

Agenda Item 3.1

MINUTES OF BOARD OF MANAGEMENT HYBRID MEETING

Meeting held on Tuesday, 24 September 2024 at 6pm on-line via Microsoft Teams.

Attendance:

Board Members:

Frances Polding, Chairperson
Stephen Boag
David Edgar
Sonia Smith
Jade Murray from 6.13pm onwards

Staff/Advisor(s):

Anne Marie Brown, Chief Executive
Carla Cameron, Finance & Corporate Services Manager
Arlene Dickson, Care Services Manager
Graeme Bruce, Lethame Business Services (Finance Agent)

John Kerr, Housing Development & Homeless Manager, West
Dunbartonshire Council (Agenda Item 10.2 only)

Seamus Corry, Wellbeing Consultant (Agenda Item 9.2 only)

Board meeting minute prepared by Pauline McDaid, Corporate Services Assistant from the meeting recording.

ITEM	NOTE	ACTION
	WELCOME AND ORDER OF BUSINESS The Chairperson welcomed everyone to the meeting and confirmed that the full meeting pack was issued to members on Tuesday 17 September 2024. The Chairperson welcomed J Kerr, Housing Development & Homeless Manager, West Dunbartonshire Council (Agenda Item 10.2) and S Corry, Wellbeing Consultant (Agenda Item 9.2). Members approved items 10.2 and 9.2 being brought forward, to be discussed following item 2.0, Declarations of Interest. This is to allow J Kerr and S Corry to leave after their agenda item.	
1.0	APOLOGIES Apologies received from: G Waddell	

	• D McIndoe • M Donnelly • A Williamson	
1.1	Approved Leave of Absence [REDACTED]	
1.2	Non-Attendance J Murray was not present at the start of the meeting and had not submitted an apology. <i>J Murray joined the meeting during item 10.2.</i>	
2.0	DECLARATIONS OF INTEREST No interests were declared.	
	AGENDA ITEMS BROUGHT FORWARD	
10.2	West Dunbartonshire Council's Housing Emergency Declaration Action Plan AM Brown introduced J Kerr, WDC's Housing Development & Homeless Manager who will present to the Board WDC's Housing Emergency Declaration Action Plan (HEDAP). J Kerr delivered a presentation to Members giving an overview of national and local context of housing emergency declarations and then specifically the drivers forming West Dunbartonshire Council's emergency declaration including: • Unable to fulfil statutory homeless requirements • Over 100 breaches of unsuitable accommodation order • Time spent in temporary accommodation • Budget cuts, cost of living crisis, increase to costs from contractors • Impact of Covid Members were given an overview of the action plan and it's 4 key themes including how the plan will be monitored and pressures that will have an impact on the plan. In concluding the presentation, Members were presented with current national and local homeless statistics. The presentation ended and Members were asked if they had any questions. <i>J Murray joined the meeting at 6.13pm</i> The Chair thanked J Kerr for their presentation. Members noted that the Council's action plan appears to be thorough and will hopefully address the housing emergency in West Dunbartonshire. Members were informed that WDC have been awarded [REDACTED] from temporary accommodation and acquisitions funding. AM Brown questioned if the target dates of the plan were achievable by 2025 with J Kerr confirming that the Project Board had been tasked with reviewing the priorities to bring forward actions that would have the biggest impact.	

Report
Summary

Discussion

Decision

The Board noted the content of the West Dunbartonshire Council’s Housing Emergency Declaration Action Plan as outlined in **Appendix 2**.

J Kerr left the meeting at 6.40pm

9.2

Staff Wellbeing Report, July 2024: **Confidential**

Report
Summary

Discussion

			CC
	The Board:		
Decision	Noted the contents of the covering report. Noted the content of the Staff Wellbeing Report, July 2024 attached at Appendix 1, which will be discussed at the December 2024 Staffing Committee meeting.		
3.0	MINUTES FROM PREVIOUS MEETINGS		
3.1	Board Meeting (20 August 2024) – For Approval The minutes were approved on a proposal by J Murray and seconded by S Boag.		
3.2	Board Meeting (3 September 2024) For Approval The minutes were approved on a proposal by D Edgar and seconded by S Smith		
3.3	Draft AGM minutes (3 September 2024) – for noting The minutes were noted.		
4.0	MATTERS ARISING SCHEDULE		
Report Summary	AM Brown presented the matters arising schedule and the following updates: No 3: Meeting with Microtech took place today so item is now complete. No 7: Chairperson for Staffing Committee; item is now complete as D McIndoe has been appointed as Chair.		
Discussion	There was no discussion.		
Decision	The Board: Noted the matters arising schedule.		
5.0	CHIEF EXECUTIVE’S PROGRESS UPDATE Confidential		
Report Summary			

