

ALMOND ENTERPRISES LTD

MINUTES

of the Board meeting held at the AHA Office at 6.00pm on Thursday 24th August 2023

BOARD MEMBERS IN ATTENDANCE:

Alistair Barton
Kevin Clark
Ian Crawford
Tatyana Duffie

APOLOGIES:

Sheelagh Norris

IN ATTENDANCE:

Vicky Wilson	AEL Manager
John Davidson – via MS teams	Chief Executive, AHA
Iona Taylor	Director of Asset Management, AHA
Tammy Allan	AHA – Minutes

OTHERS IN ATTENDANCE

STANDING ITEMS

741	<p>Welcome TD welcomed everyone to the meeting.</p>
742	<p>Apologies A record was made of apologies from non-attendees.</p>
743	<p>Approval of Previous Minutes The Board approved the minutes of the meeting held on 18th May 2023.</p>
744	<p>AOCB Approval None</p>
745	<p>Declaration of Interest None.</p>
746	<p>Matters Arising VW confirmed that the payment has been cleared by member of staff. She also noted that they were thankful for the support received by AEL.</p>
747	<p>Manager's Report</p> <p>VW presented her report and drew attention to the grass cuts that have been carried out on behalf of AHA. She advised that the work is going well, tenants are satisfied with some looking for additional work to be carried out. She advised that this work was in addition to the budget that was approved earlier in the year. However, there are some private customers who are not paying which is time consuming to chase. Going forward, payment will be required up front or pay on the day of the cut as it's not financially viable having to chase for payment.</p> <p>With regards to the [REDACTED], previously they had noted that they would require AEL's services for a 3-year period, however, due to their internal processes, they can only agree to 1 year upfront.</p> <p>VW noted that AEL are completing fire panel checks on behalf of AHA. This wasn't included in the original budget therefore this will be additional income. She also advised that the [REDACTED] and VW has provided a quotation for AEL to carry out office cleaning.</p> <p>Two new sessional staff have been appointed with one starting next and the other is a driver which will be a great asset to the AEL team. With regards to performance, VW met with AHA to discuss June and July where she was informed that AEL are the highest achievers for AHA and they are happy with the service that is being provided.</p> <p>VW moved on to remind Board that [REDACTED] had increased their contamination costs significantly and we therefore moved over to use the services in [REDACTED] and brought in another contractor who can scrap white goods free of charge. In quarter 1 this has saved [REDACTED]. VW also advised that she is in the process of reviewing the volume that it being taken to landfill, and she will report this figure at the November meeting.</p> <p>VW concluded by referring to the ICT system, [REDACTED]. We went live with this system in June, however we have been experiencing issues with the system and their internal ICT are currently looking into this for us.</p> <p>The Board noted the Manager's report.</p>

PRESENTATIONS

None

PAPERS for APPROVAL

748 **Policy Review**

- **Preventing Bribery & Fraud**
- **Retirement**

VW presented the report and informed the Board there was due to be a third policy brought for approval, ICT system security. However, AHA are in the process of reviewing their internal policy and once this has been finalised the AEL policy can be progressed.

VW noted that with regards to the Preventing Bribery & Fraud policy, she had reviewed the areas of good practise within the AHA policy and it was felt that there was nothing that needed to be revised within the AEL policy.

With regards to the Retirement policy, VW advised that it is proposed that a few changes are made. She advised that at the time of when the policy was originally written, AEL weren't in a financially strong position and therefore there was no retirement benefit included. However, in review of AEL's position, it is proposed that AEL are brought in line with AHA.

The Board

- **approved** the reviewed policies, including the additional text in the Retirement policy
- **agreed** that each policy be reviewed in a further 3 years, unless there is a need to review earlier.

749 **Risk Register**

VW advised that the Risk Map was last reviewed in February, however, circumstances have changed with regards to the [REDACTED] and Fire Checks income. VW has therefore reduced the risk score on this basis.

The Board **approved** the changes to the Risk Map at the 6-monthly stage.

FOR INFORMATION

750 **Finance Report including Management Accounts – Quarter 1 to June 2023**

VW presented the finance report and advised that as detailed within the paper there is a trading profit of £15,966 which results in a positive variance of £5,869 for the period. VW also advised that the income received to date is £3.6k less than budget. However, this is due to the reduced income for Estate Management services.

The Board **noted** the financial position at 30 June 2023.

751 **Business Plan 2023/24 – Action plan update**

VW advised that to date 4 of the 13 key activities have been completed but this is where we would expect to be at this point in the year.

The Board **noted** the Action Plan update

752 **Performance Report – to June 2023**

VW referred to the debtor days measure within the report and advised that it is referring to a small number of invoices awaiting payment from [REDACTED], however, since this report has been written payment has been received in full. She also advised that contract meetings have been set up since this report was written.

The Board **noted** the report.

753	<p>Annual Report – Health & Safety</p> <p>VW presented the report and advised that throughout the year there were 3 minor accidents and 2 incidents reported. She noted that the correct process was followed and no hospital treatment was required. VW advised that all staff members have received Health & Safety training. Their certificates are required to be renewed every 3 years but annual refresher training is also carried out.</p> <p>VW also advised that staff are not always forthcoming when it comes to training as they are not all comfortable using ICT, however AEL are providing assistance with this.</p> <p>The Board noted that the annual Health & Safety report for 2022/23.</p>
754	<p>AEL Training Scheme</p> <p>IT presented the report and informed the Board that it was update from AHA regarding possible training opportunities that are available. AEL are in the 3rd year of a gutter cleaning contract with AHA and we are now looking at other areas of work with significant expenditure where AEL could assist.</p> <p>IT moved on to advise that AHA have carried out a huge amount of fencing work over the years which is always well received by tenants and looking at the current AHA business plan there is a significant amount of fencing work planned each year. Fencing is a project that would lend itself to a training programme and AHA have been working with both [REDACTED] and [REDACTED] recently. IT gave details of the work that each organisation do and how they could both assist AEL. IT also detailed that [REDACTED] can provide scheduling software and she believes that there is scope for a fresh pair of eyes to review how things work within AEL before we embark on a larger training programme.</p> <p>JD noted that whilst it is a training programme it would also make money, impact the community and allows surpluses to be made. We would also be looking to create opportunities for the scheme to expand and grow and potentially extend out into the private sector. He noted that the only costs that would be incurred this year would be £2,000 for the [REDACTED] work and to appoint a supervisor.</p> <p>The Board approved the continued development of the AEL training scheme business case based on the approach.</p> <p>The Board approved the appointment of [REDACTED] to provide support to AEL on the establishment of the scheme / review of current operations.</p> <p>The Board agreed to receive a further report at the November Board meeting. The report will seek approval of the establishment of the scheme to commence from 1st April 2024 & agreement to recruit a supervisor by January 2024 to assist with the preparation of the scheme.</p>
755	<p>Board Members – items for future meetings</p> <p>It was noted that a future report from IT & JD on the progress being made on the training scheme would be brought to Board.</p>
756	<p>AOCB</p> <p>VW informed the Board that the [REDACTED] has been paid on time this year. She also noted that she has received the requirement paperwork in order to change the signatories at the bank.</p>
	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> Thursday 16th November at 6.00pm, online

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

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