

Board of Management Meeting held on 9 February 2023 at 6.30 p.m.

The Board meeting was held using Zoom

Attendance at meeting: Fiona Boath, Theresa Elliot, Margaret Vass, Lorna Cameron
Andrew Faulk, Kenneth Butler, Susan Macmillan

Staff in Attendance: Donna Birrell – Chief Executive Officer (CEO)
Craig Wood – Director of Housing and Property Services (DHPS)
Jackie Leeds – Housing Services Manager (HSM)
Sandra McPhee – Governance and Compliance Officer (GCO)
(Minutes)

Also in Attendance: Ewan Macdonald – Macdonald Cameron (MC) – attended for Item 3 only

Item		Action
1.	<p>Welcome and Apologies</p> <p>Fiona Boath welcomed everyone to the meeting.</p> <p>Apologies were received from</p> <ul style="list-style-type: none"> • Mark Griffiths • Howard Dales • Linda Anderson 	
2.	<p>Declarations of Interest</p> <p>Declarations of Interest were declared as follows</p> <ul style="list-style-type: none"> • F Boath and T Elliot declared an interest in Agenda Item 11.3 – Ground Source Heat Pump Replacements • S Macmillan declared an interest in Agenda Item 10.1 – Annual Rent Review and Consultation Outcome and Decision 	

3.	Development Exception Report	
3.1	<p>Balmaha, Killearn & Croftamie Funding Applications</p> <p>MC presented the report on the funding applications for Balmaha, Killearn and Croftamie and highlighted the following.</p> <ul style="list-style-type: none"> • Tender applications for the sites were submitted to the Scottish Government in September 2022 with revised project costs for Balmaha submitted in November 2022. • In January 2023 More Homes Division of the Scottish Government advised that they would be unable to support the three projects at the grant funding levels requested. • The SG do not feel that the schemes offered value for money. • It was with respect to Balmaha that the feedback made reference to other approved schemes but no details of the schemes were provided so it is not clear if the examples were comparable. • The Scottish Government have asked to pause the Balmaha development to consider how this scheme can be taken forward. • The Scottish Government wish to support RSHA to progress Killearn and Croftamie and have encouraged a review of proposals. • Stirling Council have advised they will provide a contribution of £6k per unit for Killearn and Croftamie which will held to reduce the costs requested for the Grant. • RSHA will use actual rents and costs for life cycle costs rather than assumptions. • Planning consent is due to expire soon for Balmaha, but we will pursue extending this to avoid re-applying and paying higher costs for a new planning consent. <p>The Board raised the following comments / queries</p> <ul style="list-style-type: none"> ○ Positive news for the Killearn and Croftamie sites with the contribution from Stirling Council. <p>The CEO advised that GWSF have issued information on new build developments and that approvals are down by 16% and down by 19% for sites starts. The issues we are facing are sector wide.</p> <p>The DHPS advised that a meeting will be arranged with the IWG in March to look at future developments and a report will be provided to the Board on the discussions in May. The Chair of the IWG suggested that it may require more than one meeting to discuss the future of new developments.</p> <ul style="list-style-type: none"> ○ The Board felt it was too long to wait until May for a report as this could hold back progression of Killearn and Croftamie. The DHPS confirmed that the above schemes would continue to be progressed. The IWG will 	<p>DHPS</p> <p>MC</p> <p>DHPS</p>

	<p>be focusing more on the general principles of developing in the current economic climate rather than the specific developments. Should any approvals be required to allow scheme progress, these will be obtained electronically. .</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Noted the content of the report. 	
4.	Health and Safety	
4.1	<p>Moment</p> <p>A Board member highlighted the danger of obstructions/toys in driveways and potential for trips and falls.</p>	
4.2	<p>Incident</p> <p>No report</p>	
4.3	<p>H&S Update</p> <p>The CEO advised that the Health & Safety Management Group met recently to discuss the Mould & Dampness Policy and also the procedure.</p> <p>F Boath reminded the Board that as we will be returning to the office for the next meeting to be aware of the debris at the back of the office from the work at the hotel. The DHPS advised that RSHA have been in contact with the Hotel to clear the area as soon as possible.</p>	DHPS
4.4	<p>Landlord Facilities H&S Update</p> <p>The DHPS advised that the final appointments for the EICR's are being arranged with some forced access also being instructed.</p>	DHPS
5.	Group Minutes	
5.1	<p>Minutes of Board meeting held on 8 December 2022</p> <p>The minutes were proposed by Margaret Vass and seconded by Andrew Faulk.</p>	
5.2	<p>Minutes of Audit & Risk Committee</p> <p>None</p>	
5.3	<p>Minutes of Venachar Board</p> <p>None</p>	
5.4	<p>Working Groups – Investment Working Group</p> <p>None</p>	
6.	Matters Arising Schedule	
	No issues raised from the schedule	

