

## BOARD OF MANAGEMENT MEETING MINUTES

Hybrid meeting held on Tuesday, 21 February 2023 at 6.30pm via video call on Microsoft Teams & in Beardmore House

**Attendance:**

**Board Members:** Jordan Henderson (Chair), G Waddell (Vice-Chair) Michelle Donnelly, Karen Johnson, Ian Lenox, David McIndoe and Anita Williamson

**Staff/Advisor(s):**

Anne Marie Brown, Chief Executive & Secretary  
Carla Cameron, Finance & Corporate Services Team Leader  
Dougie Wilson, Customer Services Team Leader  
Arlene Dickson, Care Services Team Leader  
Kim Tennant, Corporate Services Officer  
Graeme Bruce, Lethame Business Services  
Alan Grant, Grant Murray Architects (Agenda Item 11.2 only)

**Observer(s):**

Joe Gherardi – Potential New Board Member  
David Edgar – Potential New Board Member

Board meeting minute prepared by K Tennant, Corporate Services Officer post meeting from the meeting recording.

ITEM NO.	AGENDA ITEM	ACTION
	<b>WELCOME AND ORDER OF BUSINESS</b>	
	Chair welcomed all to the meeting and introduced all in attendance to the observers.	
1.0	<b>APOLOGIES</b>	
	Chair advised apologies received from Francis Polding.	
2.0	<b>DECLARATIONS OF INTEREST</b>	
	There were no Declarations of Interest.	

Report  
Summary

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AMB

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Decision

[Redacted]

**3.0 MINUTES**

**3.1 Minute of previous Board meeting (16 January 2023)**

The minutes were approved on a proposal by G Waddell and seconded by D McIndoe.

**3.2 Audit & Risk (13 February 2023) – for noting**

The minutes were Noted for accuracy.

**3.3 Beardmore Trust (07 February 2023) – for noting**

The minutes were Noted for accuracy.

**4.0 RECOMMENDATION TO THE BOARD FOR APPROVAL FROM AUDIT & RISK (13 FEBRUARY 2023)**

**4.1.1 Management Accounts 3<sup>rd</sup> Quarter – for approval Confidential**

Report Summary

[Redacted]

	[REDACTED]	
Discussion	[REDACTED]	
	[REDACTED]	
Decision	[REDACTED]	CC
	[REDACTED]	
<b>4.1.2</b>	<b>Draft Internal Audit Plan 2023/24 – for approval</b>	
<b>Report Summary</b>	AM Brown drew the Board’s attention to page 9 of the new audit plan for the year ahead highlighting that one planned audit is being moved from this year to next year. The audit had to be rescheduled due to the number of staff who were absent from work at the time the audit was due to take place.	
<b>Discussion</b>	There were no questions from the Board.	
<b>Decision</b>	Following consideration, the Board: <b>Approved</b> the contents of the Draft Internal Audit Plan 2023/2024.	
<b>4.1.3</b>	<b>Draft Budget 2023/24 – for noting</b>	
<b>Report Summary</b>	G Bruce presented the report advising some minor adjustments have been made since the draft budget was presented to the Board in January 2023, and that there will be further amendments to be made in the coming couple of months. G Bruce highlighted to Members potential cost increases with the insurance premiums which are likely to be in the 5 figures region, in part this is due to the cost of the rising repair costs which the insurance companies have considered.	
<b>Discussion</b>	Member asked if the Stoneworks costings, referring to Alan Grant’s Report, would be reflective of the most recent update in tender prices. G Bruce confirmed that the figures in the draft budget have been amended.  Member asked if the revised 30-year cash flow will also be presented at the March 2023 Board Meeting – it was confirmed that this will be taken. G Bruce is waiting on information from Ewing Sommerville Partnerships. G Bruce will bring the full budget, with revised 30-year financial projections to the March 2023 Board Meeting for approval.	GB
<b>Decision</b>	Following consideration, the Board: <b>Noted</b> the revised draft 2023/24 Budget as attached at Appendices 1 to 5.  <b>Noted</b> that a final Budget for 2023/24 will be brought to the Board on 28 March 2023 for approval.	

**5.0 BOARD MATTERS ARISING SCHEDULE**

**Report Summary** AM Brown presented the Schedule to members, advising that Action 17 – External Wall Insulation was covered by Alan Grant’s report.

**Discussion** There were no questions from the Board.

**Decision** Following consideration, the Board:  
**Noted** the Matters Arising Schedule

**6.0 CHIEF EXECUTIVES PROGRESS UPDATE: **CONFIDENTIAL****

**Report Summary** [REDACTED]

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AMB

Discussion

[Redacted]

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AMB

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Decision

[Redacted]

[Redacted content]

**7.0 Governance**

**7.1 Business Plan Delivery Plan: Quarterly Update**

**Report Summary**

AM Brown advised members that Appendix 1 had not been attached to the covering report and apologised to the Board for this. This Appendix would be issued to the Board after tonight’s meeting. If any Members have any questions connected to the Appendix they should contact AM Brown.

KT

**Discussion**

AM Brown brought to the Board’s attention an error in the covering report for item 7.1 Strategic objective 5 – Change to be made regarding the total funding received from £24,815k to £34,815k as the original calculation excluded an additional £10k that was received.

Member highlighted that the affordability exercise is very much needed for the Association’s tenants.

Member raised a query relating to DOSCG. Previous discussions took place looking at a purpose-built building for DPHA’s new offices and for DOSCG.

AM Brown advised that the feasibility study looking in to the above had paused due to COVID-19, and now with changes brought in by the pandemic in terms of home working; further education being on-line and the cost of living, it is difficult for the Association to justify building a new office. Reference was made to the existing funding application that has been made to the Scottish Government for a Project Manager, as looking at DOSCG would be one of the Manager’s tasks. If the funding application is not successful, existing staff will have to take this project forward, which will include looking at DOSCG’s business model and accommodation.

Member asked if this would also include inclusiveness for children to expand services. AM Brown advised that there will be a whole range of options to be explored.

Member asked for clarification on item 3.2 and timelines for carrying out the stock condition surveys, asking how confident the Association is about completing the surveys within the set timeframe.

AM Brown advised that we have now engaged a new temporary member of staff through Morgan Hunt and that person has vast experience of building surveying and has specialist knowledge in stone repairs, IWI and EWI contracts



	too. The Surveyor is due to start with the Association shortly, which means the target deadline for completing the surveys is still on track.
<b>Decision</b>	Following consideration, the Board: <b>Approved</b> the updated Delivery Plan, Year 2, 2022/2023 based on AM Brown's covering report. Once members receive Appendix 1 it was <b>agreed</b> that Members should contact AMB direct with any queries.
<b>7.2</b>	<b>Risk Register – 6 Monthly Review Confidential</b>
<b>Report Summary</b>	[REDACTED]
	[REDACTED]
	[REDACTED]
<b>Discussion</b>	[REDACTED]
<b>Decision</b>	[REDACTED]
<b>7.3</b>	<b>Shareholder Membership Report</b>
<b>Report Summary</b>	K Tennant presented the report seeking approval for two new Shareholders and removal of four Shareholders who no longer meet the criteria as set out in the Association's Rules to remain active Shareholders.
<b>Discussion</b>	There was no discussion following the report update.
<b>Decision</b>	Following consideration, the Board: <b>Approved</b> the proposed new Shareholder memberships at 3.1.1 within the report attached to the agenda. <b>Approved</b> the cancellation of the Shareholder members to be removed from the member's register as outlined in section 3.2.1 of the report. <b>Noted</b> the summary of Shareholders at 3.3.1 of the report.
<b>8.0</b>	<b>STRATEGY</b> No reports
<b>9.0</b>	<b>FINANCE</b>
<b>9.1</b>	<b>Rent &amp; Service Charge Consultation 20223/24 – Outcome &amp; approval of the proposed rent &amp; service charges</b>
<b>Report Summary</b>	D Wilson presented the report to members. Tenants and shared owners were consulted on two rent increase options for 2023/24 – 5% and 7%. In total 65 responses were received, of which 85% agreed to a 5% increase and 8% agreed to the 7% increase and the remaining 7% did not offer a comment on

	<p>the proposals. The rent consultation pack issued to tenants and shared owners included information on revised service charges.</p> <p>D Wilson advised affordability checks have been run on the proposed increases with the outcome showing two scenarios failing, which were single people in 4 and 5apts, although it was noted that it would be unlikely that a single person would be living in a larger property. Locally, our average rents are comparable with other local social landlords.</p>	
<b>Discussion</b>	<p>Member asked in relation to item 3.5, will the 14 respondents who are keen to be engaged with the Association be contacted? D Wilson confirmed that the respondents will be contacted.</p> <p>Member asked in relation to item 3.1, if the 9.7% response rate to the rent consultation was normal as it seems low? D Wilson confirmed that the response rate was overall on par with previous years.</p> <p>Item 3.8 table Member highlighted that the 3 and 4 apt and national averages figure seem incorrect, could this be checked?</p> <p>Member asked if Sharing Owners were affected by the Legislation as the tenure is not social rented? It was confirmed that no they were not affected as the tenure type is not private rented.</p>	DW
<b>Decision</b>	<p>Following consideration, the Board:</p> <p><b>Noted</b> the contents of this report.</p> <p><b>Approved</b> a 5.0% rent increase for all the Association’s Scottish Secure tenancies, sharing owner properties and non-self-contained properties (e.g. HMO properties) coming into effect from 28 March 2023.</p> <p><b>Approved</b> the revised service charges effective from 28 March 2023.</p> <p><b>Noted</b> that a rent and service charge increase letter will be sent out to tenants and shared owners 28 days before the rent increase is applied on the 28 March 2023.</p>	DW
<b>10.0</b>	<b>STAFFING</b>	
	No reports.	
<b>11.0</b>	<b>OPERATIONS</b>	
<b>Report Summary</b>	<p>D Wilson presented the report to members highlighted the movement in figures from the previous quarter, and noted that repairs satisfaction levels have increased as well as satisfaction with the management of the neighbourhood.</p> <p>There has been a sharp increase in rent arrears increasing to 6.2%, and staff will focus on reducing the figure for the remainder of the financial year.</p> <p>In terms of tenancy sustainment, 6 referrals have been made to the CAB worker.</p>	

