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# Board of Management

Wednesday, 11th December 2024 9:30 am

Russell Square   |   Board of Management

## Attendees

#### Attended - Board

#### Jimmy Black (JB) in the Chair, Hazel Farquhar (HF), Jeanette Gaul (JG), Cheryl Glen (CG), Craig Irvine (CI) and Stuart Storrie (SS)

#### Attended - Staff

#### Gail Robertson (GR), Chief Executive Officer, Linlay Anderson (LA), Director of Housing Services, Kevin Lynch (KL), Director of Asset Management and Nicola McIntosh (NMC) Corporate Services Officer

## 1.0 Apologies, Conflict of Interests and Notifiable Events

Purpose - For Noting

#### Minute by Nicola McIntosh

Meeting opened at 9.37am.

Apologies received from Arlene Grant, Ian McDonald and Fred Jack.

There were no notifiable events or conflict of interests to report.

## 2.0 Minutes of Board Meeting 16/10/2024

Purpose - For Approval

#### Minute by Nicola McIntosh

The minutes were approved as a correct record.

IMCD made a note on the papers asking about the Health & Safety Officers workplan for 2025. [REDACTED – PERSONAL DATA] JMCI has not been asked to do this, however, a review will take place in the new year.

## 3.0 Minutes of Remuneration Sub Committee 09/10/2024

Purpose - For Approval

#### Minute by Nicola McIntosh

The minutes of the meeting were approved as a correct record.

## 4.0 Minutes of the Service Delivery Sub Committee 13/11/2024

Purpose - For Approval

#### Minute by Nicola McIntosh

The minutes were approved as a correct record.

## 5.0 Minutes of the Finance, Audit & Risk Sub Committee 20/11/2024

Purpose - For Approval

#### Minute by Nicola McIntosh

GR provided an update on point 2 in regard to Lead Tenancy, explaining that we previously settled at £5k, we have now received another small claims action for the same amount. GR explained that our solicitors have advised that this is a misuse of small claims actions and we will point this out if we have to go to court.

The minutes were approved as a correct record.

## 6.0 Rent Consultation Report

#### Minute by Nicola McIntosh

GR presented the Rent Consultation Report to members, confirming that updated sections from the board away day are shown in purple.

Members noted that an update was given on staffing and GR asked for board members thoughts on placing the recruitment of a Governance and Compliance Officer post on hold for a further 6 months if the budget does not have the scope for it. GR feels the post is not business critical at the moment and explained that it is balanced within her workload. Members are keen to progress with this post in order to remove it from the CEO's workload. This is to be revisited in the new year once there is more of an idea on how the budget is looking and members are happy to be guided by GR on the timing of the post.

GR explained that the handyman/joiner should be a cost neutral or possible savings post. Members asked what kind of works this post would be able to complete. GR/KL confirmed it would be small jobs under £250 which do not include gas or electrical works.

Board members approve progressing with the handyman/joiner post.

SS asked what the implications are for the association going forward around the servicing costs of the air source heat pumps. GR hopes that in time these costs will reduce. GR would like to look at this as part of our business planning to incorporate it longer term. KL feels servicing renewables is still quite specialised as not all contractors can cover this work.

GR advised that SHN have shared around 50 other landlords proposed rent increase and AHA are sitting around the middle.

CI expressed that he felt the rent consultation document going out to tenants was outstanding and feels it provides tenants with a lot of useful information.

Members noted and approved the contents of the report

## 7.0 23/24 ESG Report

Purpose - For Approval

#### Minute by Nicola McIntosh

GR presented the annual ESG Report and advised that this is the completed report after signing up to self-assess/self-monitor through the Sustainability Reporting Standards. Members noted that a huge spreadsheet of data of benchmarkable indicators sits behind the report.

JB has noticed a couple of typos on page 4, GR confirmed that these will be updated before the report is published.

JB feels this is a great piece of work.

GR feels our weakest part is environmental, explaining that we haven't been great at capturing data for this.

JB asked if this will be published as a press release. GR advised that it has been sent via Linked In. JB thinks it is a good idea to publish this further.

Members noted and approved the contents of the report.

## 8.0 Health & Safety Report

Purpose - For Noting

#### Minute by Nicola McIntosh

GR presented the H&S Report in the Health and Safety Officers absence.

GR explained that we hold monthly Health and Safety Management Group meetings internally and cover accidents, incidents and near misses if there have been any.

