

**West of Scotland Housing Association
Minutes of the Board Meeting
Hybrid Meeting via Microsoft Teams and Camlachie Boardroom
Wednesday 18th January 2023**

<p>Present: Kelly Adams (Chair), Ann Reid, Nick Farrell, Ian Whiteman, Ruth Simpson, Elaine Davidson, Michael Sozansky, Kenneth Fee (until item 8), George Kpodo, Alison Calder, Paul MacNeil, Paul McCandlish</p> <p>In Attendance: Brian Gannon (CEO), Jennifer Cairns (Director of Corporate Services), Donna Paton (Director of Finance), Robert Campbell (Director of Housing & Community Services), Andrew Kubski (Director of Development & Asset Management – until Item 7), Susan Speirs (Senior Corporate Services Assistant)</p> <p>Apologies: Irene McFarlane</p> <p>Kenneth Fee advised that he may have to leave the meeting by 7.45 pm.</p>	
<p>Disclosure of Interests There were none.</p>	
<p>1. Minutes of the Previous Meeting Paul MacNeil advised that his name was spelt wrong in the minutes. It should be MacNeil not McNeil. With this correction the minutes were approved. They were proposed by Ruth Simpson and seconded by Paul MacNeil. Kelly Adams signed and dated the minutes.</p>	Approved
<p>2. Matters Arising An update was provided on actions from previous meeting.</p>	
<p>3. Rent Review Consultation – 2023/24 The Director of Housing & Community Services outlined the proposed rent increase consultation process which will start after the Board meeting. It was proposed that we would consult with tenants on a 5.9% rent increase. He advised that discussions had been held with TAG and they had been informed of the various options including the 5.9%. Tenants will be sent a letter which will show what their current rent is and what the proposed increase will be. Tenants will also be sent a leaflet which will give more details on the rent consultation process. Tenants will also be given a link to a survey in the letter and leaflet in which they can give their feedback on the consultation process. It is proposed that the consultation process will commence after the meeting tonight if the Board approve the consultation process. The consultation period will end on 10 February 2023. The results of the consultation will be presented to the Board meeting in February for their final consideration. The cap will be retained for the service charges.</p>	

Ann Reid asked if the % of tenants who are paying full rent is lower than the % of tenants on full or partial benefits. The Director of Housing & Community Services advised that around 60%+ of our tenants are on full or partial benefit.

Nick Farrell asked if there was any information on what larger HA's were going to charge as they were not mentioned in the Appendix. The Director of Housing & Community Services advised that the Wheatley Group's proposed increase is between 3.9 – 4.9% but with a reduction in service provision. Link HA are considering a 5% or 6% increase. Sanctuary's proposed increase from July is 7%.

The CEO advised that once the Board has made a final decision at the February meeting then the Regulator will be informed of the proposed rent increase figure.

Michael Sozansky complimented the staff on the excellent communication piece.

The Board approved the rent consultation process.

4. Report on WSHA Approach to Mould & Dampness

The Director of Development & Asset Management gave the Board the background to this report. He provided the Board with details of how the Association currently deals with mould and dampness. He advised that these issues need to be dealt with quickly. He advised that our current approach is thorough and responsive but that there are areas that need to be improved on.

He advised that a Dampness & Mould Policy will be prepared and presented to the Board for their approval. An action plan will also be included within this policy.

He advised that the Association is currently taking part in a trial of sensors in some of its properties. These sensors will measure the temperature and humidity in the properties. Staff are monitoring these sensors and will allow them to contact tenants or visit the property if they are flagged as red for a substantial period of time. If the trial is successful, then we would need to look at the cost implications of putting these in more of our stock.

Elaine Davidson asked if we had a lot of properties with mould and dampness. The Director of Development & Asset Management advised that he was not aware of a lot at the moment but that tenants did not always advise of these problems.

George Kpodo advised that he supported the idea of educating the tenants on what to do if they had mould or dampness. This could be done through a video or a leaflet and would also explain how these conditions could lead to health problems.

<p>The CEO advised that the SHR, SFHA and CIH will shortly produce good practice guidelines on how to deal with these issues.</p> <p>The board noted the contents of this report and approved the recommendation that once the Mould & Dampness Policy is approved that the action plan will be monitored by the H&S Committee.</p>	
<p>5. Review of Regulatory Standard 5</p> <p>The Director of Corporate Services advised that this review was part of a programme of reviewing all seven Regulatory Standards. Standard 5 is how the RSL conducts its affairs with honesty and integrity.</p> <p>The Director of Corporate Services advised the Board that the attached Appendix outlines each element of Standard 5.</p> <p>Michael Sozansky pointed out that there was a spelling mistake in Section 5.4 Areas of Strength. On the 8th bullet point the word “bot” should be changed to “got”.</p> <p>The Board approved the recommendations in this report.</p>	<p>Action</p> <p>Approved</p>
<p>6. People & Culture Strategy</p> <p>The Director of Corporate Services gave a background to this report. She advised that this is a three year strategy but it is important to review it annually to ensure that it is still fit for purpose. There will be regular communication to staff around the progress.</p> <p>Kenneth Fee advised that this was a substantial piece of work. He asked if we had sufficient resources to deliver everything in the action plan.</p> <p>The Director of Corporate Services that a lot of the work has already started. She advised that it is achievable at the moment, but the Board will be kept updated on the progress.</p> <p>Kelly Adams advised that there is nothing in the Strategy about the Board. The Director of Corporate Services stated that the CMT will consider whether this should be a staff only strategy or should be widened to include Board and Volunteers and will come back to the Board regarding this.</p> <p>The Board approved the Draft Strategy, subject to further consideration on the point above.</p>	<p>Action</p> <p>Approved</p>
<p>7. EVH Membership Renewal</p> <p>After discussion the Board agreed to renew the membership of EVH for 2023.</p>	<p>Approved</p>

<p>8. Board Briefing</p> <p>The Board agreed to renew the SFHA Membership for 2023 at a cost of £24,293. It was also agreed that a letter be sent to SFHA expressing our concerns about the high cost of the fees and how sustainable this is for RSL members.</p> <p>The Board approved the Health & Safety Policy Statement. This was signed by the Chair and the CEO.</p> <p>The Director of Corporate Services gave an update on the Civica Project Plan.</p> <p>Kenneth Fee left the meeting at this point.</p> <p>The Director of Finance advised that she has a meeting with RBS on Friday to discuss the refinancing and covenant relaxation. She will provide an update at the February meeting.</p>	<p>Action</p> <p>Approved</p> <p>Action</p>
<p>8. Gifts & Hospitality Report</p> <p>The Board noted this report.</p>	<p>Noted</p>
<p>9. In year Loan Portfolio Return</p> <p>The Board noted the update in the Loan Portfolio Return.</p>	<p>Noted</p>
<p>10. Resolutions</p> <p>The Board noted this report.</p>	<p>Noted</p>
<p>11. Notifiable Events</p> <p>The Board noted this report.</p>	<p>Noted</p>
<p>12. Group Information</p> <p>The Board noted the Audit Committee, DISC and Staffing Committee minutes.</p>	<p>Noted</p>
<p>AOCB</p> <p>Review of Meeting</p> <p>The Board agreed that it had been a good meeting.</p>	
<p>Date of next meeting - Wednesday 22nd February 2023</p>	