## **BOARD MINUTES**



Meeting Date: 02 May 2024

Time: 6pm

Venue: Almond HA Office

	Board Members in Attendance
Tricia Hill	
Vicky Bluck	
Craig Morton	
Chris Boyle	
Darren Lewis	
Simon Davies – Observer	
Natalie Cryans - Observer	

Apologies
Julie Riley
Adam Turner
Martin Joyce

	Staff in Attendance
John Davidson	Chief Executive
Sandy Young	Director of Housing Management
Iona Taylor	Director of Asset Management
Craig Porter	Director of Finance and Business Support
Tammy Allan	Business Improvement Officer (minutes)

## Others in Attendance

	STANDING ITEMS
6984	Welcome
	The Chair welcomed everyone to the meeting.
6985	Apologies
	A record was made of apologies from non-attendees.
6986	Use of Seal
	None
6987	AOCB Approval
	JD advised that he has a Cost-of-Living award update that can be discussed at the end of the meeting.

6988	Declaration of Interest on any Agenda Items
	None
6989	Minutes from Previous Meeting
	The Board <b>approved</b> the Minutes from the previous meeting without amendment.
6990	Matters Arising/Update/Information Papers for Discussion
	None
6991	Board Members – Items for Future Meetings
	CB advised that it would be beneficial to receive a further report on where the Association stands with regards to development.
6992	Board Training – Verbal
	None
	PRESENTATIONS
6993	None
	REPORTS FOR DECISION
6994	Reports to be approved following Audit & Finance Sub-Committee – Risk Map Review
	CM informed the Board that the proposed changes were taken to the Audit and Finance Subcommittee. There are 5 reported amendments, with the main one referring to the changes in specification for the new Housing Management System. However, as mitigation a dedicated project team has been established.
	VB also referred to previous discussions at the Audit & Finance Sub-committee regarding required changes to the Risk Map and noted that a further update will be brought to the August Board meeting.
	The Board <b>noted</b> the status of the risk map.
6995	Reports to be approved following Audit & Finance Sub-committee – Bad Debt Write-off
	CM advised that there was nothing controversial included within the bad debt write-off with £35k being proposed. However, this is comparable with previous years.
	The Board <b>approved</b> the proposed bad debt write-off/write-off of credit balances as recommended by the Audit & Finance Sub-committee.
6996	Update from the Chair following Asset Management Sub-committee
	CB informed the Board that the Asset Management Sub-committee last met in March where there were discussions regarding the reactive repairs contract and the There were also in-depth discussions with regards to both RAAC and the Jesperson blocks. However, both of which will also be discussed later in the meeting.
	The Board <b>noted</b> the update following the recent Asset Management Sub-committee.
6997	Appointment of Staffing Sub-Committee Chair

The Board were made aware that the Association have four sub-committees in total with two who meet actively, the Audit & Finance and the Asset Management Sub-committees, and the remaining 2 meet on an ad hoc basis, the Allocations and the Staffing Sub-committee.

Following a review of the Associations governance structure it was felt that it is best to appoint a Chair for the two Sub-committees who meet on an ad hoc basis and not wait until they next meet.

It was proposed that MJ chair the staffing Sub-committee and following discussions with JR, she has volunteered to chair the Allocations Sub-committee.

CP informed the Board that the cycle will refresh following the AGM in September, and therefore the Chair's for each Sub-committee with be reviewed again at that point in the year.

The Board **approved** appointment of Martin Joyce to chair the Staffing Sub-committee, and that Julie Riley chair the Allocations Sub-committee.

## 6998 | Share Cancellation

CP informed the Board that the report is standard for this time of year and in order to remain compliant with our rules, we seek approval from the Board the cancel the noted Share certificates.

There were no queries raised by the Board.

The Board **approved** the cancellation of the noted Share certificates.

## 6999 **2024-25 KPI Reporting**

As highlighted within the report, the Association have achieved a good performance throughout the year, and therefore a decision has been made to make slight amendments to the current KPI's. It was however, queried why a decision had been made to remove two of the current indicators. IT noted that over the year a review of the average cost of repair was reviewed, which had never been done before, however there were discussions throughout the year with regards to how meaningful this information really is. She also noted that going forward tenants are being encouraged to carry out small repairs themselves which would in turn increase the average cost of the repairs being carried out by the Associations contractors.

