

BOARD MINUTES



Meeting Date: 01 April 2021
Time: 5pm
Venue: Virtual meeting

Board Members in Attendance

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

Apologies

Anne Gault
Ann Wilson

Staff in Attendance

John Davidson	Chief Executive
Angela Coutts	Director of Corporate Services
Craig Porter	Director of Finance and ICT
Tammy Allan	Business Improvement 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

6593	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting.</p>
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STANDING ITEMS

6594	<p>Apologies</p> <p>A record was made of apologies from non-attendees.</p>
6595	<p>Use of Seal</p> <p>None.</p>
6596	<p>AOCB Approval</p> <p>None.</p>
6597	<p>Declaration of Interest on any Agenda Items</p> <p>None.</p>
6598	<p>Membership Applications</p> <p>None.</p>
6599	<p>Matters Arising/Update/Information Papers for Discussion</p> <p>None.</p>
6600	<p>Minutes from Previous Meeting</p> <p>The Board approved the Minutes from the previous meeting.</p>
6601	<p>Board Members – Items for Future Meetings</p> <p>CB enquired if the Association had an environmental policy. JD advised that a Green Strategy will be developed within the 3–5-year strategy. He also advised that he had recently attended carbon literacy training which will also be rolled out to some other members of staff within the organisation.</p>
6602	<p>Board Training – Verbal</p> <p>CM advised that he had recently attended the On-Board training. Although CM has sat on other Boards of Management, he has never received Board training, so he found it very useful.</p> <p>JH recently attended the SFHA webinar regarding Housing 2020. A recording of the webinar can be located on the SFHA website.</p>
6603	<p>Chief Executive’s Report</p> <p>JD advised that the interviews for the new Director of Asset Management had taken place and an offer of appointment had been made and accepted by Iona Taylor. This is a good appointment for the Association and Iona comes with a lot of technical knowledge. It is hoped that Iona should be in a position to start on 10th May.</p> <p>JD informed the Board that the Association had received confirmation this week from the Scottish Housing Regulator that AHA have been classed as compliant based on the recent submission of the Annual Assurance Statement. SP congratulated staff and acknowledged that there is a lot of continued work involved around this.</p>

	<p>BS queried why there was no mention of gas non-compliance and if the matter had been resolved. JD advised that gas compliance is reported quarterly as part of the performance report, however he could confirm that there had been one no access in the period.</p> <p>AT referred to the Race Road Development within the Chief Executive’s report and queried if the increase in costs was development-specific. CP advised that the land price had increased, and the total unit numbers had decreased from 40 to 36. He was unsure of the specifics around the reduction in unit numbers, but he would gather that information and report back.</p> <p>JH referred to previous discussions regarding the Common Housing Regulator (CHR) and advised that several RSLs have established a digital initiative and queried if this is something that AHA would consider. JD advised that SY would be able to provide an update on costs and service from the CHR.</p> <p>AT referred to Board members rotation amongst the G8 members mentioned within the Chief Executive’s report and advised that he liked this idea. NT queried what the purpose of this would be. JD advised that if it goes ahead, it is hoped that Board members would be able to share good practice.</p> <p>The Board noted the content of the Chief Executive’s report.</p>
6604	<p>Approval of Consent Agenda</p> <p>BS queried why the Management Accounts are brought to Board on a monthly basis and if there was any substance to it. CP advised that the Association’s Financial Regulations state that the Management Accounts are brought to Board monthly. However, these are due to be reviewed and, when done, the frequency will be amended. MJ noted at this point that the Board must recognise that the Association are in a good financial position.</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 to allow for home working are not all up to speed. Therefore, additional purchases will need to be made to support staff at home.</p> <p>CB referred to the Sustainability Policy noted that he felt it was very high level. He also asked if the Association should take the time to stop and think about what the future plans are and develop a strategy. JD acknowledged and advised that there is currently a resource issue around doing this. The strategy would require a lot of attention which would be a challenge right now. Therefore, BS recommended reviewing the policy again in 1 year instead of 5. JD agreed.</p> <p>BS referred to the Complaints Policy and noted that there is no mention of how the Association learns from complaints. AC advised that the Association has adopted the SFHA guidance and also informed the Board that there are detailed processes around complaints and lessons learned within the Association. The processes include weekly meetings with Corporate Services and the operational managers to discuss complaints and details of complaints are noted within the Almond View. However, AC acknowledged that this is not mentioned within the policy, but she would arrange for that to be changed. JD also advised at this point that as part of the improvement plans, the Association is hoping to enrol in Customer Service Excellence and part of this would include looking at lessons learned.</p> <p>BS referred to the gender question within the Equality & Diversity Policy and she noted that due to the national conversations around gender, 5 years is a long time to leave the gender question in its current form. It was noted that the detail is taken from the Equality Act and the</p>

	<p>Association wouldn't want to step away from that. However, AC advised that if any key legislative changes are made then the policy would be reviewed at that point</p> <p>The Board agreed to the recommendations within the consent agenda.</p>
REPORTS FOR DISCUSSION	
6605	<p>Model Rules 2020</p> <p>JD informed the Board that the Association were looking for approval to adopt the changes to the Model Rules which were last reviewed in 2015, and if the Board approve, formal approval will be sought at an SGM immediately prior to the next AGM on 2nd September 2021.</p> <p>BS queried why the Association had not adopted the optional clause around virtual meetings. AC advised that this had been an oversight as the Rules had been adopted in full.</p> <p>The Board approved the proposed amendments to the Association's Rules.</p> <p>The Board agreed that the 2020 Model Rules will be adopted following agreement of Members at an SGM immediately prior to the Annual General Meeting on 2 September 2021.</p>
Asset Management	
6606	<p>EESH Contract: Contract Extension</p> <p>JD informed the Board that the Association were looking to exercise the additional year of the current contract. He advised that the budget had previously been set but this extension would utilise some of it with the installation of solar PV panels. The extension would also allow for an additional 70 properties to be added to the current windows contract.</p> <p>The Board approved exercising our option to extend this contract and enter into year 3 of the 3-year contract (2 year plus 1 year option) with Everwarm Limited.</p>
6607	<p>AOCB – Audit and Finance Sub-committee</p> <p>AT asked if anyone would be interested in joining the Audit and Finance Sub-committee. Both VB and CM volunteered.</p>
	<p>Date of Next Meeting: 06 May 2021</p>

Approved by:

Date: