

BOARD MINUTES



Meeting Date: 03 March 2022
Time: 6pm
Venue: Mercure Hotel, Livingston

Board Members in Attendance

Adam Turner
Martin Joyce
Neil Tulloch
Chris Boyle
Jeremy Hewer
Anne Gault
Steven Prevost

Apologies

Vicky Bluck
Craig Morton

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
Craig Porter	Director of Finance and ICT
Tammy Allan	Business Improvement Officer (minutes)

Others in Attendance

STANDING ITEMS

6747	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting.</p>
6748	<p>Apologies</p> <p>A record was made of apologies from non-attendees.</p>
6749	<p>Use of Seal</p> <p>None.</p>
6750	<p>AOCB Approval</p> <p>JD advised that he would provide a verbal update, as part of the Chief Executive’s report, regarding a data breach.</p> <p>AC advised that she had an item regarding grant funding authorisation that she would take as AOCB at the end of the meeting.</p>
6751	<p>Declaration of Interest on any Agenda Items</p> <p>None.</p>
6752	<p>Minutes from Previous Meeting</p> <p>JH referred to min ref. 6738 and noted that Barony HA leased the property and did not own the property.</p> <p>The Board approved the Minutes from the previous meeting subject to the above amendment.</p>
6753	<p>Matters Arising/Update/Information Papers for Discussion</p> <p>None.</p>
6754	<p>Board Members – Items for Future Meetings</p> <p>JH queried whether AHA would be providing assistance to Ukrainian refugees, similar to what was provided to Syrian refugees. JD confirmed that the same process would be followed and an update would be provided once details have been finalised with West Lothian Council.</p>
6755	<p>Board Training – Verbal</p> <p>None.</p>
6756	<p>Chief Executive’s Report</p> <p>JD presented the report and drew the Board members’ attention to the recent Community Soup event. JD advised that the Association was able to offer a significant amount this year to each of the successful applicants which will in turn have a great impact on the local community.</p> <p>NT queried who made the final decision on who the successful applicants would be. AC detailed the process that had been followed this year and advised that in previous years this event would have been held in the office. She moved on to advise that the Community Engagement Officer assessed all of the applications and the final decision was made by SMT.</p> <p>JD moved on to provide an update on Katherine Street and informed the Board that there had been unbudgeted expenditure incurred totalling £10,500. This money was used to provide subsistence to the tenants who had been displaced as a result of the fire. The insurers haven’t confirmed what they will and won’t cover with regards to hotel accommodation, but AHA felt</p>

	<p>that these costs should be paid regardless. CB enquired whether there should have been contingency to cover this type of event. CP confirmed that in future there will be, but AHA must be mindful of how this will affect the insurance premium.</p> <p>JH enquired whether permanent decants will be offered to those who have been affected. JD advised that temporary decants have been identified but the Association assumes that some tenants may wish to stay there permanently.</p> <p>DATA BREACH</p> <p>JD provided a further update on a recent data breach. He advised that the data breach was as a result of human error by a member of staff. However, JD confirmed that the Scottish Housing Regulator, the Information Commissioner’s Office and the tenant affected have all been notified of the incident. All three have thanked the Association for the information provided and internal procedures have been amended to prevent a similar incident from occurring again in the future.</p> <p>The Board noted the content of the Chief Executive’s report.</p>
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REPORTS FOR DECISION	
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6757	<p>Insured Loss, Katherine Street</p> <p>JD presented the report to Board and advised that he was seeking homologation as this was previously approved by the Chair and Vice-Chair.</p> <p>The Board approved the appointment of Ramsay McMichael consultants to progress the insurance re-instatement works at Katherine Street.</p> <p>The Board approved to appoint using Sole Supplier Justification for the reasons provided.</p> <p>The Board approved the required non-budgeted expenditure (costs will subsequently be reclaimed from our insurers).</p>
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6758	<p>Tenancy Sustainment Service</p> <p>SY presented the report and reminded the Board that following a procurement exercise that was carried out last year, no successful applicants were identified and the current provider, Housing Options Scotland (HOS), were not in a position to submit a tender bid.</p> <p>In the current climate this service is required by the Association and SY is concerned that if another procurement exercise took place, a similar situation would occur. Therefore, it is proposed that this service is brought in-house for an initial two-year period. There would be some risks involved by doing so, but AHA would mitigate where possible to prevent any issues arising.</p> <p>With regards to funding applications for this service, The Action Group (TAG) has agreed to be the Association’s partner where they will be able to apply on AHA’s behalf on the occasions where Almond cannot apply for the funding.</p> <p>JH queried whether the Association would need to be FCA-accredited to provide this service. CP advised that this would not be the case as AHA would only be providing housing advice. TAG is responsible for providing financial advice.</p> <p>The Board approved ending third-party service arrangements for the Tenancy Sustainment service and agreed to this being piloted in-house for an initial period of 2 years.</p> <p>In addition, the Board approved the extension of the Welfare Benefits service for three months with TAG whilst the project is subject to a procurement exercise.</p>
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6759	<p>Templar Rise Reprovision</p> <p>IT advised that as part of the recent budget discussions, consideration has been given to what should be done with the building in Templar Rise. IT advised that the property has been leased by Barony HA since it was built and since they have given notice to Almond HA, SY has reached out to several other care providers to establish whether they would be interested in taking on the lease. More recently The Rock Trust approached AHA and expressed an interest, but some minor work would be required to the property before the lease would be taken on. IT also advised that significant costs would be involved in meeting current building standards if AHA were to convert the property back to mainstream accommodation. However, if The Rock Trust give up the lease in 5-years' time, AHA can be prepared.</p> <p>NT queried whether there was any liability for the outgoing tenant to cover any dilapidation. SY confirmed there was. However, the building has been well maintained.</p> <p>CP advised at this point that AHA needed to receive the rental income whilst the property in redeveloped, and leasing the property to The Rock Trust and carrying out minor alterations supports the business strategy.</p> <p>The Board approved the recommendation that a lease for the property at Templar Rise is negotiated with the Rock Trust on the basis of a minimum five-year lease.</p> <p>The Board approved that the project to convert the property to mainstream units is completed to design stage to allow it to be presented for planning (with updates as required) permission when the property next becomes void.</p>
<p>Housing Management</p>	
6760	<p>Housing First for Youth</p> <p>SY presented the report and informed the Board that it would be extremely beneficial to invite Imogen Blood and Associates along to present their findings following their review of the Housing First for Youth project. SY advised that their report is lengthy but holds vital information. He will also arrange for an executive summary to be circulated among Board members.</p> <p>JH queried what the report will be used for. SY advised that as well as capturing lessons learned, it will also help others who are considering a similar project.</p> <p>The Board agreed to review the draft report before the May meeting and consider if we should invite Imogen Blood and Associates in to discuss.</p>
<p>Asset Management</p>	
6761	<p>Katherine Street update</p> <p>IT informed the Board that the purpose of this report is to inform them of the current situation following the recent fire in Katherine Street.</p> <p>IT moved on to advise that the Association's insurers acted quickly in moving things forward and we are now nearing the end of the emergency work phase. Tenants who resided in the amber phase are now able to gather their personal effects.</p> <p>Scaffolding is currently being erected, but there are significant costs involved with this and IT advised that once AHA moves past the emergency phase, the process will become more straightforward.</p>

	<p>CP advised at this point that remedial work needs to be carried out for future insurance cover.</p> <p>SP enquired whether AHA should consider how they can assist the tenants who have been affected with mental health support. JD advised that Transform Craigshill has provided a great service in supporting those affected and AHA donated £5k towards this charity.</p> <p>AT noted that the Board would like to acknowledge all of the work that has been carried out by everyone involved.</p> <p>The Board noted the contents of this report.</p>
CONSENT AGENDA	
6762	<p>Consent Agenda</p> <p>The Board agreed to the recommendations within the consent agenda.</p>
6763	<p>AOCB</p> <p>AC informed the Board that as a charity, and as recipients of grant funding, the Board is asked to verify the signatures of staff members to confirm they are authorised to accept the grant offer and submit relevant claims.</p> <p>The Board confirmed and endorsed this Schedule of Authorised Signatories for the Growing Together Project funded by Investing in Communities Fund.</p>
	Date of Next Meeting: 05 May 2022

Approved by:

Date: