

**West of Scotland Housing Association  
Minutes of the Board Meeting  
Hybrid Meeting  
Wednesday 27<sup>th</sup> April 2022**

<p><b>Present:</b> Kelly Adams (Chair), Ruth Simpson, Nick Farrell, Kenneth Fee, Ian Whiteman, Elaine Davidson, Irene McFarlane, Michael Sozansky</p> <p><b>In Attendance:</b> Brian Gannon, Chief Executive, Donna Paton, Director of Finance, Jennifer Cairns, Director of Corporate Services; Robert Campbell, Director of Housing &amp; Community Services; Alison Calder, Observer, Andrew Kubski, Director of Development &amp; Asset Management (part)</p> <p><b>Apologies:</b> Paul MacNeil, George Kpodo, Marc Sloan, Ann Reid</p>	
<p><b>Disclosure of Interests</b> There were none declared.</p>	
<p><b>1. Approval of the minutes</b> The minutes from the meeting held on 30<sup>th</sup> March 2022 were approved.</p>	<b>Approved</b>
<p><b>2. Matters Arising</b> The Board noted the update on actions from the previous meeting. The Chief Executive provided an update on the contract novation from Turners to Everwarm and advised that the timescales for the new contractor to start was 1<sup>st</sup> July 2022. He advised that CMT had carried out a risk assessment to ensure that all risks had been considered and mitigating action put in place.</p> <p>Irene McFarlane queried if this was a notifiable event to SHR. The Chief Executive confirmed that it was and the SHR had been notified of this and the situation with the Kitchen and Bathroom contract.</p>	
<p><b>3. Review of Regulatory Standard 3</b> As part of the programme of full review of the regulatory standards, the Director of Corporate Services presented the review of regulatory standard 3. She outlined what is currently in place for each of the standard elements, areas of strength and identified areas of development. She assured that the Board there were no issues in respect to compliance and that the areas of development were areas of continuous improvement rather than areas of non-compliance.</p> <p>The Board considered the review of Regulatory Standard 3 and confirmed that they had assurance that the Association is fully compliant.</p>	

<p><b>4. Annual Procurement Report and Review of Strategy</b></p> <p>The Director of Corporate Services presented the Annual Procurement Report and review of Procurement Strategy. She outlined the procurement that had been carried out over the year and progress against the Strategy objectives. She advised of the minor changes that had been made to the Strategy and outlined the proposed procurement for the next year.</p> <p>Michael Sozansky queried the difference in the appendix in respect of the RAG rating on progress, in particular respect of the difference between a procurement not started but still compliant and there being a non-compliance situation. He explained that actions being red because they are not started or progressed can cause confusion as red symbolises something that is not good. The Director of Corporate Services advised that there were no issues of non-compliance and the red represented the fact that the procurement was due to be completed this year but hadn't been.</p> <p>The Chair asked about the risks in the Challenges Table in the report. The Director of Corporate Services advised that an update on risk management will be given at the May Board mtg.</p> <p>The Chair also asked if there had been a major change in Scottish Government procurement priorities. The Director of Corporate Services confirmed there hadn't.</p> <p>Irene McFarlane queried if we would change our approach to procurement based on recent events with contractors. The Director of Corporate Services advised that each procurement would be considered individually and the best procurement route would be considered based on the market, contract requirements etc. She also advised that the Leadership Team are currently reviewing the supplier and contractor contingency plan to ensure contingency plans are being considered.</p> <p>Michael Sozansky queried who carried out the audit of contract management. The Director of Corporate Services confirmed that it was carried out by the internal auditors, BDO and reported to the Audit Committee.</p> <p>The Board noted the Annual Procurement Report and approved the revised Strategy.</p>	<p><b>Approved</b></p>
<p><b>5. Bank Signatories</b></p> <p>The Director of Finance presented proposed changes to bank signatories for Board approval:</p>	

<ul style="list-style-type: none"> <li>• Robert Pollock to be removed as a bank signatory and replaced with Scott Cunningham who is the new Asset Manager</li> <li>• Stephen Murphy, Maintenance Manager to be added as a bank signatory</li> </ul> <p>The Board approved the proposed changes to signatories.</p>	<b>Approved</b>
<p><b>6. Lettings Plan – Springfield Cross &amp; Dalmarnock Station</b></p> <p>The Director of Housing &amp; Community Services presented the proposed lettings plan for the new build properties and Springfield Cross and Dalmarnock Station.</p> <p>Michael Sozansky queried how the percentages are arrived at for each housing list. The Director of Housing &amp; Community Services confirmed that the starting point is the requirements from the Allocations Policy, statutory obligations i.e. homelessness referrals, and contractual obligations such as nomination agreements. The remaining percentages are then derived from waiting list data.</p> <p>The Board approved the proposed Lettings Plan.</p>	<b>Approved</b>
<p><b>7. Equalities Annual Report</b></p> <p>The Director of Housing &amp; Community Services presented the Equalities Annual Report. He provided an update on the activities of the Equalities Working Group and actions underway following the assessment against the SHR guidance on Data Equalities collection.</p> <p>Kelly Adams commented that there clearly had been a lot of progress made.</p> <p>Michael Sozansky stated it was an impressive report and he was proud of the organisation for being on the front foot on this. Michael also raised again the need for greater clarity on the RAG ratings we use in action plans. The CEO agreed and advised that he would bring back a proposed revision to this taking account of actions not started but not due.</p> <p>Irene McFarlane commented that WSHA was being used as a good example in the sector in relation to equalities work.</p> <p>Ruth Simpson queried the statement around lack of capacity. The Director of Housing &amp; Community Services confirmed that this came from the legal definition of capacity rather than a clinical interpretation.</p> <p>Kelly Adams queried our position in respect of regulatory compliance. The Director of Corporate Services confirmed that we</p>	

<p>are complying with regulatory requirements but will continue to focus on this area as an area of continuous improvement.</p> <p>The Board noted the report.</p>	
<p><b>8. Transfer from Sonia to LIBOR – Natiowide</b></p> <p>The Director of Finance presented an update on the transition from Sonia to LIBOR in respect of Nationwide.</p> <p>Nick Farrell suggested that this was an easy decision. The Director of Finance agreed.</p> <p>Kelly Adams asked for general update on lender consent in relation to Charing Cross and if we anticipated any issues or delays. The Director of Finance advised there were no indicators of either and regular catch ups were in place with all lenders. Kelly also asked if we were aware of any other transfers that had been impacted by lender consent not being received on time. The Director of Finance advised that she believed this has happened in a very small number of transfers. Kelly queried whether those issues were down to delays rather than refusals. The Director of Finance confirmed in her view it was more delays than outright refusals to consent.</p> <p>The Board noted this update.</p>	
<p><b>9. CXHA Update</b></p> <p>The Chief Executive provided an update to the Board on the CXHA transfer of engagements and confirmed that the project plan still remains on track for the transfer to take place on 1<sup>st</sup> August 2022. The Director of Finance provided an update on lender consents.</p> <p>Nick Farrell stated he was impressed that we were still on track with timescales.</p> <p>The Board noted the update.</p>	
<p><b>10. Annual Policy Report</b></p> <p>The Director of Corporate Services presented the Annual Policy Report which outlined policies that had been reviewed over the past year and policies due for review next year.</p> <p>The Board noted the update.</p>	
<p><b>11. Board Brief</b></p> <p>The Chief Executive presented the Board brief which included a Staffing Update and Board Recruitment update for all three Boards.</p> <p>The Board noted the Board Brief.</p>	

<p><b>12. Resolutions</b> There were no resolutions to report.</p>	
<p><b>13. Notifiable Events</b> The Director of Corporate Services provided an update in respect of Notifiable Events. The Chief Executive advised that we continue to keep the SHR updated in respect of the situation with the Overtown St tenants.</p> <p>The Director of Corporate Services presented an Annual Review of Notifiable events from the past year.</p> <p>The Board noted the report.</p>	
<p><b>14. Review of Meeting</b> The Board reviewed the meeting and agreed that it had been a short meeting due to the number of agenda items.</p> <p>The Chair provided some feedback from recent appraisals and asked the Board to consider whether the meeting start time could be changed to the earlier of 5pm. A few Board members raised concerns that this would cause them difficulties in respect of their work arrangements. It was agreed that the start time would remain 5.30pm. The Chair proposed that in order to assist with the running of Board meetings and ensure that Board meetings are not too long, that items for noting are not presented by staff and are for questions only. The Board agreed that this would be a good approach. The Chair reminded Board members of the importance of reading Board papers in advance of the meeting particularly if we are moving to this approach.</p>	
<p><b>Date of Next Meeting – 25<sup>th</sup> May 2022</b></p>	