

ALMOND ENTERPRISES LTD

MINUTES

of the virtual Board meeting held at 5.00pm on Thursday 20th May 2021

BOARD MEMBERS IN ATTENDANCE:

Alistair Barton
Kevin Clark
Tatyana Duffie – via email

APOLOGIES:

IN ATTENDANCE:

Vicky Wilson (for items 566 to 584)	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

Ian Crawford – Observer (for items 566 to 584)

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

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STANDING ITEMS

566	<p>Welcome</p> <p>AB welcomed everyone to the meeting and introduced Ian Crawford who was attending as an observer.</p> <p>AB also advised that he would obtain approval for relevant items from TD via email.</p>
567	<p>Apologies</p> <p>No apologies were received.</p>
568	<p>Confirmation of Office Bearers</p> <ul style="list-style-type: none"> • KC nominated AB as Chair of AEL Board. TD seconded the decision. • AB nominated KC as Secretary. TD seconded the decision.
569	<p>Board Members' Code of Conduct – Annual Confirmation</p> <p>AB reminded Board members that at the start of each year each Director must re-affirm their acceptance of the Code of Conduct by completing the Acceptance Form and emailing it to AC.</p>
570	<p>Approval of Previous Minutes</p> <p>The Board approved the minutes of the meeting held on 18 February 2021.</p>
571	<p>AOCB Approval</p> <p>None.</p>
572	<p>Declaration of Interest</p> <p>None.</p>
573	<p>Matters Arising</p> <ul style="list-style-type: none"> • JD confirmed that the Board of the Parent company had approved the changes to the line management arrangements for the AEL Manager.
574	<p>Manager's Report</p> <p>VW presented the Manager's Report. KC enquired whether the work for Weslo had recommenced in full. VW advised that she had recently met them to discuss the possibility of future work now that they have been taken over by Link. Weslo confirmed that Link has committed to invest £27m over a 5-year period. This will allow Link to advertise potential work for AEL to bid for and this would be kept under review.</p> <p>The Board noted the Manager's report.</p>

PRESENTATIONS

575	None.
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PAPERS for APPROVAL

576	<p>Scheme of Delegation & Authorisation of Expenditure – Annual Approval</p> <p>AB advised that both the Standing Orders and Financial Regulations include details of the arrangements for delegated authority and authorised signatories. Both policies are reviewed in full every three years, with the next reviews due to take place in 2022. In between the full reviews the two appendices circulated require to be reviewed and approved annually by the Board.</p> <p>The Board approved the arrangements for delegated authority as detailed in the Standing Orders – Appendix 2 and Financial Regulations – Annex 1, for the year 2021-22.</p>
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577	<p>Finance report including management accounts to 31 March 2021</p> <p>The finance report for the period to 31 March 2021 was submitted. There was a greater amount of surplus funds at year-end than anticipated. AB reminded the Board that any excess funds are paid via gift aid to the Parent company. It was then proposed that £30k, on top of the £35k that was passed to the Parent company in February, be paid via gift aid.</p> <p>KC queried why it was only £30k that was being proposed and not £40k, given the level of surplus? AB advised that if they were to transfer the full surplus value then this could result in a book loss in the accounts for 2021-22. This is because AEL is only predicting £30k for its budgeted surplus in 2021-22 and the gift aid amount now has to be shown in the year of payment, not the year that it relates to for tax purposes.</p> <p>The Board noted the financial position at 31 March 2021, and that the annual accounts are currently being audited.</p> <p>The Board approved the gift aid payment of £30k to Almond HA.</p>
578	<p>Proposed Meeting Schedule – 2021-22</p> <p>VW presented the report which listed the proposed meeting dates for 2021-22.</p> <p>The Board approved the proposed dates for the 2021-22 Board meetings.</p>
579	<p>Policy Reviews</p> <ul style="list-style-type: none"> • Maternity, Adoption, Paternity & Shared Parental Leave • Disciplinary & Appeals • Grievance <p>AB advised that each of the reviewed policies was in line with the Parent company’s version, and that they continued to comply with current legislation, guidance and good practice. There were no proposed changes to any of the existing text.</p> <p>The Board approved the reviewed policies.</p> <p>The Board approved a further three-year review period for each policy.</p>
FOR INFORMATION	
580	<p>Business Plan 2020/21 – Action plan update</p> <p>VW presented the report and noted that the action that had not been implemented over the year will be carried forward into 2021-22.</p> <p>The Board noted the final Action Plan 2020-21 report.</p>
581	<p>Performance reports</p> <p>The performance report was submitted. It was highlighted that no complaints had been received by AEL throughout 2020/21. It was also noted that only 73% of planned contract meetings could be held, due to Covid restrictions.</p> <p>VW also drew the Board’s attention to both KPIs within Money Matters. Neither had reached target, but following discussions at the February meeting (min ref. 559), VW will review the 2021/22 target and possibly move away from 100% to 90% or 95% to make it more achievable and allow some flexibility.</p> <p>The Board noted the report.</p>
582	<p>Board Members expenses: 2020-21</p> <p>The Board noted that there has been no Board Members’ expenditure incurred in the period April 2020 to March 2021 due to online meetings and Covid restrictions.</p>

583	<p>Future Strategy</p> <p>AB advised that it had been planned to start an informal discussion on future strategy at this meeting – one of the strategic objectives for 2021-22. However, given that the new Director of Asset Management had only recently taken up post, it was felt that any such discussion should be postponed, to allow her to become familiar with AEL’s work, current contracts etc., so that she would be able to make an informed contribution to the discussion.</p> <p>AB planned to hold informal discussions over the next couple of months, to enable initial proposals to be brought forward for consideration at the next meeting.</p>
584	<p>Board Members – items for future meetings</p> <p>None.</p>
585	<p>AOB</p> <p>Following discussion, the Board agreed to formally invited Ian Crawford to join the Board of AEL. This recommendation would require to be approved at the July meeting of the Parent Board.</p>
586	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • Thursday 19th August 2021 @ 5.00pm – online