Discussion		
Decision	The Board: Noted the contents of the report, especially: Appendix 1 - Chief Executive's Work Objectives 2024 update. Approved an extension to [REDACTED] Leave of Absence up to the 13 October 2024.	
6.0	GOVERNANCE	
6.1	Strategic Delivery Plan – quarterly update: Confidential	
Report Summary		
		CC
Decision	The Board: Approved the updates to the new Strategic Delivery Plan, Year 1 for 2024/2025 as at Appendix 1.	Board

7.0	STRATEGY	
	No reports were presented.	
8.0	FINANCE	
	No reports were presented.	
9.0	STAFFING	
9.1	Investors in People Interim Report, August 2024	
Report Summary	AM Brown presented Members with the Interim Investors in People (IIP) Report, August 2024 for information. Members were advised that while the accreditation is for 3 years, meetings with the IIP Consultant are currently held on an annual basis, with the Consultant producing a report from these visits. AM Brown noted that the report was positive, focusing on HR support services and our wellbeing journey; informing members that the IIP Health and Wellbeing accreditation was being explored over the coming year.	
Discussion	Members acknowledged that the annual meeting with the IIP consultant is a good idea and good practice.	
Decision	The Board: Noted the content of the IIP Interim Report, August 2024 attached at Appendix 1, which will be discussed at the December 2024 Staffing Committee meeting. Noted the next IIP reassessment is scheduled to take place in September 2026.	
9.2	Staff Wellbeing Report, July 2024: Confidential	
	Discussed earlier in the meeting.	
9.3	Salary Sacrifice Policy	
Report Summary	AM Brown presented to the Board the new Salary Sacrifice Policy for approval and to note the accompanying Equality Impact Assessment (EIA). Members were advised that the policy was updated based on feedback from previous Board meeting with the wording of the policy left open to allow for flexibility. AM Brown asked the Board to delay implementation of the policy as circumstances had changed since the policy has been issued to the Board. Information received from Spence and Partners (consultants used for pension advice) suggested that the policy be put on hold until the Westminster Government delivers its budget on the 30 October 2024 as there are indications there may be an impact to tax spending and benefits. Members were asked to consider delaying the policy implementation until after the October budget was announced.	
Discussion	Members agreed to the delay their decision and to represent once the budget announcement was made.	AMB

	C Cameron confirmed that there were no issues in delaying roll out of salary sacrifice. Confirmation was given to members that the content of the policy in terms of what the employer's NIC would be used for were intentionally broad-based to allow flexibility in what could be offered to employees.
Decision	The Board: Agreed to delay the approval of the Salary Sacrifice Policy pending the outcome of the October 2024 budget.
10.0	OPERATIONS
10.1	Beardmore House Office Opening Hours Report
Report Summary	AM Brown presented a report, asking the Board's permission to make the temporary changes agreed in October 2023 to the office opening hours for Beardmore House permanent. Members were advised that additional questionnaires were completed by tenants at the AGM and overall, no negative comments had been received to the temporary changes to opening hours.
Discussion	There was no further discussion on the report content.
Decision	The Board: Agreed to make permanent the following changes to the opening hours of Beardmore House: • Close for lunch from 12:30 to 13:30. • Friday closure from 16:00. • Open late till 18:00 every Wednesday. • Continue to close for staff training every Thursday 09:00 to 12:30.
10.2	West Dunbartonshire Council's Housing Emergency Declaration Action Plan
	Discussed earlier in the meeting.
10.3	Gas Servicing Contract: Tender Report Confidential
Report Summary	
Discussion	

Decision	The Board: Noted the contents of the covering report. Noted the contents of the tender report from [REDACTED] (Appendix 1) Approved acceptance of the Gas Servicing and Maintenance Contract from the successful bid made by [REDACTED], for the corrected amount of [REDACTED] for the annual gas servicing, reactive maintenance, and emergency out of hours service contract from 1st November 2024 to 31 October 2027, and to approve commencement of the contract with effect from 1 November 2024.	
11.0	HEALTH AND SAFETY	
	No reports were presented.	
12.0	USE OF DELEGATED AUTHORITY	
	Members were advised that there was no use of delegated authority since the last Board meeting.	
13.0	AOCB	
13.1	Correspondence	
	No correspondence was presented to the Board.	
13.2	Updated Board/Committee Workplan 2024-2025	
Report Summary	No additional updates were presented to the workplan issued to members.	
Discussion	There was no discussion on the report content.	
Decision	The Board noted the updates of the workplan.	
14.0	DATE OF NEXT MEETINGS	
	Board Meeting: 29 October 2024 at 6pm Audit and Risk Meeting: 8 October 2024 (Annual Assurance Statement only) at 6pm Policy Review Working Group: 15 October 2024 at 6pm S Smith asked to be included in the Audit & Risk Committee and the Board agreed to this request. S Smith will be added to the meeting invitation. AM Brown reminded Members that wellbeing initiatives and access to S Corry was available to Board members too.	CC

| **The meeting closed at 8.01 pm** |

Signed _____ Date _____

(Chairperson)