

ALMOND ENTERPRISES LTD

MINUTES

of the virtual Board meeting held at 5.00pm on Thursday 19th August 2021

BOARD MEMBERS IN ATTENDANCE:

Alistair Barton
Kevin Clark
Ian Crawford

APOLOGIES:

Tatyana Duffie

IN ATTENDANCE:

Vicky Wilson	AEL Manager
John Davidson	Chief Executive, AHA
Angela Coutts	Director of Corporate Services, AHA
Iona Taylor	Director of Asset Management, AHA
Tammy Allan	AHA - 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

587	Welcome AB welcomed everyone to the meeting.
588	Apologies No apologies were received before the meeting. [TD subsequently submitted apologies by email.]
589	Approval of Previous Minutes The Board approved the minutes of the meeting held on 20 th May 2021.
590	AOCB Approval None.
591	Declaration of Interest None.
592	Matters Arising AB advised that agenda item 12 would not be discussed at this evening's meeting. VW will arrange for the report to be redrafted and it will be circulated via email for final approval.
593	Manager's Report <p>The Manager's report was presented to the Board and KC queried whether the outstanding invoices for J W Muir were old. VW confirmed that they dated back to 2018.</p> <p>With regards to Business Development, KC queried whether the issue around appointing a dedicated staff member for one particular contract could arise again in future tender opportunities. VW confirmed that it could, however, each tender invitation would be reviewed and an assessment of the potential risk involved would be assessed.</p> <p>VW noted that in 2016, approval had been given to dispose of several items that belonged to AEL. However, due to staff changes at that time, the disposals did not take place. AEL are currently struggling for storage space, therefore a decision has been made to dispose of these items now, which will go to auction.</p> <p>VW informed the Board that there had been an undercharge of £600 with regards to landfill in the first quarter. VW also advised that the initial costings for this service were based on an estimate of the travel and mileage. However, the costings have been reviewed and amended and this will be reviewed again in quarter 2. IC queried if AEL had a Green Policy in place regarding the amount of waste that goes to landfill. AB advised that there is no specific policy, however AEL do gather information on what waste is being collected from each property. IT also advised that AHA are currently working on a sustainability policy which will incorporate working with a partner who could reuse some of the waste that is being left behind in properties.</p> <p>The Board noted the Manager's report.</p>

PRESENTATIONS

594	None.
PAPERS for APPROVAL	
595	Annual Accounts 2020/21

	<p>VW presented the Annual Accounts and advised that they have been audited by Brian Maloney and they now require approval from the AEL Board.</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p> <p>The Board approved the annual accounts for 2020/21.</p>
596	<p>Internal Audit Report - Governance</p> <p>The internal audit report was presented to the Board, and they were advised that 2 of the 3 recommendations that were made, were covered under subsequent items on the agenda.</p> <p>There were no questions or queries from the Board.</p> <p>The Board noted the audit recommendations and approved the management response.</p>
597	<p>Risk Register – Review of Key Risks & Risk Appetite</p> <p>The report was presented to Board and AB advised that at this point in the year the Board only required to review the top/high risks. There were no high risks and only two that triggered amber, however with the suggestions that were given, both of the scores were reduced.</p> <p>Following the recent internal audit, TIAA recommended that the Board agree the level of risk appetite to define AEL’s approach to risk-taking. It was noted that AHA have adopted a low level of risk appetite and it was recommended that AEL should adopt the same approach.</p> <p>The Board approved the revised scores for the current key risks.</p> <p>The Board agreed to adopt a risk averse approach with a low level of risk appetite, and to amend the Risk Management policy to include a reference to AEL’s risk appetite.</p>
598	<p>Policy Reviews</p> <ul style="list-style-type: none"> • Absence Management • Alcohol & Drugs (Dependency or Abuse) <p>The policy reviews were presented, and the Board were advised that no changes were proposed.</p> <p>IC referred to the point regarding random drug testing and asked whether this would be an avenue that AEL would practically explore. AC advised that random drug testing had been included a few years back due to an issue that AEL had with some staff members.</p> <p>TIAA recently recommended that AEL should have a Staff Code of Conduct. A Code had been drafted and consulted on with staff, who were in agreement with the content. The draft was now submitted to the Board for approval, following which staff would receive and sign a personal copy.</p> <p>The Board approved the reviewed policies, with a further 3-year review period.</p> <p>The Board approved the new Staff Code of Conduct, with a further 3-year review period.</p>
FOR INFORMATION	
599	<p>Finance Report including Management Accounts – Quarter 1 to June 2021</p> <p>The Finance Report was presented to the Board and AB noted that AEL had started the year in a healthy financial position.</p> <p>IC noted that AEL have made a profit that is lower than what was forecasted, and he queried if this was likely to change. VW advised that the reason behind this is partly due to lockdown and the restrictions that were in place, however, she has already seen increased levels of work being required.</p>

	<p>AC noted that in Quarter 1, the direct labour costs were quite high. VW advised that it has only been recently that staff have started to request annual leave, however this will be reviewed regularly.</p> <p>The Board noted the financial position as at 30 June 2021.</p>
600	<p>AEL Action Plan 2021/22 - Update</p> <p>The Action Plan was presented to the Board, and they were advised that Objective 3 was currently on hold until AHA complete the stock condition survey, which was anticipated by the end of the year. Once complete, it could provide opportunities for AEL to take on additional work for AHA.</p> <p>The Board noted the Action Plan update.</p>
601	<p>Performance Report – Quarter 1 to June 2021</p> <p>The performance report was presented and there were no queries or questions from the Board.</p> <p>The Board noted the contents of the report.</p>
602	<p>Annual Report – Health & Safety</p> <p>The Health & Safety annual report was presented to the Board, and it was noted that there had been one accident which occurred in April 2020. AB reminded the Board that AEL use the RBS Health and Safety mentor system.</p> <p>The Board noted the annual Health and Safety report for 2020/21.</p>
603	<p>Board Members – items for future meetings</p> <p>AB advised that the first draft of the key objectives will be taken to the November Board.</p>
604	<p>AOB</p> <p>Going forward, AB suggested the continuation of having virtual meetings but with one meeting being held face to face. All Board members agreed with this suggestion.</p>
605	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • Thursday 18th November 2021 @ 5.00pm