

Minutes of the Management Board meeting held on Tuesday 26 January 2021 at 6.00pm using ZOOM Video Communications.

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## Ag3

**Present:** Joan McFarlane (Chair)  
Tiffany Harvey  
Helen Eakin  
Elspeth Kerr  
Margaret Bowie  
David Riddell  
Josephine Barnshaw  
David O'Hara  
Paul McBride

**In attendance:** Pauline Burke, Interim Director  
Sharon Flynn, Temp. Depute Director  
Duncan McKnight, Technical Manager  
Jackie McGoran, Senior Finance Officer  
Stephen Watt, Corporate Services Assistant

In light of the current coronavirus situation and Government guidelines, Board and staff agreed that the meeting would be via Zoom video communication.

### **1. Apologies**

- 1.1 Apologies were received from T Diggory.
- 1.2 The Chair welcomed new Board member D O'Hara to his first Board meeting.
- 1.3 E Kerr informed the Board that she has a prior engagement at 6.30pm and would return to the meeting around 7.15pm.

### **2. Declaration of interest**

- 2.1 There were no declarations of interest.

### **3. Minute of the previous meeting**

- 3.1 The minute of the meeting on 1 December was proposed by H Eakin and seconded by E Kerr. These minutes will be signed at the first available date due to Covid-19 restrictions.

**Action – S Watt**

- 3.2 The minute of the special meeting on 24 November was proposed by J McFarlane and seconded by H Eakin.

### **4. Matters arising**

- 4.1 There were no matters arising.

### **5. Acting Director's report**

#### **5.1 Corporate Succession Plan – progress report**

- 5.1.1 P Burke provided an update on succession planning to the Board.
- 5.1.2 Five key factors had been identified in section 3.3 of the Succession Planning policy. P Burke referred to the papers and informed the Board how each issue was progressing. Questions were invited then Board were asked to note the report.
- 5.1.3 The Board noted the corporate succession planning report.

#### **5.2 Board Induction progress report**

- 5.2.1 P Burke updated the Board that the induction process of the two new Board members appointed at the Annual General Meeting was now complete. Two casual vacancies, appointed in 2020/21, have also completed the first part of the induction training with Part 2 due to be arranged shortly.
- 5.2.2 The Board noted the inductions progress of the new members.

#### **5.3 Quarterly Assurance update – Quarter 3**

- 5.3.1 S Flynn referred to the Quarterly Report (Q3) for period July to December 2020 and provided the Board with an update on the Improvement Action Plan at appendix 5.5(i). This was previously approved at the Special Board meeting on 24 November 2020.
- 5.3.2 The Board noted the contents of the quarterly assurance report.

## **5.4 Management Team report**

5.4.1 P Burke referred to the Management Team report and the ongoing position with Covid-19 restrictions as directed by the Scottish Government. Board were also asked to note the effect these restrictions will have on the planned maintenance programme which feature in a detailed report at agenda items 6.3 and 7.1 and will be discussed at that point of the meeting.

5.4.2 The Board noted the Management Team report.

## **5.5 Treasury Management Report**

5.5.1 J McGoran referred to the Treasury Management Report provided by FMD Financial Services.

5.5.2 The Board were informed of the Co-operative's improved surplus cash position. Cash flow forecasts show additional funds can be put on long term (12 months) deposit. It was recommended to the Board that surplus funds of £140,000 are added to the current Nationwide Building Society (NBS) instant access account for 1 year at 0.30% and an additional £360,000 deposited with Bank of Scotland (BOS) for 1 year at 0.10%.

5.5.3 The Board noted the Treasury Management Report and approved the new deposits.

## **6. Temporary Depute Director's report**

### **6.1 Performance Report – Quarter 3**

6.1.1 The Depute Director presented the Board with the quarter three performance report and appendices highlighting the current arrears position as an ongoing concern. Positively, it was noted that the relet time of 10.48 days is a continued improvement on the last two quarters.

6.1.2 The Board commended the Citizens Advice Bureau report at agenda item 6.1(i) and considered this a useful source of information.

6.1.3 The Board noted the quarter three performance report update.

### **6.2 Bad Debt write-off Quarter 3**

6.2.1 S Flynn presented the report and Board were invited to write off rent arrears totalling £1,809.24. A figure of £1,792.67 related to a current tenant trust deed

and a further £16.57 accounted for former tenant rent arrears. Both figures are on the basis that all recovery routes had been exhausted.

6.2.2 The Board noted the report and approved the recommendation to write off the total debt of £1,809.24.

### **6.3 Planned Maintenance progress report**

6.3.1 D McKnight presented an update on the planned maintenance programme to Board.

6.3.2 The Board were advised of steps taken to progress the planned maintenance programme, following the introduction of Level 4 restrictions on 20 November. As a consequence of restrictions only a limited amount of work could be progressed, although tenants were kept informed of changes as they took place.

6.3.3 In light of the existing lock down status, uncertainty arising from tougher restrictions and increasing infection rates, it was recommended to the Board that the current planned maintenance programme for 2020/21 (year 1) be moved to 2021/22 (year 2) and the existing Five-year investment plan moved back by one year from 2020/21 – 2024/25 to 2021/22 – 2025/26. Implications of delaying planned investment works were also discussed, together with scope to progress works as early as possible in 2021/22.

6.3.4 J McGoran assured the Board that discussions with FMD Financial Services have confirmed that no covenants will be breached by the recommended adjustment to the planned maintenance programme.

6.3.5 P Burke confirmed to the Board that the health and safety of tenants remains paramount and adjustment to the programme would not have a detrimental impact upon the fabric of properties or SHQS.

6.3.6 The Board noted the planned maintenance report and agreed to the recommendation to postpone the planned maintenance programme and Five-year investment plan by 1 year, due to the impact of COVID-19 restrictions. The Technical Manager was instructed to communicate this decision to tenants.

**Action - DMcK**

E Kerr left the meeting at 6.25pm.

## **6.4 Fire Safety compliance report**

6.4.1 D McKnight advised the Board of progress in relation to the upgrading of smoke detection systems.

6.4.2 The Board were informed that works were on hold, in accordance with the existing lockdown status and would recommence upon restrictions being lifted, to ensure compliance by the revised deadline of 1 February 2022.

6.4.3 The Board were informed that it has been identified that 62 properties which were upgraded in 2016 require an additional alarm to be installed and interlinked to the existing system.

6.4.4 It was confirmed that additional upgrading work would cost circa £11,300 and this will be incorporated within the 2021/22 draft budget.

6.4.5 The Board noted the fire safety compliance update.

## **7. Policy review**

7.1 The Board noted the three policies for review this month and the update on the policy review schedule for Housing Management policies.

**i. Fraud policy**

Board noted and approved the Fraud policy which now includes Cyber fraud.

**ii. Water Management and Legionella policy**

Board noted and approved the Water Management and Legionella policy.

**iii. Construction design and management policy**

Board noted and approved the Construction design and management policy.

**iv. Policy review schedule**

Board noted the policy review schedule, with Housing Management policies moving to March/April 2021. It was also agreed that the Succession Planning policy will be reviewed to incorporate new guidance when published by SFHA and brought to a future meeting.

## **8. Governance**

### **8.1 Membership Report**

8.1.1 There were 16 prospective members brought to this meeting and 5 Share Certificates which were approved by the Board.

## **8.2 Notifiable Events**

8.2.1 The notifiable events report was presented to the Board.

8.2.2 Two notifiable events remain open with the Scottish Housing Regulator. As new lockdown restrictions were enforced by Scottish Government from 4 January 2021, a notifiable event was submitted to SHR on 12 January 2021 advising that repairs within tenants' homes will be limited to emergency/essential only. All non-emergency repairs will be carried out as soon as possible, upon restrictions being lifted. All planned maintenance projects are also on hold with programmes being revised.

8.2.3 The Board noted the notifiable events update.

## **9. Audit, Risk and Staffing sub-Committee**

9.1 There are no sub-Committee minutes to report this month.

## **10. Any Other Competent Business**

10.1 There were no other business items of note.

## **11. Date of next meeting**

11.1 The next Board meeting will take place on Tuesday 2 March 2021 at 6.00pm using ZOOM Video Communications.

**The meeting closed at 6.40pm.**