

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

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**

[Redacted content]

GB / CC

Discussion There were no questions raised.

Decision

[Redacted]

6.2 Annual Board Appraisal Report, January 2023 by SHARE

Report Summary JA Cloherly presented the Annual Board Appraisal Feedback Report published by

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Discussion

[Redacted]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

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 Summary

AM Brown presented the Board Matters Arising Schedule.

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.

KT

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.

AMB

Decision

Following consideration, the Board:

Noted the Matters Arising Schedule.

5.0

CHIEF EXECUTIVES PROGRESS UPDATE: CONFIDENTIAL

Report Summary

[REDACTED]

[Redacted text block]

[Redacted text block]

[Redacted text block]

AMB

[Redacted text block]

[Redacted text block]

[Redacted text block]

DW

[Redacted text block]

[Redacted text block]

Discussion

[Redacted text block]

[REDACTED]

AMB

[REDACTED]

AMB/AD

[REDACTED]

Decision

Following consideration, the Board:
Noted the contents of the Chief Executive’s Report, especially:
Appendix 1: Chief Executive Work Objectives update.

[REDACTED]

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

GOVERNANCE

6.1

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

Report Summary

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.

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 Customer Services Team Leader to ascertain if there are any legacy issues and the best way forward.

AMB / DW

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**.

7.0

STRATEGY

No reports.

8.0

FINANCE

8.1

Draft Budget 2023/24 CONFIDENTIAL

**Report
Summary**

G [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Discussion

[REDACTED]

	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
Decision	[REDACTED]	
9.0	STAFFING No reports.	
10.0	OPERATIONS No reports.	
11.0	HEALTH AND SAFETY	
11.1	Health and Safety Update	
Report Summary	C Cameron presented the report to provide the Board with an update on actions being taken to ensure the Association complies with its Health & Safety legal obligations as an employer and landlord.	
	Members were advised that the Health & Safety Working Group now has dates in their diary of all upcoming meetings.	
	It was clarified that the Action Plan will be presented to the Board on a quarterly basis, and this will be planned into the relevant agendas from March 2023 onwards.	KT
Discussion	Members were advised that the Health and Safety Policy Statement will be brought to the Board meeting in February 2023 to be signed off by the Chair.	KT/CC
Decision	Following consideration, the Board: Noted the general updates provided in this report. Noted that the Health & Safety Control Manual is currently being updated by EVH. Noted the Health & Safety Working Group is meeting every 6-weeks.	
12.0	USE OF DELEGATED AUTHORITY	
12.1	Beardmore House: Christmas Staff Lunch	

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	[REDACTED]
Decision	[REDACTED]

13.0 ANY OTHER COMPETENT BUSINESS

13.1 Correspondence

Report Summary	There was no correspondence for discussion.
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13.2 Updated Board / Committee Workplan 2022-2023

Report Summary	C Cameron apologised that only the Board workplan was included with the papers and will ensure that all Committee Workplans are issued to the Board in the future for review.
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Discussion	Members were advised that a few items that have been raised tonight will be added in time for February 2023's Board meeting.
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Decision	Following consideration, the Board: Noted the updated Board Workplan.
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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
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Signed _____ J Henderson _____ Date _____ 21.02.2023 _____

(Chairperson)