

BOARD MINUTES



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

Board Members in Attendance

Martin Joyce
Adam Turner
Steven Prevost
Neil Tulloch
Victoria Bluck
Craig Morton
Bryony Stocker
Chris Boyle

Apologies

Anne Gault
Ann Wilson
Jeremy Hewer
Andrew Saunders

Staff in Attendance

John Davidson	Chief Executive
Angela Coutts	Director of Corporate Services
Sandy Young	Director of Housing Management
Iona Taylor	Director of Asset Management
Tammy Allan	Business Improvement Officer (minutes)

Others in Attendance

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

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STANDING ITEMS

6650	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting.</p>
6651	<p>Apologies</p> <p>A record was made of apologies from non-attendees.</p>
6652	<p>Use of Seal</p> <p>None.</p>
6653	<p>AOCB Approval</p> <ul style="list-style-type: none"> • MJ asked SMT to leave the call at the end of the meeting so the Board could discuss a confidential staff reward matter. • Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.
6654	<p>Declaration of Interest on any Agenda Items</p> <p>None.</p>
6655	<p>Membership Applications</p> <p>None.</p>
6656	<p>Matters Arising/Update/Information Papers for Discussion</p> <p>JD referred to min ref. 6647 and advised that the error within the SHR portal had now been resolved meaning that all RSLs can now submit their loan portfolio. JD also advised that the deadline for this to be completed has been amended to 31st August 2021.</p>
6657	<p>Minutes from Previous Meeting</p> <p>MJ referred to min ref. 6649 and advised that his comment had been that he would be minded for the Board meetings to remain at nine, using six for business-critical issues and the remaining three meetings would be used to discuss strategic matters.</p> <p>SP referred to min ref. 6640 and advised that whilst Board members do need to have a full understanding of the Management Accounts, this is especially key currently because of the maintenance catch-up obligation that will be carried into the new financial year due to Covid.</p> <p>The Board approved the Minutes from the previous meeting subject to the above amendments.</p>
6658	<p>Board Members – Items for Future Meetings</p> <p>None.</p>
6659	<p>Board Training – Verbal</p> <p>NT advised that he had recently attended a mock tenancy mediation which was held between Calgary and Montreal and he found it useful.</p>
6660	<p>Chief Executive’s Report</p> <p>JD presented the Chief Executive’s Report and there were no questions from the Board.</p> <p>The Board noted the content of the Chief Executive’s report.</p>

CONSENT AGENDA

6661

Approval of Consent Agenda

BS queried why there were no gas safety, legionella or electrical testing registers noted within the annual report. JD confirmed that all of those registers are held and monitored to ensure compliance. AC also advised that registers noted within the annual report are to ensure that AHA is complying with the Code of Conduct. However, we can arrange for the additional registers to be included going forward.

NT referred to the Compliance with IT Legislation annual report and he enquired whether AHA operates CCTV and, if so, is there a register kept of its use. SY confirmed there is CCTV at the AHA office and he was aware of a register, but CP would be required to confirm where it is stored upon his return.

SP enquired who determines that AHA has complied with IT legislation and how is it determined. AC advised that ICT determines compliance through internal and external audits plus the recent penetration test that was carried out. JD added that additional resources will also be added to the ICT team and AC confirmed that an offer had been made for a replacement ICT Officer. However, a start date has still to be confirmed.

The Board **agreed** to the recommendations within the consent agenda.

REPORTS FOR DISCUSSION

Housing Management

6662

Request for zero charge garages

SY presented the report to Board and advised that all current zero charge garages have been in place for over 10 years.

SY advised that AHA regularly writes to all of the organisations who receive a zero charge garage and ask them to confirm what community benefit they provide. The responses have never been challenged by AHA, but going forward, SY advised that serious consideration needs to be given to the number of garages that are provided.

MJ enquired whether the garages were wind and watertight and who would be responsible for the insurance and tax for the items that would be stored in the garages. SY confirmed that the organisations who are using the garages are responsible for arranging insurance and covering the tax costs. However, AHA cannot guarantee that the garages will be watertight.

Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.

Asset Management

6663

Fire Safety Contract: Tender Approval

IT presented the report and advised this is the first time there has been a requirement to take the Fire Safety Contract to Board as previously this was procured as a number of much smaller contracts.

	<p>MJ enquired whether the price would include portable equipment. IT confirmed that it did, but it did not include training. However, this is something that can be purchased through either the contractor or the fire brigade.</p> <p>MJ also enquired whether the provision of fire safety equipment within communal stairs was a legal requirement or best practice. IT confirmed that it is a legal requirement, but additional changes to the legislation are anticipated.</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p>
Corporate Services	
6664	<p>AEL approval of Board member</p> <p>AC advised that as part of the independence agreement between AEL and AHA, any new Board members for AEL must be formally appointed by AHA. AC moved on to advise that the AEL Board has already met Mr Ian Crawford and they are happy with the experience he will bring to the Board.</p> <p>The Board approved the appointment of Mr Ian Crawford as a member of the Almond Enterprises Limited Board.</p>
6665	<p>AOCB</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p> <p>BS enquired whether there was a plan to get more tenant Board members. AC advised that whilst AHA only has one tenant Board member, there is also a tenant focus group which assists with reviewing policy documents where required and they also carry out numerous scrutiny activities. AC also advised that the tenant focus group was originally going to be used as a feeder group to recruit additional tenant Board members, but this did not happen due to lack of interest.</p> <p>MJ noted that he has always liked increased tenant participation and, whilst AHA does have capacity to recruit additional Board members, it can be challenging to recruit tenants.</p> <p>MJ also suggested that potential tenant Board members could be invited along to a meeting so they could observe and listen to what is being discussed. He also suggested looking at alternative locations for the Board meetings. AC advised that the option of inviting potential tenant Board members along to meetings was considered last year, but lockdown prevented it from happening and additionally there was limited interest.</p> <p>VB suggested adding this topic to one of the strategy days and the Board should also consider what barriers are in place that are preventing tenants from joining the Board.</p>
	<p>Date of Next Meeting: 05 August 2021</p>

Approved by:

Date: