

BOARD OF MANAGEMENT MEETING

Board of Management Meeting, held in Beardmore House, 631 Dumbarton Road, Clydebank G81 4EU on Tuesday, 28 November 2022 2023 at 6.00pm (Hybrid option available).

Attendance:

Board Members: In-person: Gavin Waddell (Chair), Francis Polding (Vice-Chair), Karen Johnson, Stephen Boag, Ian Lennox, David Edgar, M Donnelly
On-line: None

Staff/Advisor(s): Anne Marie Brown, Chief Executive
All in-person Carla Cameron, Finance & Corporate Services Manager
Kimberley Tennant, Corporate Services Officer
Paul McNeill, CA Director of HRC

Observer: None

Board meeting minute prepared by K Tennant post meeting from meeting notes.

ITEM	NOTE	ACTION
	<p>WELCOME AND ORDER OF BUSINESS</p> <p>Chair welcomed all to the meeting and confirmed that the meeting pack was issued to members on Wednesday, 23 November 2023</p>	
1.0	<p>APOLOGIES</p> <p>Apologies received in advance of the meeting from: Anita Williamson and David McIndoe.</p>	
1.1	<p>Approved Leave of Absence</p> <p>Chair confirmed J Henderson and J Gherardi are currently on a LOA.</p>	
1.2	<p>Non-Attendance</p> <p>There were no non-attendances to note.</p>	
2.0	<p>DECLARATIONS OF INTEREST</p> <p>There were no notes of interest to note.</p>	
3.0	<p>MINUTES</p>	
3.1	<p>Board Meeting (24 October 2023)</p> <p>Chair asked for accuracy and approval.</p> <p>The minutes were approved on a proposal by F Polding and seconded by I Lennox.</p>	

3.2	Policy Review Working Group (31 October 2023) Chair asked for accuracy and noting. No errors or omissions noted.	
4.0	Recommendations to the Board for Approval from PRWG Meeting (31 October 2023):	
4.1	Staff Training & Development Policy & EIA	
Report Summary	C Cameron presented the report to members advising that this policy and the following three were discussed at the Policy Review Working Group held on 31 October 2023. Advising members that policy has been reviewed in line with the workplan cycle and minor amendments have been made which are identifiable by the red text.	
Discussion	There were no questions by members.	
Decision	The Board: Reviewed and approved the revised Staff Training & Development Policy as attached in Appendix 1 , noting the policy is next due to be revised in 3 years' time with	
4.2	Property Acquisition Policy & EIA	
Report Summary	C Cameron presented the report to members and advised that the policy requires further work to be carried and as such requested Board approval to postpone the policy review to the January 2024 Board Meeting.	CC
Discussion	There were no questions regarding the policy.	
Decision	The Board: Agreed to Postpone the revised Property Acquisition Policy to the January 2024 Board meeting.	
4.3	Emergency Assistance Fund Policy & EIA	
Report Summary	AM Brown presented the report to members for approval.	
Discussion	There were no questions.	
Decision	The Board: Reviewed and approved the Emergency Assistance Fund Policy noting that the policy is due for review in three years' time, or earlier if deemed appropriate.	
4.4	Mould & Damp Policy & EIA	
Report Summary	AM Brown presented the report to members for approval.	
Discussion	There were no questions.	
Decision	The Board: Reviewed and approved the new Mould and Damp Policy noting that the Policy is due for review in three years' time.	

5.0	Recommendations to the Board for Approval from Audit & Risk Committee Meeting (20 November 2023) :
5.1 Report Summary	[Redacted] Confidential
Discussion	[Redacted]
Decision	[Redacted]
5.2 Report Summary	[Redacted] Confidential
Discussion Decision	[Redacted]
6.0	Board Matters Arising Schedule
Report Summary	AM Brown presented the report to members, advising that the draft agenda for the Business Planning Day on 5 December 2023 will be issued. AM Brown asked members, if not already done so, to advise of attendance to Corporate Services.
Discussion	There were no questions.
Decision	The Board: Noted the updates to the Matters Arising Schedule
7.0 Report Summary	[Redacted] Confidential

[Redacted]

[Redacted]

Discussion

[Redacted]

[Redacted]

[Redacted]

Decision

[Redacted]

8.0	Governance	
8.1	Delivery Plan – Quarterly Update Report, 2023/24	
Report Summary	AM Brown presented the report to members advising that the format is in a usual format with updates in red type. Advising that phase 1 of the Stock Condition Survey is now complete. JMP are yet to give their report on their findings, however, there have been no issues reported to staff. The report once submitted will confirm if there are any follow up actions required to be undertaken.	DW

	Any actions that are identified will enable to financial projections to be updated.	
Discussion	There were no questions.	
Decision	Note the covering report. Approve the updates to the Delivery Plan, Year 3 for 2023/2024 as at Appendix 1 .	
8.2	Board of Management Training Options Report	
Report Summary	AM Brown presented the report for discussion. AM Brown advised that they are aware that training provided by DPHA will be similar to a number of Board Members own employers, however, there is essential/ compulsory training that must be carried out in their Board capacity.	
Discussion	AM Brown asked members to consider their own preference of delivery for mandatory training; Online/ self-serve, a dedicated day or couple half days sessions or would members attend external trainers such as EVH. Member advised that they prefer a combination of online and meeting together as they previously enjoyed a training session that was hosted in Saracen House over a couple of weeks. Another member advised that they agree with a combination of delivery as it is a good opportunity for networking, although online does have its advantages. Member raised their own concerns that holding sessions 'in house' online is proving difficult to justify attendance of members and costs. AM Brown requested that K Tennant talk with the other local providers again in preparation for the year ahead, research what is available by providers and to identify what is mandatory training.	KT
Decision	The Board are invited to: Note the contents of this report. Discuss and agree the best method(s) to deliver Board training. Agree to re-assess the success of the agreed training option(s) in 1-years' time.	
9.0	Strategy	
	None	
10.0	Finance	
10.1	Bad Debt Write Offs Report	
Report Summary	C Cameron presented the report advising that there were in total 4 accounts requesting to be written off. 2 former tenant accounts where one tenant has obtained sequestration, and another had passed away. 2 Current accounts are requesting to be written off, both account holders have obtained a sequestration for the totals shown in the report.	
Discussion	Member asked C Cameron is there has been an increase in write offs through sequestration? C Cameron advised that it is not common practise and that the 3	

	<p>accounts presented within the report are the most requests for a long period of time.</p> <p>C Cameron advised members that the amount written off rent accounts reflects the figure that was on the rent account on the date the sequestration is signed and awarded, therefore the money that is written off live accounts may not remove the rent arrears in its entirety.</p>
Decision	<p>The Board: Noted the contents of this covering report. Approved the debt write off contained in Appendix 1 to the sum of £4,285.68.</p>
10.2	Rent Harmonisation Update Report
Report Summary	<p>Anne Marie presented the report to members and provided an update on the event. 24 tenants attended the sessions held on 23 November 2023 at the Barclay Church, Dalmuir. Questions were asked of the tenants of how the associations rents should be structured and there were some valuable conversations that came out of this.</p> <p>AM Brown advised that the date for implementation has been redressed for March 2025, advising members that the decision cannot be rushed, and staff need to be fully aware of all the implications of the project. AM Brown also advised members that she would also like to see continued engagement with the tenants on this matter.</p> <p>Arneil Johnson conducted the event and will provide a report on their feedback and findings, which will be presented to the Board early 2024.</p>
Discussion	<p>Member agreed with AM Brown’s comments as they have also undertaken this at their own place of work. Member also noted that they were encouraged by the honesty of the leadership team pushing back the implementation date to ensure that the project and research would be carried out fully.</p> <p>AM Brown responded to the comments advising that tenants understanding of the process is key. Potentially reducing the rent for a tenant receiving benefit assistance may have the adverse effect on them meaning that they would be solely responsible for full rent payments.</p> <p>Another member advised that they were in agreement of the postponement as they have also carried out a similar exercise and the increased tenant engagement is positive.</p>
Decision	<p>The Board: Noted the contents of this report. Agreed to postpone the implementation date for rent harmonisation to the 28 March 2025, thereby allowing the Association time to focus on tenant consultant and targeted support, as well as ensuring staff training and administration processes are in place.</p>

11.0	Staffing	
11.1	Staff Away Day Feedback Report	
Report Summary	K Tennant presented the report and the feedback provided by staff that attended the day.	
Discussion	Member advised that it looked like a good day out with positive feedback from those that attended.	
Decision	The Board: Noted the feedback received from Staff members and the intention to arrange a Staff Away Day in 2024.	
12.0	Health and Safety	
12.1	Stonework and Insulation Project Update Report	
Report Summary	AM Brown presented the report to members advising that the project is progressing well, there have been no major incidents and staff have been attending regularly. Noting that project is due to finish before Christmas.	
Discussion	<p>Members advised that they have been watching the works and it is making a large difference to the area.</p> <p>Member asked if there was any evidence to the support the savings in fuel costs, AM Brown advised that there was not advising that it was just too soon to see the savings.</p> <p>Member advised that it was great to see the tenant feedback is positive and asked if there would be a satisfaction survey carried out once the works are completed?</p> <p>AM Brown advised that there would be a survey upon completion.</p> <p>Member asked for visibility of the risk register mentioned at 3.9 of the report. AM Brown advised that they will request that D Wilson updates the register and circulates for assurance.</p>	
Decision	<p>The Board:</p> <p>Noted the contents of this progress report.</p> <p>Noted the funding that has been drawn down to assist with costs.</p> <p>Noted the project is progressing well and on schedule for completion by the due date, and there are no issues of concern to bring to the Board's attention.</p>	
12.2	Confidential	
Report Summary	<div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>	

DW

Discussion	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
Decision	<p>[REDACTED]</p>
13.0	Health and Safety
	None
14.0	Use of delegated Authority
14.1	Property Acquisition Report
Report Summary	<p>C Cameron provided members with an update that with the agreement of the Chairperson and Vice Chairperson the association has engaged with its legal representative to commence conveyancing and make an offer to purchase the property from the owner at a maximum cost of [REDACTED]</p> <p>Highlighting to members that the property would break even in year 29.</p> <p>AM Brown advised that there will be no more advancements in relation to property acquisitions until the 30-year projections and costing analysis have been carried out.</p>
Discussion	<p>There were no questions.</p> <p>Member agreed with the pause on any potential acquisitions until projections and costings are completed.</p>
Decision	<p>The Board:</p> <p>Noted the contents of this report and attached financial appraisal at Appendix 1. Gave retrospective approval for the Association to engage with its legal representative to commence conveyancing and make an offer to purchase the property from the owner at a maximum cost [REDACTED]</p>
15.0	Any Other Competent Business
15.1	Correspondence
	None

15.2	Updated Board/Committee Workplan 2023-2024
Report Summary	AM Brown advised that there were no updates to inform the members of in relation to the report.
Discussion	There were no questions.
Decision	The Board: Noted the contents of the report.
15.3	IT Support Tender: Request for use of Delegated Authority
Report Summary	C Cameron provided a verbal update to members on the IT Support Tender process. C Cameron advised members that the tender process has been complete with all submissions being pointed and ranked. 4 interested parties will be requested to attend an interview in the office along with a presentation on set criteria's. C Cameron requested the use of delegated authority to send the Chair and Vice Chair the tender report for approval. C Cameron advised that given the timings of Board Meetings and potential handover period to a new supplier in time for the agreed contract start date of 1 April 2024 it would be too tight.
Discussion	Members advised that they support and agree with the request.
Decision	The Board: Noted the verbal update
15.4	Karen Johnson
Report Summary	Chair closed the meeting with a special thank you to Karen Johnson for the time and input that they have provided at each meeting. Karen wished to thank the members for their support and advised them that they have greatly enjoyed their time with the Association and the opportunities to learn and develop themselves.
13.0	DATE OF NEXT MEETINGS VIA MICROSOFT TEAMS
	Chair advised dates of next meetings: <ul style="list-style-type: none"> • Business Planning Session : 5 December 2023 @ 1pm for lunch with the session starting @ 2pm • PRWG : 12 December 2023 @ 6pm • Staffing Committee : 19 December 2023 @ 6pm • Board Meeting: 23 January 2024 @6pm <p>The meeting closed at 8pm</p>

Signed _____ Date _____

(Chairperson)