KL explained the issue with outstanding EICR's is down to issues with gaining access to tenants’ properties to carry out the work required. There are also 1 or 2 hoarder properties, works cannot be completed due to this. We require specialist help and support in order to access the properties to clear them prior to carrying out works.

GR advised that a budget is required to be put in next year to cover any asbestos works required in common areas.

IMCD asked in a note in the meeting papers about the 250 (approx.) properties that had not yet been assessed, GR's view is that not all of those properties will have asbestos, there might be a slight increase, and these will be picked up when the programme is put together for next year. KL explained that as every single property of every single house type is not surveyed, some of the information is cloned and assuming that if it is presumed present it will be the same for the same house types. Members noted that the 12% figure is the properties that have not any surveys completed to date.

Asset Management are responsible for drafting letters to tenants to advise them that asbestos has been discovered in their properties, and we need to ensure the wording of the letters are appropriate and relevant information is given to them.

SS wanted to acknowledge the level of work carried out and wanted to know if there is a detailed asbestos management plan in place. GR confirmed that this plan will be presented to the board in April.

SS asked regarding the issue with the Orbis signal dropping in rural areas. LA confirmed that it still triggers with Orbis to call their line manager if they have not cancelled their timer or returned to the office within their allocated time.

Members noted and approved the contents of the report.

## 9.0 CEO Workplan

Purpose - For Noting

#### Minute by Nicola McIntosh

GR presented the CEO Workplan for noting and any comments.

JB suggest covering the items in 'red'. GR explained that the Asset Management Strategy is awaiting review, and this was on hold due to not knowing when the Scottish Housing Net Zero Standards will be published, however GR and KL are going to work on putting something together. Members noted that this is a long-term project and it will cover reactive repairs, improvement programmes and developments.

GR explained that there is no update to the People Management item relating to policies being tied to terms and conditions.

Members noted that relating to Community Benefits she is looking for volunteers from the board to attend a couple of workshops early next year.

Members noted the contents of the report.

## 10.0 Health and Safety Policy

Purpose - For Approval

#### Minute by Nicola McIntosh

GR presented the Health & Safety Policy which is due for the annual review.

Members noted and approved the contents of the report.

## 11.0 Access to Information Policy Review

Purpose - For Approval

#### Minute by Nicola McIntosh

GR advised members that the Access to Information Policy was due for review.

Members noted and approved the policy review.

## 12.0 Records Management Policy Review

Purpose - For Approval

#### Minute by Nicola McIntosh

GR presented the Records Management Policy, there was little changes to be made.

SS asked do the procedures match up to the review of the policy. GR confirmed that these will be reviewed if the policy is approved to ensure they do tie up. LA advised that there weren't many changes made so the procedures should match.

Members noted and approved the policy review.

## 13.0 Staff and Board Codes of Conduct

#### Minute by Nicola McIntosh

GR presented to Staff and Board Code of Conduct which are due for review.

Members noted and approved the reviewed code of conduct.

## 14.0 Absence and Attendance Management Policy Review

#### Minute by Nicola McIntosh

GR presented the Absence and Attendance Management Policy explaining that this was due for review, and it was agreed to change the trigger point for absence and carers allowance.

Board members were in agreement that carers leave should not be paid for due to having suitable arrangements for leave in place already.

Members noted and approved the contents of the report.

## 15.0 AOB

Purpose - For Information

#### Minute by Nicola McIntosh

Corporate Scorecard

GR presented the Corporate Scorecard including the exceptions report that members asked for when this was first presented to the board.

Members noted and approved the corporate scorecard, and members commended the great work.

Board Away Day

GR wanted to pass on thanks from Matthew who attended the Board Away Day for their contribution to the session.

You're Not Alone

CI advised members the You're Not Alone in partnership with AHA held an excellent Halloween party which was very well attended. Members noted that a Christmas party is being held on 19th December and an anonymous donation of £1,000 was awarded which will help with supplying gifts and selection boxes to children in Dundee. GR feels it is a great link up and would like to develop the partnerships further in the future.

Implications of the Scottish Budget

GR explained that money is gone back in to the Affordable Housing Supply Programme, there has been no contact from the strategic development department within the local authorities yet and this is likely due to them not having the information from the Scottish Government yet about where the money is being allocated.

Meeting closed at 11.37am.

## 16.0 Date of Next Meeting

Purpose - For Information

#### Minute by Nicola McIntosh

Wednesday 12th February 2025 @ 9.30am.