board meeting.

Section 3.2.12 - the revised Internal Audit Plan for 2022/2023.

6.0 6.1

GOVERNANCE

Report Summary

Equality & HR's Action Plan 6-monthly Update Report

AM Brown presented the Board with a 6-monthly update on progress with implementing the actions identified within the Equality & Human Rights Action Plan as attached at Appendix 1.

Members were advised that the changes noted in red type are comments that went to the Audit & Risk meeting in November 2022 and any changes noted in purple type are any additional comments that have been made since the November 2023 Committee meeting.

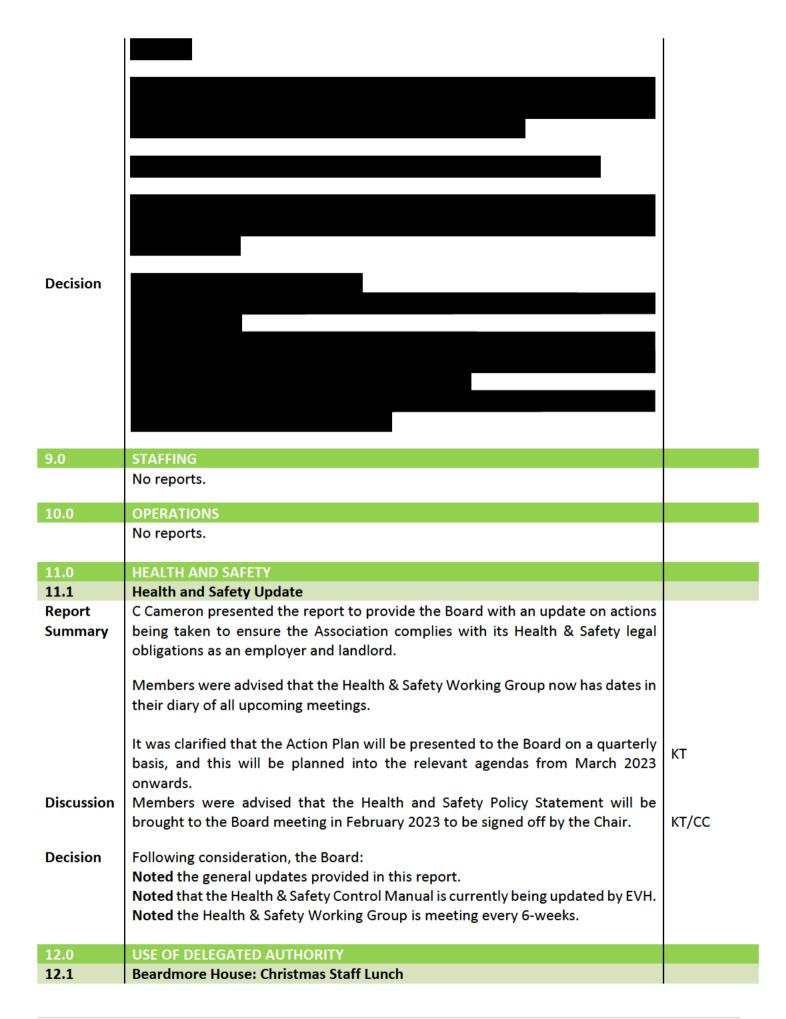
Members were assured that now the Corporate Services Officer has settled into their role, they will be taking forward some of the actions that are noted on the Equalities side.

It was confirmed that there was a very successful tenants' panel meeting on 11 January 2023 where 8 tenants came along to meet with staff and noted their keenness to continue to meet with the Association to discuss very specific topics. These meetings are supported by the Tenants Participation Advisory Service, and it is hoped that as time goes on, the equalities issues that the Association would like to discuss with the tenants panel can be actioned.

AMB

AMB/AD

Discussion Members were advised that in regard to the Development of Adaptation procedures, the Association have an adaptations budget of £20k and this is spent in each financial year. Members were further advised that at the moment, the Adaptations are covered within the Maintenance Policy so the Association will look at our approach to ensure that no tenants are at a disadvantage. Members were further advised that the Chief Executive will have a meeting with the AMB / DW Customer Services Team Leader to ascertain if there are any legacy issues and the best way forward. It was confirmed that the adaptations budget is funded by the Scottish Government and should the budget run out during the course of the financial year, the Association can apply for additional funding. Decision Following consideration, the Board: Noted the contents of this report. Approved the updated Equality & Human Rights Action Plan for 2022/2023 as attached at Appendix 1. STRATEGY 7.0 No reports. FINANCE 8.0 **Draft Budget 2023/24 CONFIDENTIAL** 8.1 Report Summary Discussion



Report Summary	AM Brown presented their report to advise the Board of delegated authority used by the Chair and Vice-Chair since the previous Board meeting and to seek retrospective Board approval.			
Discussion				
Decision				
13.0	ANY OTHER COMPETENT BUSINESS			
13.1	Correspondence			
Report Summary	There was no correspondence for discussion.			
13.2	Updated Board / Committee Workplan 2022-2023			
Report	C Cameron apologised that only the Board workplan was included with the papers			
Summary	and will ensure that all Committee Workplans are issued to the Board in the future for review.			
Discussion	Members were advised that a few items that have been raised tonight will be added in time for February 2023's Board meeting.			
Decision	Following consideration, the Board:			
	Noted the updated Board Workplan.			
14.0	DATE OF NEXT MEETINGS VIA MICROSOFT TEAMS			
	The Chair advised the dates of the next meetings:			
	Audit & Risk Committee: 13 February 2023 @ 5pm			
	Business Planning Session: 24 January 2023 (full day), Golden Jubilee Hotel			
	Policy Review Working Group: 31 January 2023 @ 5.30pm			
	Board Meeting: 21 February 2023 @ 6.30pm			
	The meeting closed at 20.15pm			
Signed J Henderson Date21.02.2023				
(Chairperson)				