

Cloch Housing Association

Board Meeting

Held on Tuesday 26th July 2022 at 6.00pm

At Cloch Offices and on MS Teams

Present in Office: Eileen Tamburrini (Secretary),

Present on Teams: Kelly Ferns (Chair), Heather Thomson, (Vice-Chair),
Eleanor Robertson, David Brown

Attending in the office:

Paul McVey, Director, Paul McColgan, Head of Property Services, Valerie Wilson,
Head of Finance (Consultant), Gwen Mills, Finance Officer

Attending via Teams: Liz Bowden, Head of Corporate Services (Minute Taker)

1.	Apologies & Declaration of Interest
	Apologies were received from Ken Robertson, Alan Hutchison, Brian Corrigan, Patrick Marshall
2.	Minutes
2.0	Minutes of the Board Meeting 14th June 2022 The Chair and Director highlighted the need to redact items and this has now been introduced as part of the approval of minutes. The Board agreed on the accuracy and the Chair asked that going forward, there are page numbers on the Minutes. Resolution The Minutes were proposed and seconded and approved by the Board.
2.1	Minutes of the Board Meeting (Confidential Session – 14th June 2022) The Board agreed on the accuracy of the Minute. Resolution The Minutes were proposed and seconded and approved by the Board.

	<p>Redactions were agreed commercially sensitive or private and confidential:</p> <p>All points of discussion are to be redacted. The resolutions are to be kept in.</p>
2.2	<p>Minutes of the F&CS Sub-Committee, 2nd June 2022</p> <p>Resolution</p> <p>The Minutes were noted.</p> <p>Redactions were agreed commercially sensitive or private and confidential:</p> <p>None</p>
2.3	<p>Minutes of the F&CS Sub-Committee (Confidential Session – 2nd June 2022)</p> <p>Action:</p> <p>A Board Member asked for a copy of the Grades Guidelines and Salaries.</p> <p>Resolution</p> <p>The Minutes were noted.</p> <p>Redactions were agreed commercially sensitive or private and confidential:</p> <p>Redact everything except the first paragraph.</p>
2.4	<p>Minutes of the Housing & Property Sub-Committee 25th May 2022</p> <p>Resolution</p> <p>The Minutes were noted.</p> <p>Redactions were agreed commercially sensitive or private and confidential:</p> <p>Not applicable.</p>
3.	<p>Matters Arising & Outstanding Actions</p> <p>The Director talked through the outstanding actions. He highlighted the following:</p> <p>The new Risk, namely our properties become uninhabitable, has been added to the Strategic Risks.</p>

	<p>The bus tour is planned for 11th August.</p> <p>Furnished Tenancy Policy – This has been approved and now needs publicised.</p> <p>Kings Glen and HACT survey are both out and therefore staff will be able to report on this at the August meeting. Oak Tree Housing Association will be asked separately about the issues and this will also be reported.</p> <p>Resolution</p> <p>The Matters Arising were noted.</p>
4.	<p>Post Year-End Budget Amendments</p> <p>The Amendments in the report were talked through by the Head of Finance. She commented that the post year end budget looks at the outturn from the period 2021/2022 and carry forwards to the current year, then at the impact on the budget agreed in April.</p> <p>The Head of Finance further reported that the Association had been likely to breach covenants because of the carry forward of planned maintenance. After discussions with the Bank and the Head of Property Services, it has been agreed to decrease the spend this year by changing the detail of some of the planned maintenance work, mainly pipework replacements. This will mean that the covenants are not breached. The Board will be asked for approval on actions required if Covenants are again likely to be breached.</p> <p>Resolution</p> <p>The Report on Post Year-End Budget Amendments was approved.</p>
5.	<p>Compliance Assessment</p> <p>The Director talked through the report.</p> <p>The Director explained that when looking at assurance the work covers many aspects of the business.</p> <p>He reported that there is a new guidance note to be considered.</p> <p>The Director and Head of Corporate Services will look at the next standards. It is likely that the paper will come in October on the three standards and then the Assurance Statement will be signed.</p> <p>A Board Member commented that this is a good piece of reflective work.</p> <p>Resolution</p>

	<p>The Board proposed and seconded the recommendation that they give positive assurance in the areas highlighted and this was approved by the Board.</p>
6.	<p>Directors Report</p> <p>Paul presented on the Director’s Report.</p> <p>Maintenance: The Director talked through the impending novation to Saltire from McGill. He also explained the issues surrounding the planned maintenance tenders and how plans in place to continue to do work yet, pull back on radiator and pipework replacements. This was considered a sensible strategy by the Board in light of decarbonisation, and also ensured our spending wasn’t outwith budget.</p> <p>Recruitment and Staffing: There was an update on the recruitment activity. The last round of recruitment for the Head of Finance was unsuccessful. The decision on what to do here now sits with the new CEO. The current consultant will stay on for the medium term. The Team Leader (Customer Connections) starts in August. Staff are taking part in The Recruit on 8th August. There is the potential of recruiting a Modern Apprentice in IT and Telecommunications. For the CEO Recruitment, a panel is now up and running and will meet at the end of the week with the recruitment consultant.</p> <p>There are currently no long term absences.</p> <p>Disposals and Acquisitions There is still £136K to spend of the Scottish Government AHSP funding and this is just a matter of identifying acquisitions. Disposals/sales are ongoing.</p> <p>Internal Audit on Procurement Substantial assurance is excellent. The Director thanked the Head of Property Services and his team.</p> <p>Kings Glen update and survey The embankment area will require further work. A joint inspection is to be done. Efflorescent issue has not been resolved with high pressure washing the brick work.</p> <p>Court Changes The Director advised of the implications of the changes to court proceedings and the effect this may have on our arrears cases in the main.</p> <p>Action: Re-issue email for appraisals with doodle and the actual form. Query as to whether there a different format – however, this is the last year of this contract and it is likely that there will be a change from next year on.</p>

	<p>Resolution:</p> <p>The Director's report was noted and the procurement proposal was accepted as being the appropriate thing to do at this time.</p>
7.	<p>Notifiable Events Register (n)</p> <p>A summary of the register was presented although each NE had previously been reported – in total 7 Notifiable Events. The Director leaving is still open and will be closed once a successor is announced.</p> <p>Resolution:</p> <p>The report was noted.</p>
8.	<p>Whistleblowing Policy (a)</p> <p>Resolution</p> <p>The Board proposed, accepted and agreed the revised Whistleblowing Policy</p>

9.	<p>AGM Arrangements & Compliance by Secretary (n)</p> <p>The report was talked through by the Head of Corporate Services. A draw was carried out to choose the Board member who has to step down for re-election and Alan Hutchison was drawn.</p> <p>Resolution</p> <p>The Board noted the content of the report and the content of the Compliance by Secretary letter.</p>
10.	<p>Any Other Business & Reflections (n)</p> <p>Resolution</p> <p>It was agreed the “Notifiable Events” should be part of the Executive Summary at the start of reports.</p>
11.	<p>Date of Next Meeting (n)</p> <ul style="list-style-type: none"> • Bus Tour – 11th August 2022 • Housing & Property Sub – 16th August ‘22 • Finance & Corporate Sub – 24th August ‘22 • Board Meeting – 30th August 2022 <p>There being no other business, the meeting closed.</p>