	<p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the Matters Arising Schedule 	
7.	Rural Stirling Group Key Risks	
7.1	<p>Quarterly Key Risk Review</p> <p>No report.</p>	
8.	Strategy	
8.1	<p>Group Strategic Plan: First Draft</p> <p>The CEO provided the first draft of the Group Strategic Plan for 2023-24.</p> <p>The Strategic Plan has been updated following the Interim Planning Day in September 2022 which included updating the Strategic Objectives and updating our Values to include applicants and other services users where appropriate.</p> <p>The Board raised the following comments/queries</p> <ul style="list-style-type: none"> ○ We have not captured working with communities to deliver homes as well as being involved with local place plans. It is important that we are working alongside local community councils and development trusts. The CEO advised that she will draft a statement for this and include in the final draft. ○ the Board felt that we should include our intentions for EESSH 2 and targets should be reflective of our intentions. Targets should be challenging but also realistic. The DHPS advised that there is still uncertainty around EESSH 2 and we are waiting on new guidance being published. The CEO advised that the DHPS will review targets to be included in the final draft to be brought back to the Board in March for approval. <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the RSG Strategic Plan Update 2023/24 first draft, subject to changes discussed 	<p>CEO</p> <p>CEO/DHPS</p>
8.2	<p>Confidential – RSHA Business Plan 2023-24 – First Draft</p> <p>Confidential Report.</p>	
8.3	<p>Confidential – Venachar Business Plan and Budget 2023-24 – First Draft</p> <p>Confidential Report.</p>	

9.	Performance & Policy	
9.1	<p>Policies for Approval</p> <p>Policies were issued to Board on Decision Time on 26 January 2023 for review prior to decision at this meeting.</p> <p>The policies that have been reviewed are</p> <p>Appendix 1 – Adaptations Policy and EIA Appendix 2 – Asset Management Policy Statement Appendix 3 – Credit Card Policy Appendix 4 – Damp and Mould Policy and EIA</p> <p>The Board raised the following comments / queries</p> <ul style="list-style-type: none"> ○ For the EIA for the Damp and Mould Policy, should more protected characteristics be added to include age and disability. The DHPS will update the EIA. ○ Update to Damp and Mould Policy to be clear about not blaming tenants. The CEO advised that a statement will be added to the Policy. <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved all policies for implementation. 	<p>DHPS</p> <p>DHPS</p>
10.	Finance	
10.1	<p>Annual Rent Review and Consultation Outcome and Decision</p> <p>The HSM presented the report on the outcome of the consultation on the annual rent review.</p> <p>The report highlighted the following</p> <ul style="list-style-type: none"> ● 603 invites were issued with 165 responses received ● 68.7% of tenants/sharing owners opted for the 5.6% increase ● 100% of mid market rent tenants who responded opted for the 5.6% <p>The Board raised the following comments / queries</p> <ul style="list-style-type: none"> ○ The report is clear and includes the views received from tenants. ○ The graphs are really helpful and an interesting summary by age groups. ○ These are exceptional circumstances, well articulated and explored at the last meeting and we should now respect the tenants choice of the options we agreed and presented to them. ○ Going forward we should look at how tenants receive notifications on consultations. The wording of the SMS text message could be improved. A Board member and the HSM to liaise post meeting. 	<p>HSM</p>