This generated a discussion around the possible requirement for the Association to recommend external contractors who tenants who are unable that they could approach to carry out small repairs for them.

IT also noted that EESSH2 was being removed as it no longer exists, and the Net Zero standard is still in consultation. Once the details have been confirmed, the indicator will be introduced into the pack.

The Board **approved** the revised Key Performance Indicators for reporting on the operational performance of the Association for the year 2024-25. The format of the KPI's is consistent with the format adopted last year.

7000	Reactive Repairs Contract

	The Board considered the rationale for extending the reactive repairs contract and <b>approved</b> the proposal to negotiate a 12-month extension to the contract with Response Building Maintenance Service (Scotland).
7001	Growth & Partnership Assessment Matrix
	Following on from a previous Strategy Day discussion with regards to Growth & Partnership, it was agreed that Almond should have a position statement on the Associations approach & this was previously approved as outlined in the report. JD then referred to the matrix that has been pulled together which would help assess whether AHA progress with any potential opportunities that arise.
	A discussion was generated around how often potential opportunities are likely to occur and whether the assessment should be routinely applied to all potential opportunities and the Board notified of the outcome. It was agreed to adopt the above approach with the Board informed of the outcome of the assessment when applied regardless of whether it suggests moving to an expression of interest.
	There was also a discussion on whether some of the criteria within the matrix had been set too high. It was agreed that this could be reviewed on an ongoing basis and adjusted dependent on outcomes from its practical application.
	The Board <b>approved</b> the proposed Growth & Partnership (G&P) Assessment Matrix as outlined in Appendix 1.
7002	9 Day Fortnight Trial Update
	JD informed the Board that the 9DF was going reasonably well, with good performance throughout the majority of the key performance indicators. He also noted that a staff survey is due to be carried out which includes questions around the 9DF.
	The Board <b>note</b> the update on the 9 Day Fortnight (9DF) trial.
Finance a	nd Business Support
7003	Annual Report on the Charter (ARC)
	CP informed the Board that the Associations ARC submission is brought them for approval and

will also be taken to the Associations tenant focus group before final submission.

	There were no queries from the Board.
	The Board <b>noted</b> the content and <b>approved</b> the draft Return for submission to the Scottish Housing Regulator.
7004	Annual Assurance Statement Working Group
	CP informed the Board that the Associations Annual Assurance Statement will be submitted to the Scottish Housing Regulator. However, prior to submission he was looking for three volunteers from the Board to review and approve the Associations evidence list.
	VB, TH & DL all volunteered to assist this year.
	The Board <b>approved</b> the recommendation to form a short-life working group to review the evidence for the Annual Assurance Statement.
Asset Ma	nagement
7005	RAAC Update
	IT provided an update on the Associations current position with regards to RAAC
	IT assured the Board that the RAAC remains in good condition. The Association haven't
	encountered any failures,
	Legal advice will be sought with regards to responding to enquiries that are received from owners and IT advised that that Association will be as transparent as we can be with the communication we release.
	The Board <b>noted</b> the contents of the report.
7006	Out of Management Properties
	The Board were made aware of the multiple reasons why properties are being taken out of management in order to allow significant work to be carried out prior to being re-let. This includes carrying out re-wiring work and carrying out asbestos checks. The process will be tidied up, however it also impacting on the Associations void loss.

	The Board <b>noted</b> the contents of the report
	CONSENT AGENDA
7007	Consent Agenda
	CP referred to the Management Accounts and also reminded the Board of a conversation that took place during the Strategy Day in April and then advised that £2.5m of investment had been transferred to Santander.
	IT also referred to the development update and informed the Board that the Blackburn site has been progressing well and they are now on site.
	The Board agreed to the recommendations within the consent agenda.
7008	Chief Executive's Report
	As we are in our last year in terms of procurement with
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Please note that these minutes have been edited to remove any commercially sensitive or confidential discussions.

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