	<p>Gas safety remains at 100%; the electrical checks, also known as EICR's, is nearing 100% success due to a member of the team working on this project as their main daily task.</p> <p>D Wilson noted that gutter cleaning and boiler replacement programmes are progressing well.</p>	
<b>Discussion</b>	<p>Member asked in relation to the EICR update and the issues noted with the contractor the Valley Group, was this is same contractor for the stonework repairs?</p> <p>D Wilson advised that this is the same contractor, however a different section of the contractor's staff will be working on the stonework repairs contract.</p>	
<b>Decision</b>	<p>Following consideration, the Board:  <b>Noted</b> the contents of the Quarter 3 Performance Report.</p>	
<b>12.0</b>	<b>HEALTH AND SAFETY</b>	
<b>12.1</b>	<b>Health and Safety Update</b>	
<b>Report Summary</b>	<p>C Cameron presented the report to provide the Board with an update on actions being taken to ensure the Association complies with its Health &amp; Safety legal obligations as an employer and landlord.</p> <p>Members were advised that the Health &amp; Safety Working Group now has dates in the diary of all upcoming meetings, which are taking place every 6 weeks.</p>	
<b>Discussion</b>	<p>Members were advised that the Health and Safety Policy Statement requires to be signed off by the Chair.</p>	JH
<b>Decision</b>	<p>Following consideration, the Board:  <b>Noted</b> the general updates provided in this report.  <b>Noted</b> that the Health &amp; Safety Control Manual is currently being updated by EVH.  <b>Noted</b> the Health &amp; Safety Working Group is meeting every 6-weeks.</p>	
<b>13.0</b>	<b>USE OF DELEGATED AUTHORITY</b>	
<b>13.1</b>	<b>Beardmore House: Christmas Staff Lunch</b>	
<b>Report Summary</b>	<p>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.</p>	
<b>Discussion</b>	<p>It was noted that this was the first time such a request had been made from staff. Members were advised that Christmas was regarded as a special occasion and as wellbeing is a priority for the Association [REDACTED]</p> <p>[REDACTED]</p>	
<b>Decision</b>	<p>Following consideration, the Board:  Gave retrospective <b>approval</b> [REDACTED]</p>	

<b>14.0</b>	<b>ANY OTHER COMPETENT BUSINESS</b>	
<b>14.1</b>	<b>Correspondence</b>	
<b>Report Summary</b>	There was no correspondence for discussion.	
<b>14.2</b>	<b>Updated Board / Committee Workplan 2022-2023</b>	
<b>Report Summary</b>	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.	CC
<b>Discussion</b>	Members were advised that a few items that have been raised tonight will be added in time for March 2023's Board meeting.	
<b>Decision</b>	<p>Following consideration, the Board:</p> <p><b>Noted</b> the updated Board Workplan.</p> <p>All staff and advisors, with the exception of the Chief Executive left the Board meeting at 20:15. The two observers also left the meeting.</p> <p>The Board agreed to suspend Standing Orders to allow the meeting to continue beyond 20:30 in order to discuss Agenda Item 14.3.</p>	
<b>14.3</b>	<b>Emergency Item <i>Strictly Private &amp; Confidential Closed Session</i></b> <b><i>See confidential minute.</i></b>	
<b>15.0</b>	<b>DATE OF NEXT MEETINGS VIA MICROSOFT TEAMS</b>	
	<p>The Chair advised the dates of the next meetings:</p> <p><b>Audit &amp; Risk Committee:</b> 15 May 2023 @ 5pm</p> <p><b>Policy Review Working Group:</b> 11 April 2023 @ 5.30pm</p> <p><b>Board Meeting:</b> 28 March 2023 @ 6.30pm</p> <p>The meeting closed at 20.57pm</p>	

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Chairperson)