

1a. B/18/055 Public Minute of the Board Meeting of 21 March 2018

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| <p>Board Briefing.</p> <p>The Board was informed of an update on Carillion and that the final account for day to day to repairs would be complete by the end of April.</p> <p>The CEO informed the Board that there are two vacancies, one for Development and Investment Sub Committee (DISC) and the other for Willowacre Trust and requested nominations for membership.</p> <p>Ruth Simpson and Ena Hutchison noted interest on joining DISC. Ann Reid nominated Ena Hutchison for membership of DISC. The Board agreed to appoint Ena Hutchison as a member of DISC.</p> <p>Elaine Davidson noted interest to becoming a member of Willowacre Trust. The Board agreed to appoint Elaine Davidson as its representative on Willowacre Trust.</p> <p>Elaine Davidson provided feedback from the RSM Seminar and enquired if Willowacre Trust has a charity reserves policy. The Corporate Services Manager informed that WT does have one and that this was on the policy review schedule for review in the current year.</p> <p>The CEO highlighted the update on the review of documents in relation to the updated breach protocol. She confirmed that, with the exception of changes to the Chair and Vice Chair Job descriptions in relation to their responsibilities, no other changes were required.</p> <p>The Board was asked to note that the 18 April 2018 was identified as a suitable date for the Treasury Management training and SHAPs discussion. The Executive Assistant will issue a reminder to members.</p> <p>The CEO reminded Board members that member Appraisals are due to take place during April. The Executive Assistant will liaise with the Chair and issue out date availability requests.</p> | <p>Agreed</p> <p>Agreed</p> <p>Noted</p> <p>Action</p> |
| <p>6. Variation to Agenda</p> <p>The Chair informed the Board that Item 9 on the agenda would take place first and all items would follow.</p> | <p>Noted</p> |
| <p>7. Repairs and Maintenance Policy</p> <p>The Property Manager spoke to the Repairs and Maintenance Policy and provided the Board with an overview of the changes including details on the range of works carried out within the policy and supporting definitions. The Board heard about the potential advantage of the new IT Based Housing Management system and of the importance of keeping tenants, customers and other stakeholders up to date.</p> <p>The Property Manager confirmed the consultation arrangements which had taken place and informed Board that the approved policy would also be</p> | |

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| <p>presented to TAG on 26th March.</p> <p>After consideration the Board noted the report and approved adoption of the Repairs and Maintenance Policy.</p> <p>The Property Manager vacated the meeting</p> | <p>Approved</p> |
| <p>8. DISC Annual Report</p> <p>The CEO presented the report and highlighted to the Board the overview of the work of the Development and Investment sub Committee (DISC) during the period of January 2017 to 31 March 2018.</p> <p>Robert Higgins, Chair of DISC, reminded Board that there was a site visit and launch at Earl's Green Troon on the 6 April and that the Development team was making great progress with all approved projects.</p> <p>The Board noted the content of the report.</p> | <p>Noted</p> |
| <p>9. Risk Management Update</p> <p>The Corporate Services Manager provided an outline in the changes to the Risk Management policy; outlined the key themes of the risk register and also highlighted that good progress had been made by holding team meetings and discussions around risk areas.</p> <p>The Corporate Services Manager advised of a risk area around Board recruitment within the Barrowfield constituency and that she would run a further recruitments campaign.</p> <p>A member enquired about CMT reviewing strategic risks and requested if Board could also review these risks. The Corporate Services Manager agreed to build this request in conjunction with the Business plan.</p> <p>The Board approved the revised policy and noted the content of the report</p> | <p>Approved Noted</p> |
| <p>10. Summary Business Plan and Action Plan</p> <p>The CEO referred to the Summary Business Plan booklet and highlighted the four key themes of homes; communities; people and value for money.</p> <p>The CEO invited members to review the booklet and provide any comments/changes by email no later than 26 March. The booklet is due to be issued to staff on 29 March.</p> <p>The Board approved the layout, content and design of the proposed Summary Business Plan</p> <p>The CEO spoke to the action plan. Members agreed that the CEO to update each objective associated with our five strategic aims and make amendments a target deadline and inset Actions which were missed as a result of a clerical error.</p> | <p>Request</p> <p>Approved</p> |

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| <p>The Board noted the updates and agreed that there was no need to re issue the action plan aims and objectives.</p> <p>The Board approved the layout, content and revisions to the Summary Action Plan.</p> | <p>Approved</p> |
| <p>11. Feedback on SHR Regulation of Social Housing Discussion Paper The CEO referred the Board that the SHR Discussion paper which was brought to Board at the January meeting and that RSLs had been invited to review the document and provide a response by the end of March 2018.</p> <p>The CEO thanked the members and staff who provided feedback to assist with answering the set questions in the paper and requested that members approve the response and provide any further feedback by 26th March. The CEO advised that the discussion paper had been passed to TAG for consultation and the Group’s comments would be included in the final response.</p> <p>The Board was approved the response to questions.</p> | <p>Approve</p> |
| <p>12. Annual Procurement Report The Corporate Services Manager provided Board with the progress of the procurement strategy and provided the KPIs for information.</p> <p>The Corporate Services Manager was delighted to announce that following an Audit by Scotland Excel she had been advised that the Association had a satisfactory of 69% scoring, which was in the top three scores for RSLs. The Corporate Services Manager will provide the final report when available.</p> <p>The Corporate Services Manager advised of a recommendation that the Association consider how it reflects “whole life costing” in future procurement and she will review our approach in this regard.</p> <p>The Board noted the progress and areas of consideration of the report.</p> | <p>Action</p> <p>Noted</p> |
| <p>13. Post Disaggregation Project Plan Update The Corporate Services Manager presented the progress made on the Disaggregation Project Plan and that this update would be provided to the SHR.</p> <p>The Board noted the report and approved the Corporate Services Manager to update the SHR.</p> | <p>Noted</p> |
| <p>14. Regulatory Standards of Governance The CEO referred to the report, outlining the link between a selection of papers and the standards. The Board reviewed and noted the report.</p> | <p>Noted</p> |
| <p>15. Audit Committee Minutes -29th November The minutes of the Audit Committee meeting of the 21st February was</p> | <p>Noted</p> |

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| noted. | |
| <p>16. Minutes of TAG The minutes of the Tenant Advisory Group meeting of 22nd January 2018 was submitted and noted.</p> | Noted |
| <p>17. DISC Minutes The minutes of the DISC meeting of 7th March were deferred to the next Board meeting.</p> | Noted |
| <p>18. Staffing Sub Committee The minutes of the Staffing Sub Committee of 15th February was submitted and noted</p> | |
| <p>19. Resolutions None.</p> | |
| <p>20. AOCB The CEO requested that members in attendance at the SHARE conference at Peebles Hydro provide feedback and that this would be collated and presented to the Board at their next meeting for information.</p> | Action |
| <p>21. Date and time of next meeting Wednesday 23 May 2018</p> | |