

BOARD MINUTES



Meeting Date: 03 December 2020

Time: 5pm

Venue: Virtual meeting

Board Members in Attendance

Martin Joyce
Jeremy Hewer
Steven Prevost
Ann Wilson
Chris Boyle
Caroline Rodgers
Andrew Saunders
Neil Tulloch

Apologies

Adam Turner
Ann Wilson
Anne Gault

Staff in Attendance

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

Others in Attendance

Victoria Bluck – Co-optee
Craig Morton – Co-optee
Bryony Stocker – Co-optee

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

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STANDING ITEMS

6524	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting.</p> <p>JD introduced the three new co-optees; Craig Morton, Bryony Stocker and Victoria Bluck.</p>
6525	<p>Apologies</p> <p>A record was made of apologies from non-attendees.</p>
6526	<p>Use of Seal</p> <p>JD confirmed that the Seal had been used three times in the previous month in connection with Membership Applications.</p>
6527	<p>AOCB Approval</p> <ul style="list-style-type: none"> • SY advised that he would like to provide the Board with an update regarding rent points • JV also advised that she would like to provide an update on EESSH. <p>It was agreed to take these items at the end of the meeting.</p>
6528	<p>Declaration of Interest on any Agenda Items</p> <p>BS and CM are both residents near to the proposed Drumshoreland development.</p> <p>It was noted that agenda item 13c was an information paper with no formal approval required.</p>
6529	<p>Membership Applications</p> <p>None.</p>
6530	<p>Matters Arising/Update/Information Papers for Discussion</p> <p>None.</p>
6531	<p>Minutes from Previous Meeting</p> <p>The Board approved the Minutes from the previous meeting.</p>
6532	<p>Board Members – Items for Future Meetings</p> <p>Following the recent announcement from the Scottish Government regarding the ban on evictions over the Christmas period, JH queried if this would have any impact on the Association. SY confirmed that as a rule, evictions are not normally carried out by AHA over this period.</p>
6533	<p>Board Training – Verbal</p> <p>Both CR and SP confirmed that they had recently attended a course on Maintenance. The course facilitator advised that they would arrange for the slides to be passed to AHA so that they may be uploaded to the portal.</p>
6534	<p>Chief Executive’s Report</p> <p>JD presented his report and informed the Board that the Dolphin Index survey has now been completed by the majority of staff. The first set of results following the survey should be received in January and the SMT will develop an action plan from there.</p> <p>The Board noted the content of the Chief Executive’s report.</p>

6535	<p>Approval of Consent Agenda</p> <p>Regarding Health & Safety, BS queried what impact, if any, do the Tier 4 restrictions have regarding compliance issues. JV responded that the Duty of Care internal audit was concluded this week and that this noted that the Asbestos Management Surveys were due to commence in January, but had not been, having been delayed to Covid and resource issues. The Audit also identified some legionella testing that had not been completed, JV noted in particular that Burngrange had not been carried out due to Covid. LD2 and EICR works are ongoing and there have been some increase in the no access rates but a forced access procedure for this contract is currently being explored, and it is expected that works will catch up by the end of the year, although it was noted that the deadline had been extended by the government.</p> <p>MJ enquired if any of the recent changes to procurement legislation would impact on the Association. AC confirmed that AHA had arranged for the procurement consultant to update all relevant strategies and associated documentation to ensure that the Association would remain compliant post-31st December 2020. The Board agreed to the recommendations within the consent agenda.</p>
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REPORTS FOR DISCUSSION

Asset Management

6536	<p>2020/21 Surplus Spend</p> <p>JV advised that the report had been written following the discussion around the budgeted surplus at the previous meeting. JV also confirmed that the report had been prepared before the Tier 4 restrictions were announced, and as a result of these restrictions, some of the current capital projects have been brought to a halt. JV moved on to advise the Association’s contractors are keen to pick up any additional work and whilst some of them will be able to make up additional ground when the restrictions are lifted, not all are in a position to do so. Notwithstanding these issues, JV does anticipate that any additional spend can be managed, subject to approval.</p> <p>The Board noted the recommendations for accommodating the additional spend on capital revenue projects to reduce the increase in surplus and homologated the additional budget for Asset Management, subject to the final details being agreed with the Head of Finance.</p> <p>The Board also noted the requirements for procurement and the timing of these.</p>
6537	<p>Tender Approval: Gas Quality Assurance Audits</p> <p>JV advised the Board that in order to ensure compliance with the Gas Safety Regulations, a 10% quality assurance audit is carried out on the work of the gas maintenance contractor. JV also advised that the results of the audit are used to identify any requirements relating to follow up work.</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p>
6538	<p>Drumshoreland – New Development Potential</p> <p>JV presented the report and advised the Board that that developer had approached JD with the initial proposal. JV advised that this is a significant proposal, and 2 planning applications will be submitted in January 2021. Whilst there is no risk considered with the proposal at present, there also has not been any commitment given by AHA.</p>

	<p>It was noted that this would be a huge opportunity for the Association, but caution was advised until further details are clarified regarding what amenities will be provided within the area, and what impact taking this development forward would have on AHA's overall capacity.</p> <p>So that Board may show their commitment to developing within the local community, it was agreed that the developer should be invited along to attend a future Board meeting. This would also give them an opportunity to present their plans in more detail.</p> <p>The Board noted the details of the development proposal and agreed the continued involvement of Almond HA in the discussions including supporting the planning applications, when submitted.</p>
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Finance and ICT

6539	<p>Loan Update</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p>
6540	<p>Security Release – RBS Loans</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p>
6541	<p>Telephony System upgrade – verbal update</p> <p>CP gave a verbal update on the upgrade of the Association's telephony systems and informed the Board that ICT's priorities for the majority of the year have been focused on home working and also ensuring that back-ups are done through the Cloud.</p> <p>CP advised that the current legacy version for the telephone systems has reached the latest version that the Association can use, and ICT are therefore looking to move to a cloud-based system.</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p>
6542	<p>Procurement of Server & SAN replacement</p> <p>CP informed the Board that the current onsite servers were purchased in 2015 for the implementation of the Aareon Business System, however these are now approaching end of life. CP advised that two suitable appliances have been sourced but the purchase of these would be out with the Association's procurement policy as they would come from a framework not available via Public Contracts Scotland.</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p>
6543	<p>Statutory Returns – OSCR and FCA</p> <p>CP informed the Board that as a registered charity, AHA are required to submit an annual return to both OSCR and FCA and confirmed that both of these have now been submitted.</p> <p>The Board noted the submissions of the OSCR and FCA returns for the Association for the year ended 31 March 2020, by the due filing dates of 31 December and 31 October 2020 respectively.</p>

Corporate Services

6544	AEL – approval of Chair
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	<p>AC informed the Board that the Association's subsidiary, Almond Enterprise's Limited (AEL), had recently nominated a preferred candidate from among existing Board Members to take on the role of Chair.</p> <p>The current Chair, Margaret Schonberger, has advised of her intention to retire as Chair once the formalities of electing a new Chair have been completed, although she will remain on the Board as a Director until the end of the current financial year. The Board approved the appointment of Mr Alistair Barton as Chair of the Almond Enterprises Limited Board following the retirement of the current Chair, Mrs Margaret Schonberger.</p>
6545	<p>AOCB – Review of the Association's rent points</p> <p>SY informed the Board that the Association had received a Stage 2 complaint as a result of the current rent review. The complaint is in relation to car parking and the rent points which have been allocated to it as an amenity. SY advised that investigations into the complaint had highlighted that of 100 properties with curtilage parking, 25 of them have been allocated the incorrect points.</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p> <p>SY advised that refunds will need to be made to the tenants of the affected properties and the housing team are in the process of contacting each of them.</p> <p>The Board noted the complaint regarding the points allocation associated with this particular type of car parking, and also noted the actions being taken to resolve it.</p>
6546	<p>AOCB – EESSH</p> <p>JV reminded the Board that the deadline for achieving EESSH is 31st December 2020. This is something that the Association are working towards achieving, however it had previously been highlighted that 30 properties would need to be carried forward into 2021.</p> <p>JV moved on to advise that Covid-related restrictions have affected the progress that was being made towards achieving the target and there are now 83 properties, with varying degrees of work required, which will need to be carried forward. However, JV is confident that all of the required work will be carried out before the end of the financial year.</p> <p>JV confirmed that the Regulator were already aware of the 30 outstanding properties, but arrangements will be made to inform them of the additional 53.</p>
	<p>Date of Next Meeting: 04 February 2021</p>

Approved by:

Date: