

BOARD MINUTES



Meeting Date: 04 March 2021
Time: 5pm
Venue: Virtual meeting

Board Members in Attendance

Martin Joyce
Adam Turner
Jeremy Hewer
Steven Prevost
Ann Wilson
Chris Boyle
Caroline Rodgers
Neil Tulloch
Victoria Bluck
Bryony Stocker
Craig Morton

Apologies

Anne Gault
Andrew Saunders

Staff in Attendance

John Davidson	Chief Executive
Sandy Young	Head of Housing Management
Angela Coutts	Head of Corporate Services
Craig Porter	Head of Finance and ICT
Tammy Allan	Quality and Performance Officer (minutes)

Others in Attendance

None

Please note that these minutes have been edited to remove any commercially sensitive or confidential discussions.

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PRESENTATION

6573	Welcome The Chair welcomed everyone to the meeting.
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STANDING ITEMS

6574	Apologies A record was made of apologies from non-attendees.
6575	Use of Seal None.
6576	AOCB Approval <ul style="list-style-type: none">• CP advised that he had an item relating to the tabled paper regarding the Grant Offer for Open Market Purchases.• AC advised that she had an item relating to a Grant Award.
6577	Declaration of Interest on any Agenda Items None.
6578	Membership Applications None.
6579	Matters Arising/Update/Information Papers for Discussion JD informed the Board that there had been several articles in the press recently, all positive, regarding the proposal for the Drumshoreland development.
6580	Minutes from Previous Meeting The Board approved the Minutes from the previous meeting.
6581	Board Members – Items for Future Meetings None.
6582	Board Training – Verbal Both BS and JD had recently attended a Digital Empowerment and Leadership Conference that was held by the SFHA.
6583	Chief Executive’s Report JD presented his report and advised that the AEL Board of Management had recently approved the shift in line management function from the AEL Board to the Director of Asset Management and they were now seeking approval from the AHA Board, as the Parent of the subsidiary, for the change. The Board approved the amendment. MJ referred to the insurance update for Cyber Liability and Crime Insurance and he queried the new policy covered the Association for a ransomware attack. During the meeting CP was able to check and confirmed that the Association will be covered.

	<p>CM noted that there was steep drop with the policy limit through the current insurer and queried if this was the same throughout the market. CP advised that for this reason, an alternative provider had been sourced.</p> <p>AT enquired about the progress of Cyber Essentials. CP was able to confirm that a pen test is due to take place this month and Cyber Essentials Plus will take place thereafter.</p> <p>The Board noted the content of the Chief Executive’s report.</p>
6584	<p>Approval of Consent Agenda</p> <p>CP referred to the management accounts for the period ending January 2021 and noted that the results show a £1.8m surplus against budget for this period. He also noted that the computing costs were not as high as originally anticipated, however the ICT purchases that were made last year in order to allow for home working are not all up to speed. Therefore, additional purchases will need to be made in order to support staff at home.</p> <p>SP noted the value of the underspend in wider role. CP advised that grant funding was made available for this service and due to Covid delays, the grant funding will be carried into 2021-22.</p> <p>The Board agreed to the recommendations within the consent agenda.</p>
REPORTS FOR DISCUSSION	
6585	<p>Delivering for You – AHA Business Plan 2021-22</p> <p>JD informed the Board that the proposed Business Plan was an interim plan to cover the next 12 months. JD advised that a longer term 3–5-year Business Plan would be established for the period following this interim Business Plan.</p> <p>The Board approved the draft Business Plan 2021-22, noting the linkages with the previously approved interim Improvement Plans.</p>
Housing Management	
6586	<p>Housing First for Youth</p> <p>SY advised that the paper had been prepared following recent conversations with some Board members regarding the scope of a review of the Housing First for Youth project. SY advised that the group had discussed what aspects the report should cover and agreed that it should have a How To guide direction to it.</p> <p>AT acknowledged that he had a good discussion with both SY and TL and that they both show great enthusiasm for the project. AT moved on to advise that he felt the report should be short yet concise but should also acknowledge that AHA took risks in order to make the project work. AT also noted that the report should be kept factual.</p> <p>CR noted that, if possible, the report should note both the costs involved and the wider costs that are potentially saved by providing the young care leavers this additional support. SP advised that Police Scotland may be able to give a ballpark figure on potential savings around crime.</p> <p>AW noted that the report could perhaps cover the impact that the project had on AHA tenants and those who are on the waiting list. AW also noted that AHA should share all lessons that were learned – both positive and negative.</p>

