

ALMOND ENTERPRISES LTD

MINUTES

of the virtual Board meeting held at 5.00pm on Thursday 19th May 2022

BOARD MEMBERS IN ATTENDANCE:

Alistair Barton
Ian Crawford
Kevin Clark
Sheelagh Norris

APOLOGIES:

Tatyana Duffie
John Davidson
Angela Coutts

IN ATTENDANCE:

Vicky Wilson	AEL Manager
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

647	<p>Welcome AB welcomed everyone to the meeting.</p>
648	<p>Apologies A record was made of apologies from non-attendees.</p>
649	<p>Election/Confirmation of Office Bearers AB advised that as this was the first meeting in the financial year, the Office Bearers for the coming year had to be appointed. AB was elected as Chair, proposed by SN, seconded by KC. KC was elected as Secretary, proposed by SN, seconded by AB.</p>
650	<p>Approval of Previous Minutes The Board approved the minutes of the meeting held on 17th February 2022.</p>
651	<p>AOCB Approval IT advised that she would provide an update on the proposed restructure of AHA.</p>
652	<p>Declaration of Interest None.</p>
653	<p>Matters Arising</p> <ul style="list-style-type: none"> • With regards to Min ref. 638 (Budget 2022/23), AB advised that due to end of year pressures for the AHA Finance team and staff absence, regrettably they have been unable to provide the revised budget table. It was hoped it could be circulated via email once available. • With regards to Min ref. 641 (Utilisation of Gift Aid), it was noted that a report on how the Gift Aid passed to the parent company had been used would be considered under agenda item 15.
654	<p>Manager's Report</p> <p>Information removed or edited due to information relating to personal/confidential items or being commercially sensitive.</p> <p>VW presented the Manager's report and advised that Weslo have requested that AEL continue with their stair cleaning. Weslo had been made aware that AEL's costs would increase as increased material labour costs had not been included in the previous contract. Weslo have not set a date set for when they will take over the stair cleaning themselves, so this opportunity is work that AEL were not expecting.</p> <p>VW advised that an advert is out at present for sessional staff with the potential for it to become a permanent contract.</p> <p>IT advised that there had been a significant increase in landfill costs and in terms of sustainability, AHA are looking to reduce the number of items that are being disposed of.</p> <p>VW advised that she had prepared a landscaping quotation through quick quotes in Public Contracts Scotland, and whilst it was a worthwhile exercise, after reviewing the costs involved it was agreed that it would not be the best project to take forward.</p> <p>SN enquired whether AEL would consider pursuing the 'No One Left Behind' strategy again in the future. VW advised that if she could get the fencing and painting contracts up and running she would be in a position to apply for future funding as she would need to be able to demonstrate that AEL had already carried out that particular type of work before.</p>

	<p>With regards to the admin/book-keeping post, VW advised that in previous years this post was handled in-house before going external. However, a decision had been made to bring it back in-house again. IT also advised that AHA would provide system support for AEL.</p> <p>The Board noted the Manager's report.</p>
PRESENTATIONS	
655	None.
PAPERS for APPROVAL	
656	<p>Annual approval: Board Code of Conduct, Standing Orders & Authorisation of Expenditure</p> <p>AB advised that each year the Board are required to reconfirm the Code of Conduct, Standing Orders and Authorisation of Expenditure delegated authority.</p> <p>The Board noted that no amendments were proposed to the Code of Conduct or Authorisation of Expenditure table.</p> <p>There was one proposed amendment to the Standing Orders to remove the statement in point 2.3 "Decisions may also be reached via email in advance of the meeting if it is anticipated that the meeting may not be quorate". AB noted that this statement was added a few years back and it is less likely to be an issue now with there being 5 Board members.</p> <p>The Board approved the Board Members Code of Conduct, revised Standing Orders and Authorisation of Expenditure arrangements for 2022/23.</p>
657	<p>Finance report including management accounts to 31 March 2022, including approval of proposed Gift Aid of surplus to Almond HA</p> <p>The finance report to 31 March 2022 was submitted and the Board were advised that this was the unaudited annual accounts. The audit was in progress and therefore the accounts may be subject to change. There were no questions or comments from the Board.</p> <p>The Board approved a further Gift Aid payment of £13.5k.</p> <p>The Board noted the financial position at 31 March 2022, which is subject to audit.</p>
658	<p>Proposed Meeting Schedule for 2022/23</p> <p>The proposed meeting schedule for 2022/23 was submitted and approved.</p>
FOR INFORMATION	
659	<p>Business Plan 2021/22 – Action Plan update</p> <p>VW presented the final Action Plan update for 2021/22.</p> <p>The Board noted the Action Plan update.</p>
660	<p>Performance Report</p> <p>VW presented the Performance Report for 2021/22 with comments on variances from target.</p> <p>With regards to the average number of training activities for staff, VW and IT would review this item as historically, staff completed the RBS Health & Safety training on an annual basis. RBS have recently stated that this only needs to be completed every 3 years going forward.</p> <p>KC enquired what was driving the credit days. VW advised that the tumble dryers are sourced through John Lewis and whilst this is paid via direct debit, sometimes the payment is taken on different days which affects this figure.</p>

	<p>VW advised that the transition of Link and Cube has had an affect on creditor days as there were issues over who would cover certain costs. However there was no cause for concern at present and VW has asked them for assurance that the matter will be resolved internally.</p> <p>In response to a question from AB, VW advised that she felt that AEL were performing well coming out of the pandemic situation. She would be working with IT regarding new projects for AEL. IT also noted that VW was working with external parties regarding recruitment and possible new business opportunities.</p> <p>VW advised she was exploring a new ICT suite and was due to meet with Link to discuss the system that they use for their subsidiary.</p> <p>The Board noted the report.</p>
661	<p>Board Members expenses: 2021/22</p> <p>It was noted that no expenses had been incurred throughout 2021/22, due to online meetings and Covid restrictions.</p>
662	<p>AEL Gift Aid Use 2022</p> <p>A comprehensive report on how the AEL Gift Aid had been utilised by AHA had been circulated, including details of the organisations that have benefitted from additional funding.</p> <p>VW advised she would share the information with AEL staff, to encourage them with what their efforts had achieved to benefit others.</p> <p>The Board noted the report and expressed their appreciation for the detailed information.</p>
663	<p>Board Members – items for future meetings</p> <p>None.</p>
664	<p>AOB</p> <p>IT advised that AHA are currently consulting on a proposed organisational restructure and gave details of the functions currently carried out within the Corporate Services section that would be transferred to the Housing Management or Finance/IT sections, or be directly responsible to the Chief Executive.</p> <p>The restructure would reduce the number of Directors from 4 to 3 which is in-line with other organisations of a similar size.</p> <p>The process was ongoing and the AEL Board would be updated when the process has been concluded and its outcome.</p>
665	<p>AOB</p> <p>IT advised that SMT have completed drafting a Vision & Values statement for AHA and the new Business Strategy included this. Staff had been included in the development process and the finalised Vision & Values would be presented to AHA staff soon.</p>
666	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> Thursday 18th August 2022 at 5.00pm, online.