

**Willowacre Trust Board
Hybrid Meeting via Microsoft Teams and Camlachie Boardroom
Minutes
Tuesday 16th May 2023**

<p>Present: Angela Fulton (Chair), Lindsey Cairns, Peter Scott, Chris Milborrow, Angela Fulton, Nairn McDonald, Shayron Young, Robert Campbell</p> <p>In Attendance: Brian Gannon (CEO), Jennifer Cairns (Director of Corporate Services), Donna Paton (Director of Finance), Linda Allan (Community & Support Services Manager), Susan Speirs (Senior Corporate Services Assistant)</p> <p>As Elaine Davidson had given her apologies for the meeting, the .Chair would normally fall to Angela Devine, however, Angela was scheduled to leave the meeting for a short time to take a phone call, therefore it was agreed that Angela Fulton would Chair the meeting.</p>	
<p>Apologies Apologies were received from Elaine Davidson.</p>	
<p>Disclosure of Interests Robert Campbell declared an interest in West of Scotland Housing Association.</p>	
<p>1. Approval of Minutes The minutes of the previous meeting were approved as a true and accurate record. They were proposed by Angela Devine and seconded by Chris Milborrow.</p>	Approved
<p>2. Matters Arising There were no matters arising from the previous meeting.</p>	
<p>3. Operational Report The Community & Support Services Manager provided an update to the Board on the operational work.</p> <p>She advised that there is still one vacancy at the moment, and this is for a Temporary Community Centre Assistant. This post will be until March 2024.</p> <p>Nairn McDonald commented that it was good to see progress on all the support issued.</p> <p>The Community & Support Services Manager advised that we have a number of referral routes to receive energy vouchers from other agencies. We are also chasing funding from other agencies.</p> <p>Chris Milborrow asked if we have any concerns about the lack of comparative uptake of certain support in specific geographic areas. The Community & Support Services Manager advised that this was to be expected in some areas, for example our starter</p>	

<p>packs go to tenants in need who are taking up a tenancy. Where there is little turnover of houses we will see very little requirement for starter packs, whereas in areas with more stock, therefore a higher turnover we see more referrals.</p> <p>Angela Fulton asked if more information could be provided on the breakdown of the groups receiving support. The Community & Support Services Manager advised that she would provide this information.</p> <p>Robert Campbell noted that current vacancies in WT are at their lowest level in three years which may reflect, among other things, all the work done on staff terms and conditions.</p> <p>The Board noted the contents of this report.</p>	<p>Action</p> <p>Noted</p>
<p>4. Development Report</p> <p>The Community & Support Services Manager gave an update on the current and ongoing projects and the funding applications.</p> <p>She advised that we are currently looking at replacing the heating system at the Community Centre in order to reduce the costs.</p> <p>The Board noted the contents of this report.</p>	<p>Noted</p>
<p>5. Management Accounts - Q4</p> <p>The Director of Finance presented a draft version of the Management Accounts for the 12 month period to 31 March 2023.</p> <p>She advised that the draft accounts show a deficit of £9.5k against a budgeted surplus of £5k. She advised that both the income and expenditure figures are below budget. The energy costs are still causing concern but measures are being put in place by the Community and Support Services Manager to mitigate the costs.</p> <p>She advised that the cash reserves at the end of the year was £335k which was up from £251k at the start of the year and that the Trust has sufficient cash to carry on its intended activities.</p> <p>Angela Fulton asked if there was any risk to recharging our anchor tenants for increased energy costs. The Community & Support Services Manager advised that there is a risk for smaller organisations should the prices go up.</p> <p>The Board noted the draft financial performance of the Trust for the 12 months to 31 March 2023.</p>	<p>Noted</p>

6. Risk Management Report

The Director of Corporate Services gave an update on the strategic risk register. She advised that there are no significant changes to report since the meeting in February. She advised that being unable to manage our financial position continues to be a high level risk for the Trust but the fact that the year end deficit is less than the deficit at Q3 does demonstrate that budgets and are monitored and managed closely.

The Director of Finance left the meeting at this point.

A cost-of-living survey was recently carried out and almost 800 responses were received. A draft action plan is being developed and this will be presented to the next board meeting.

Peter Scott asked if the action plan would relate to WT or WSHA. The Director of Housing & Community Support Services advised that it would cover both WT and WSHA.

The CEO advised that the results of the survey would be emailed out to the board before the next meeting. Both versions (detailed and summary) of the survey will be sent out. A presentation will also be provided at the next meeting,

The Director of Corporate Services advised that there is now a People & Culture Strategy in place. A paper was submitted to the Staffing Sub-Committee showing what progress had been made and this should have been included with this report. The Director of Corporate Services will email this report to the board.

The Director of Corporate Services advised that there are no high level operational risks to report at this time.

The Board noted the contents of this report.

Action

Action

Action

Noted

7. WSHA Update Report

The Director of Housing & Community Support Services gave an update on the key activities being undertaking by WSHA. This included that the Community & Support Services Manager will review the Domestic Abuse Policy and bring findings back to the next Board meeting.

Peter Scott asked who had carried out the value for money audit. The Director of Corporate Services advised that it had been our internal auditors, BDO, who had undertaken this audit.

Angela Fulton asked if the Equalities & Human Rights Strategy covered both WT and WSHA. The Director of Housing & Community Support Services advised that it did.

Action

<p>The Board noted the contents of this report.</p>	<p>Noted</p>
<p>8. Governance Update Report The Director of Corporate Services gave an update in respect of the governance documents.</p> <p>She advised that the following documents have been reviewed:-</p> <p>Board Recruitment Policy Board Whistleblowing Policy Standing Orders</p> <p>The changes to each policy are outlined in the report.</p> <p>Under 2.4 of the Recruitment Policy Angela Fulton asked if examples could be included of how the policy can be adapted.</p> <p>With regard to the Whistleblowing Policy, Angela Fulton asked if any concerns should be raised with the CEO first. The Director of Corporate Services advised that this is the case unless it relates to the CEO.</p> <p>Under section 3 of the Standing Orders Peter Scott asked if the figure of 15 for the total number of Directors was correct. The Director of Corporate Services advised that she would check the articles regarding this.</p> <p>The Director of Corporate Services advised that the annual reviews will be carried out by the Chair with each board member. The Senior Corporate Services Officer will contact each board member in due course to set this up.</p> <p>The Board noted the contents of this report and approved the changes to the policies.</p>	<p>Action</p> <p>Action</p> <p>Noted & Approved</p>
<p>AOCB The Board thanked Angela Fulton for Chairing the meeting.</p> <p>There was no other business.</p> <p>The meeting ended at 5.10 pm.</p>	
<p>Date of Next Meeting The next meeting will be held on Tuesday 15th August 2023</p>	