	<p>JD agreed with all of the points that had been made and noted that the timing of the report is important and advised that it may be difficult to quantify outcomes as only a small number of care leavers have been supported.</p> <p>VB noted that the report should be open about the fact that AHA do not claim to have all of the answers. She also asked if some background information on the project could be provided for new Board members.</p> <p>SY thanked the Board for their comments and advised that they are extremely helpful. He moved on to advise that the project has prompted a shift in mindset for AHA staff as well in the way that they support tenants. SY feels that this should also be acknowledged in the report.</p> <p>The Board noted the contents of the paper and agreed the framework and desired outcomes of an Almond specific evaluation on the Housing First for Youth Project.</p>
Asset Management	
6587	<p>Landscape Maintenance Contract</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p>
6588	<p>Polbeth Farm, Polbeth Granting of a Servitude under General Consent</p> <p>CP presented the paper and noted that this was a standard report and comes as a result of a new build development. There were no questions or comments from the Board regarding the content.</p> <p>The Board approved the granting of a permanent servitude for the consideration of £1 to Scotland Gas Networks plc (SGN) in respect of a new gas pipeline from the existing 63mm low pressure mains in Polbeth Road to serve the properties within the new development.</p>
Finance and ICT	
6589	<p>Quarterly Development Report</p> <p>CP presented the report to Board and AT enquired what the outlook was post Covid and were AHA expecting to encounter lingering delays with materials. CP advised that delays have already occurred, however they did not pose any significant issues. CB noted that the construction market was considered extremely busy just now and the current price inflation reflects this. This generated a discussion around the increases in material costs and BS noted that this may impact the longer-term plans.</p> <p>The Board noted the report.</p>
6590	<p>Budget 2021-22 Variation</p> <p>CP informed the Board that the budget is based on a series of assumptions, however due to the delays with the continued lockdown restrictions, it has been identified that the capital spend on kitchens and bathrooms is likely to be less than originally profiled. CP moved on to advise that it is recommended that any underspend in bathroom and kitchen replacements in 2020-21 is carried forward into 2021-22. He advised that this would not have any effect on the Association's cash position.</p> <p>The Board approved the utilisation of the underspend on bathroom and kitchen component replacements from 2020-21 to progress the stock improvement programme.</p>
6591	<p>AOCB – Tabled paper: Approval of Grant Offer – Open Market Purchases</p>

	<p>CP presented the report and informed the Board that the Association have been progressing with the purchase of three properties. One of which should conclude this month. CP moved on to advise that the Scottish Government have suggested offering the grant for 4 additional properties this year.</p> <p>For newer Board members, AT explained the background around the frustration around blocks where AHA were the Factor but did not own every property. Without the agreement from the owners within the block, AHA are unable to proceed with any works to the building. As detailed within the report, one of the open market purchases that have been made results in 100% ownership of a block and will therefore allow AHA to proceed with planned works.</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p>
6592	<p>AOCB – Grant Award</p> <p>AC informed the Board that AHA are members of the Scottish Procurement Alliance (SPA) and as AHA have used SPA for procurement throughout 2020/21, they have offered a cashback award of £3k. As it is non-budgeted income, AC sought approval to accept this payment award.</p> <p>The Board approved the acceptance of the £3k from SPA.</p>
	<p>Date of Next Meeting: 01 April 2021</p>

Approved by:

Date: