

**West of Scotland Housing Association
Minutes of the Board Meeting at Camlachie House
Wednesday 23rd May
PUBLIC MINUTES**

Some Information has been removed for confidentiality

<p>Present: Ruth Simpson (Chair), Elaine Davidson, Ann Reid, John Shearer, Kelly Adams, Paul MacAninch and Robert Higgins</p> <p>Also Present: Lynne Di Falco, Janette Oliver, Lynne Clark and Margaret Storrie, Tenant Advisory Group (TAG) members</p> <p>In Attendance: Lynne Donnelly, Chief Executive Officer, Colin MacCallum, Director of Finance and Corporate Services, Stewart Gibb, Director of Housing and Customer Services, Jennifer Cairns, Corporate Services Manager, Maisie O'Brien, Community and Support Services Manager, Alistair Reid, Tenant Engagement Officer and Kari Archibald, Executive Assistant.</p>	
<p>1. Apologies Apologies were submitted by Ena Hutchison, Katy McLeod and Colin Menabney.</p>	
<p>2. TAG Annual Report The Tenant Engagement Officer along with TAG members presented a report to the Board and highlighted the achievements of 2017/18 which included agreeing to a new remit to take account of the work involved with tenant scrutiny, reviewing rate your estate, working with Board to carry out the Allocation Policy review and providing input to the Association's Business Plan.</p> <p>The TAG members spoke of the priorities for 2019 and how they look forward to continuing to be involved with scrutiny activities.</p> <p>The Board noted the TAG Annual report and the Chair thanked TAG members for their good work over the year. The Chair confirmed she was interested in meeting with members and asked if it was possible for her to attend a future TAG meetings as an observer. The Tenant Engagement Officer agreed to bring this to the next TAG meeting and seek members approval then.</p> <p>The Tenant Engagement Officer and TAG members vacated the meeting.</p>	
<p>3. Disclosures of Interest. None.</p>	
<p>4. Approval of the Minute of 21 February 2018. The approval of the minutes from the Board Meeting of 21 March 2018</p>	

was proposed by Elaine Davidson and seconded by Kelly Adams	Approved
<p>5. Matters Arising All matters arising were noted.</p> <p>The Corporate Services Manager advised that that work was ongoing in relation to recruitment of new Board members for Barrowfield and referenced the future review of the federal structure. She advised that the Community and Support Services Manager raised the issue of Board vacancies at a recent Community Council Meeting.</p> <p>The Board noted that a report was due to be presented to the August 2018 Board Meeting</p>	<p>Noted</p> <p>Action</p>
<p>6. Board Briefing The CEO provided an overview and update on the information from the Board Briefing.</p> <p>The CEO informed the Board that the Temporary Change Manager had reached her ten year anniversary with the Association and also that she would be leaving post at the end of June. Board members asked that their thanks for her work and commitment over the past ten years be passed on to her and to wish her well in her future career.</p> <p>The CEO Advised the Board that the Association had become a member of the Glasgow West Scotland Forum (GWSF) and that it would be beneficial for staff and also Board to attend any of their upcoming meetings and forums.</p> <p>The Chair reminded members to complete and return their Declaration of Interest and Code of Conduct forms to Kari.</p> <p>The CEO took the opportunity to congratulate the Community and Support Services Manager of her completion of CIH Level 5 Diploma in Housing.</p> <p>The Chair also congratulated Elaine Davidson on her new role as Chair of Willowacre Trust.</p>	
<p>7. Supporting Communities Strategy The Community and Support Services Manager referred to the report on the Supporting Communities Strategy 2018-2021.</p> <p>The Board noted the Business Case supporting the strategy and the key aims being Tackling Poverty, Employment Training and Education, Improve Health and Wellbeing, Community Support and Community Development.</p> <p>The Community and Support Services Manager provided a detailed report on the priorities for 2018 to 2021 confirming the next steps would be to create an action plan focusing on the delivery of the Supporting</p>	

<p>Communities Strategy.</p> <p>The Board expressed that the report was very detailed and well presented and raised awareness about ongoing issues such as poverty and gambling amongst others to list.</p> <p>The Board approved the Strategy</p>	<p>Approved</p>
<p>8. Willowacre Trust Service Joint Agreement</p> <p>The Community and Support Services Manager presented a report to the Board on the review of the Service Agreement between West of Scotland Housing Association and Willowacre Trust.</p> <p>The Board considered the content and information of the report and approved the Agreement.</p>	<p>Approved</p>
<p>9. Performance Against Business Plan – Q4 2017-18</p> <p>The CEO presented the report and highlighted to the Board the progress against the Business Plan objectives to 31st March 2018.</p> <p>The CEO explained that all key objectives had been achieved by the end of the financial year with the exception of slight delays in approving the sustainable community strategy which was now complete, finalising the stock condition survey, which was completed in April and reviewing the Governance Structure was concluded in May.</p> <p>The CEO informed that progress with the new IT system was on track.</p> <p>The CEO highlighted the comments in the report regarding the plans for incorporating the results from the stock condition survey in the planned programme and timeline for the Investors in People and Investors in Young People assessment and asked Board to consider and approved.</p> <p>The CEO discussed with Board of the ongoing work on the asset management strategy, members also requested that maps of the stock would be included in the final report.</p> <p>The Board noted the performance against the Business Plan objectives 2017-18 and that of the comments regarding the progress.</p>	<p>Action</p> <p>Agreed</p>
<p>10. Performance – Against KPIs and ARC Report</p> <p>The CEO provided a report on the Association's performance against a range of the previously approved KPIs and the Annual Return on the Charter (ARC)</p> <p>The Board noted the performance results against the KPIs and ARC indicators and agreed to approve the ARC for submission to the Scottish Housing Regulator.</p>	<p>Approved</p>

<p>11. Procurement Strategy</p> <p>The Corporate Services Manager presented an updated version of the Procurement Strategy which was previously presented at the March 2017 Board Meeting.</p> <p>The Corporate Services Manager discussed the issues for consideration and highlighted that a recent independent assessment of the Association's procurement processes carried out by Scotland Excel rated the Association with a high score of 69% and this was an extremely good result.</p> <p>The Board noted the content of the report, welcomed the independent assurance provided by Scotland Excel and approved the revised strategy.</p>	Approved
<p>12. Management Accounts</p> <p>The Director of Finance and Corporate Services spoke to a report on the Association's Management Accounts for the financial year to 31st March 2018.</p> <p>The Board noted the Management Accounts for the financial year ending 31st March 2018.</p>	Noted
<p>13. Annual Loan Portfolio</p> <p>The Director of Finance and Corporate Services advised the Board that the Loan Portfolio was a Regulatory return which was due to be submitted to the Scottish Housing Regulator by 30th June each year.</p> <p>After consideration the Board approved the return and authorised the Director of Finance and Corporate Services to submit the return on behalf of the Association by the deadline of 30th June.</p>	Approved
<p>14. Proposed exemption from preparing group accounts (Tabled Report)</p> <p>The Director of Finance and Corporate Services circulated a report at the meeting to seek Board approval for the proposal to apply to the Financial Conduct Authority (FCA) for an exemption from preparing consolidated or group accounts for the Association.</p> <p>The Director of Finance and Corporate Services explained that while the association was a member of the Gentoo Group, Gentoo had prepared the group accounts, however as the association has left the Gentoo Group the association is now "top co" and is required to prepare group accounts for itself and its subsidiary Willowacre Trust. Given the limited value of group accounts and the additional preparation required it was proposed to apply for an exemption under section 99 of the act.</p> <p>The Board noted that a number of housing associations have applied for and been granted the exemption. The Board considered the proposal and</p>	

<p>members suggested that the Director of Finance and Corporate Services also cite reason a)” it is impracticable, or would be of no real value to the society’s members, in view of the insignificant amounts involved” in the application to the FCA.</p> <p>The Board agreed and approved to the proposal made.</p>	<p>Approved</p>
<p>15. Progress and Governance Improvement Plan The Corporate Services Manager informed the Board that the majority of the actions had been completed. There were three outstanding actions including the review of the Federal Structure which had been postponed to August 2018, the Introduction of Electronic Board papers which would be considered and the Board scheduled for the June 2018 meeting and the harmonisation meeting had been postponed pending the outcome of recent investigations.</p> <p>The Board noted the report.</p>	<p>Noted</p>
<p>16. Regulatory Standards of Governance The CEO referred to the report, outlining the link between a selection of papers and the standards. The Board reviewed the report noting there were a large number of references to and links with Standard 2 around the organisation demonstrating its openness and accountability.</p> <p>The Board noted the report.</p>	<p>Noted</p>
<p>17. Minutes of TAG The minutes of the Tenant Advisory Group meeting of 26th March 2018 were submitted and noted.</p>	<p>Noted</p>
<p>18. Resolutions None.</p>	
<p>19. AOCB None.</p>	
<p>20. Date and time of next meeting Wednesday 20th June 2018</p>	