

Minutes of the Management Board meeting held on Tuesday 27 June 2023 at 6.00pm at 4 Kinclaven Avenue, Drumchapel, Glasgow G15 7SP.
Hybrid meeting using Zoom Video Communications

Present: David O'Hara (Chair)
Josephine Barnshaw
Helen Eakin
Elspeth Kerr
Joan McFarlane
Vincent Ogar (Via ZOOM)

In attendance: Pauline Burke, Director
Jacqueline McGoran, Finance & Corporate Services Manager
Marisa McCarthy, Senior Housing Officer
Alexander Gemmell, Senior Maintenance Officer

1. Apologies

1.1 Apologies were received from A Kerr and K Nubor.

2. Declarations of interest

2.1 There were no declarations of interest noted.

3. Previous meetings

3.1 Minutes of Board meeting on 23 May 2023

3.1.1 The minute of the Management Board meeting held on 23 May 2023 was agreed and proposed by J McFarlane and seconded by H Eakin.

4. Meeting Action List 2023/24

- 4.1 P Burke presented and asked for approval for the meeting action list 2023/24.
- 4.2 The Board approved the meeting action list.

5. Matters arising from previous meeting

- 5.1 There was one matter arising at the meeting on 18 April 2023 the review of the landlord and control manuals were approved by Board however this was not reflected in the minute.
- 5.2 The approval will be recorded within the minute of this meeting.

6. Director's report

6.1 Loan Portfolios return for submission to Scottish Housing Regulator

- 6.1.1 J McGoran presented the loan portfolio return.
- 6.1.2 Members approved the submission of the loan portfolios to 31 March 2023 return to the Scottish Housing Regulator as prepared by FMD Financial Consultants.

Action – FMD

6.2 Nationwide loan repayment report

- 6.2.1 J McGoran advised the Board that solicitors, MacRoberts have now advised Nationwide that the Board had agreed option 2. Nationwide have now instructed JLL to proceed with the desktop valuation of the 77 units required for loan security.
- 6.2.2 J McGoran advised staff will be in contact with JLL in due course to discuss a full stock valuation as approved by Board.

Action – J McGoran

- 6.2.3 Board noted the update.

6.3 Annual assurance statement action plan update

- 6.3.1 P Burke presented the annual assurance statement action plan update.

6.3.2 After discussion the Board noted the update on action plan.

6.4 Risk management register and matrix – annual review

6.4.1 P Burke presented to Board the annual review of the risk management register and matrix.

6.4.2 Board were advised of the movements within the risk matrix and discussion took place regarding the highest risks which have been identified as cost of living/inflation and rent increases.

6.4.3 Board approved the annual review of the Risk Management Register and matrix with no amendments.

6.5 Equality and human rights action plan

6.5.1 P Burke presented the equalities action plan.

6.5.2 Board were advised that a working group made up of both staff and Board members met to review and update the action plan for 2023/24.

6.5.3 Board approved the 2023/24 Equality Action Plan.

6.6 Arrangements for the Annual General Meeting

6.6.1 This year's AGM will be on Thursday 24 August 2023 at 6pm and the proposal this year is for a hybrid meeting to take place in the office with the facility for tenant members to attend via ZOOM video communications.

6.6.2 P Burke advised the Board of the members required to stand down in accordance with rule 33.1.

6.6.3 Under Rule 31.6 one Board member has been identified as requiring to demonstrate ongoing effectiveness. As part of the recent board appraisal carried out and presented at the May meeting by Pat Bradley, HR Consultant, the Board were satisfied the Board member demonstrated ongoing objectivity and will continue to be effective as a Board member.

6.6.4 A discussion took place regarding Board recruitment as some long-term members may look to retire at the AGM. Board discussed the recent recruitment drive which had been disappointing and what other approaches could be tried to encourage tenants to join the Board.

6.6.5 Both Board and staff agreed it was challenging but will continue to advertise and promote the recruitment drive to get tenants on Board.

6.6.6 Board approved the arrangements for 2023 AGM.

6.7 **Strategy Day follow-up**

6.7.1 P Burke presented the Strategic Objectives discussed at the recent Strategy Day with both Board and staff.

6.7.2 The Board agreed the Strategic Objectives to be incorporated into the draft business plan.

6.8 **External audit services procurement**

6.8.1 P Burke presented to Board the results of the recent procurement exercise for external audit services.

6.8.2 P Burke advised that only one tender was received and referred to the Co-operative's Procurement policy that states should there be only one tender received consideration should be given to as why e.g., has the market been restricted in some way or has the opportunity been unattractive. In such cases, consideration may need to be given to restarting the tender process.

6.8.3 Due to the current market and the reduction in external auditors submitting tenders (as seen throughout the sector), members were asked to consider accepting the tender from Findlays Chartered Accountants as it is business critical the Co-operative has an external auditor to be appointed at the Annual General Meeting in August 2023.

6.8.4 In the scoring exercise and in the assessment categories used to score the tender, the bidder scored excellent in all categories, however, due to their being only one tender their scores were not weighted.

6.8.5 P Burke advised although not ideal to have received only one tender, Board should also take comfort in that Findlays have been the Co-operative's external auditors for the past six years and to date have provided a professional courteous service through times of change and challenging circumstances such as covid. References received were also very positive.

6.8.6 The Board noted the above and approved Findlays Chartered Accountants being awarded the contract for provision of external audit services to the Co-operative for the agreed period.

7. Housing and Technical report

7.1 Planned maintenance progress report

7.1.1 A Gemmell presented the planned maintenance report.

7.1.2 Board noted that the boiler replacement program is complete, and the kitchen program is now on site with nine kitchens completed to date.

7.2 Key performance indicators 2023/2024

7.2.1 J McGoran presented the KPI indicators for 2023/24.

7.2.2 E Kerr queried why void days to relet target was 10 days as she recalled in pre covid years it was around five days. M McCarthy explained the reasons for this and advised that our performance in this area is very good compared to our peers and the Scottish average.

7.2.3 Board approved the KPI's for 2023/24.

7.3 Performance benchmarking – Quality Efficiency Forum Results

7.3.1 M McCarthy presented the QEF forum results for 2022/23

7.3.2 Discussions took place between Board and staff regarding the results.

7.3.3 Board noted the content and the outcome of the QEF benchmarking report for 2022/23 and indicated they were happy with performance.

8. Policy Review

8.1. Environmental Sustainability policy

8.1.2 P Burke advised the Board that the Environmental Sustainability policy replaces the Sustainability policy.

8.1.3 The policy was reviewed with an Equality Impact Assessment carried out with no disadvantage to any of the protected characteristics.

8.1.4 Board approved the Environmental Sustainability policy.

9. Governance

9.1 Membership report

9.1.1 There were thirty-five prospective members on the membership report for approval.

9.1.2 Board approved thirty-five prospective members and three share certificates.

9.2 Ethical conduct and notifiable events

9.2.1 There were no ethical conducts to report, and no notifiable events submitted to the Scottish Housing Regulator since the last Board meeting.

10. Audit, Risk and staffing sub-committee

10.1 There were no sub-committee meetings to report.

11. Any Other Competent Business

11.1 P Burke discussed with Board members the two lessons learned documents received from SHR which she had sent out to Board members on:

- Scottish Federation of Housing Associations - Putting Safety First: Governing Body Members Assurance
- Scottish Housing Regulator - Effective recording of decisions and discussions by governing bodies of Registered Social Landlords – Lessons Learned

11.2 Board noted the content of both documents.

7.00pm: Staff members M McCarthy & A Gemmell left the meeting

11.3 Please refer to confidential minute

12. Date of Next Meeting

12.1 The next meeting will take place on Tuesday 8 August 2023 at 6.00pm in the Co-operative's office.

D O'Hara closed the meeting at 7.10 pm