



Minutes of the Management Board meeting held on Tuesday 30 June 2020 at 6.00pm using ZOOM Video Communications.

Ag3

Present: Joan McFarlane (Chair)
Tanith Diggory
Jonathan McAllister
Tiffany Harvey
Margaret Bowie
Helen Eakin
Andrew Loen
David Riddell

In attendance: Pauline Burke, Acting Director
Sharon Flynn, Depute Director (temporary)
Duncan McKnight, Technical Manager
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 S Smyth, P McBride and E Kerr.
- 1.2 Chair J McFarlane welcomed T Harvey to her first Board meeting.

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 26 May 2020 was proposed by H Eakin and seconded by A Loen. These minutes will be signed at the first available date after lockdown.

Action – S Watt

4. Matters arising

- 4.1 Agenda item 8.1: Acting Director P Burke highlighted that Laura Hemphill's name had incorrectly appeared twice on last month's prospective members list.

Agenda item 6.1.1: Deputy Director S Flynn informed the board that the person submitting the Annual Return to Charter (ARC) should have been the Chairperson's J McFarlane's name on the return.

J McAllister joins the meeting at 6.23pm following connectivity issues.

5. Acting Director's report

5.1 Annual General Meeting (AGM) arrangements

- 5.1.1 P Burke reminded members that this year's planned AGM is due to take place in the Co-operative's office on Wednesday 26 August 2020 at 6.00pm. However, the current Government Directive on social distancing will prevent a physical AGM taking place and consideration was to be given by the Board as to whether or not to conduct the AGM virtually.
- 5.1.2 P Burke advised that she had just received advice from our lawyers MacRoberts LLP prior to the meeting therefore suggested it would be advisable to arrange a meeting with the lawyers to discuss how Board proceed with the AGM.
- 5.1.3 Meantime Board were asked to note we have approached Thriving Places and engaged with a digital inclusion initiative to seek funding for tenants who do not presently have internet access.
- 5.1.4 Board agreed for a meeting with MacRobert's LLP to be arranged.

Action – P Burke

- 5.1.5 AGM Papers will be delivered to all tenants by or before Wednesday 12 August 2020, fourteen days before the meeting. It was proposed that we have a standard agenda.
- 5.1.6 It was agreed further discussions would take place regarding the prize draw and short survey to be held on the night and that the garden competition will not go ahead due to Covid-19 restrictions.
- 5.1.7 J McFarlane, D Riddell, and G Rankin will stand down as longest serving Board Members.

5.1.8 T Harvey and A Loen require to stand down as they filled casual vacancies. They must complete nomination forms if they wish to stand again.

5.1.9 The Board approved the re-appointment of Findlay & Co, CA at the AGM.

5.2 Risk Matrix – Annual Review

5.2.1 P Burke presented the Risk Matrix annual review.

5.2.2 P Burke wished for a correction to be made at 1.1 where it was noted that the papers should read that the Senior team had led the review in consultation with staff.

5.2.3 The Board approved the annual review of the Risk Matrix.

5.3 Business Plan 2020/23

5.3.1 P Burke presented the draft business plan, confirming that although we have not been able to hold the Strategic Review Day planned for the end of May 2020 due to Covid-19, that the Business Plan had been reviewed and updated to include identified new risks. The strategic direction had however not been comprehensively updated and therefore the Business Plan was presented for interim approval by the Board.

5.3.2 The Board approved the Business Plan for 2020 to 20/23.

5.4 Asset Management Plan 2020/23

5.4.1 D McKnight referred to the key points of the Asset Management Plan 2020/23. It was recognised that:

- stock and properties were in good condition
- we are 99% compliant with EESH
- Value for Money (VFM) continues to be important, using collaborative frameworks where possible.

5.4.2 The Asset Management Plan will be reviewed next year.

5.4.3 The Board approved the Asset Management Plan for 2020/23.

5.5 Covid-19 impact report

5.5.1 P Burke referred the Board to the Standing Orders emergency procedures in the event of Board or staff members falling unwell from the virus.

5.5.2 Board were briefed on the monthly return to the Scottish Housing Regulator. Any Board members wishing to view the return due on 7 July 2020 are asked to contact P Burke, who will provide this.

Action – P Burke

5.5.3 One member of staff has returned from furlough on 1st July 2020 leaving a further two staff members on furlough until the end of July.

5.5.4 The Board discussed adopting the new 2020 Model Rules. The Board agreed to take further advice from the Co-operative's lawyers and asked P Burke to arrange this on their behalf.

Action – P Burke

5.5.5 The Board noted the Covid-19 update.

5.6 Assurance Working Group – update

5.6.1 S Flynn briefed the Board with the progress of the Assurance Working Group. Despite meetings not being undertaken as regularly as anticipated, staff have continued to populate the template since the last Board meeting.

5.6.2 The next Assurance Working Group meeting will take place on 17 July 2020.

5.6.3 The Board noted the Assurance Working Group update.

6. Temporary Depute Director's report

6.1 Planned Maintenance – update

6.1.1 The Board approved the appointment of Reid Associates as consultants for the window and bathroom replacement.

6.1.2 The Board approved increasing the budget for consultants' costs by £3,678 as required, to accommodate progression of the projects.

D Riddell joins the meeting at 6.56pm following connectivity issues.

6.2 Annual Welfare Rights Service Report 2019/20

6.2.1 S Flynn highlighted the Welfare Rights Service provided by the Citizens Advice Bureau (CAB) and financial gains of £267,230.85 achieved.

6.2.2 It was noted that this invaluable service to the Co-operative has not been utilised with the same regularity it did before the start of the coronavirus pandemic. This may be due to the service temporarily moving to telephone based. Efforts are continuing to ensure tenants are aware that this service is still available despite the office closure.

6.2.3 The Board noted the Welfare Rights update.

6.3 Cyclical Painterwork update

6.3.1 D McKnight highlighted a correction required to Page 144 of the Board papers - Assurance title should refer to Item 6 instead of Item 5.

6.3.2 Board were advised of progress, prior to work being delayed as a result of the Covid-19 pandemic. A meeting with Mite is due to take place to discuss the recommencement of work and progression of year two of the programme. D McKnight to update Board in August.

Action – D McKnight

6.3.3 Board noted progress and approved the adjustment of the cyclical painterwork budget from £75,516 to £84,266 for year two (2020/21) on the basis that there will be no additional cost to the revised contract value of £219,974 (Excl. Vat).

6.3.4 Board members raised some concerns about the way in which works had progressed and D McKnight confirmed that these would be discussed with the contractor.

Action – D McKnight

6.4 Exceptions Report

6.4.1 S Flynn highlighted that the quarterly void re-let time had changed from 8 days to an average of 25.67 days. This was in part due to the Covid19 pandemic and adhering to government guidelines.

6.4.2 The Board noted the exceptions report update.

7. Policy review

7.1 There were no policies for review this month.

8. Governance

8.1 Membership Report

8.1.1 The Board approved Membership applications for prospective members and noted there were three tenancies granted during this month.

8.2 Ethical Conduct and Notifiable Events

8.2.1 Board noted the information on notifiable events submitted to the Scottish Housing Regulator. P Burke highlighted an error on Page 152 relating to the Board and sub-Committee meetings. The next meeting date should have read 30 June 2020 and not 26 May 2020.

8.2.3 The Board noted there are no ethical conducts to report and the update on the notifiable events.

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 P Burke advised the Board that two returns received from the Office of National Statistics have been completed and returned.

Staff P Burke, S Flynn, D McKnight, and S Watt left the meeting at 7.08pm due to confidential business.

10.2 Please refer to the confidential minute.

Board member T Harvey lost connection at 7.39pm

Staff P Burke returned to the meeting at 7.40

10.3 Board requested P Burke contact MacRoberts LLP to arrange a meeting with Board members.

Action – P Burke

11. Date of next meeting

11.1 The next meeting will take place on Tuesday 4 August 2020 at 6.00pm using ZOOM Video Communications.

The meeting closed at 7.48pm.