	<p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved a rent increase of 5.6% for 2023/24 financial year, for social housing tenancies and shared owner occupancy charges. ❖ Approved a rent increase of 5.6% for mid-market rent properties or by the limit of any proposed rent cap imposed by the Scottish Government if this is lower. 	
10.2	<p>Internal Audit Tender</p> <p>The CEO presented the report to advise that a Tender was published in November 2022 seeking interest for Internal Audit Services. The submission deadline was Friday 16th December 2022.</p> <p>One submission was received from Wyle Bissett.</p> <p>The CEO advised that appointment of a new Internal Auditor is a notifiable event which will be reported to the SHR.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the appointment of Wylie Bissett to provide the internal audit function from 1 April 2023 to 31 March 2026 ❖ Noted that the change of internal auditor is an SHR Notifiable event. Although the internal auditor remains the same, the engagement terms have changed and the SHR will be informed once the appointment has been formalised. 	CEO
11.	Operations	
11.1	<p>Local Lettings Initiative (LLI) : Strathblane</p> <p>The HSM presented the report to the Board on the proposed LLI for the new development in Strathblane.</p> <p>The Board raised the following comments / queries</p> <ul style="list-style-type: none"> ○ Have we applied LLI to all recent completed developments? The HSM confirmed that there are LLI's in place for other completed sites. <p>The Board:</p> <ul style="list-style-type: none"> ❖ Noted the contents of the report. ❖ Approved the LLI allocations process for Strathblane in accordance with the Allocations Policy and good practice guidance. 	

11.2	<p>RSHA/Venachar Lease and Private Rented Tenancy Agreement (PRT)</p> <p>The HSM presented the report on the review of the Venachar Lease and PRT which was carried out by solicitor's TCY.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Noted the contents of the report and updates to Venachar's PRT and model lease agreement with RSHA. ❖ Approved the adoption of the revised standard lease and PRT going forward. 	
11.3	<p>Ground Source Heat Pump Replacements</p> <p>The DHPS presented the report of the plan for the replacement of the Ground Source Heat Pump to 19 properties.</p> <p>The report highlighted the following</p> <ul style="list-style-type: none"> • The 19 properties for replacement of the systems are <ul style="list-style-type: none"> ➢ Killin – 6, ➢ Deanston – 6 ➢ Tyndrum – 7 • Over the past 14 months almost 80% of the properties have experienced failures of the GSHP system, leading to loss of heating and hot water. • Only one specialised contractor available to carryout repairs. • Requires specialist engineer which can be an issue for remote areas such as Tyndrum and Killin. • Cost per property to replace the system will be £10,000 • Six properties will have their systems replaced in 2023/24 with the other 13 replaced in 2024/25 or 2023/24 should additional budget become available. <p>The Board raised the following comments / queries</p> <ul style="list-style-type: none"> ○ Very disappointing to hear about all the issues with the heat pumps ○ 13 households to wait up to 2 years to get issues fixed. They won't be happy regardless of how much we communicate with them. ○ Can we feedback this experience to the Scottish Government? The DHPS agreed to feedback as part of the works at Old Kirk Loan. ○ We should explore support for tenants moving to a new system as they will have to move onto a new supply tariff. <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the replacement of 19 GSHP systems with Quantum systems at the noted properties in line with available budgets. 	DHPS DHPS

12.	Governance; Ethical Conduct and Notifiable Events	
12.1	<p>Notifiable Events</p> <p>The CEO presented the report to the Board to advise that there is a Notifiable Event to the SHR for the disposal of land and assets with the lease of a property to Police Scotland.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Noted the contents of the report of the Notifiable Event to the SHR. 	CEO
12.2	<p>Confidential – Office Bearers Decisions</p> <p>No Report</p>	
12.3	<p>Record of Electronic Approvals</p> <p>No reports</p>	
12.4	<p>Recommendations from Committee</p> <p>No reports.</p>	
12.4	<p>New Member Applications</p> <p>The GCO advised that 5 new applications have been received and this requires the approval of the Board.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the new member applications. 	GCO
12.5	<p>Resignation of Board Member</p> <p>The CEO advised of recent resignations of two members of the Board. The CEO advised that we will be looking at a recruitment campaign for new members. It was also suggested that we could look to co-opt members and the CEO was asked to contact Fiona Russell.</p> <p>It was suggested reaching out the new membership applicants as well as the existing membership. The CEO also advised that we could look at contacting the University of Stirling also for interest.</p>	CEO/GCO
13.	<p>Chief Executive’s Report</p> <p>The report provided the Board with an update on key issues, actions, and developments since the last meeting.</p>	

	<p>The report highlighted the following;</p> <ul style="list-style-type: none"> • Update on the developments including Gartness Road, Drymen and Milgavie Road, Strathblane • Appointment of new DCEO/DFCS. Gerry Casey will be joining on 27th February 2023 • Review of Staff Structure following Board approval of some changes subject to a period of staff consultation. • Joint Tenant Satisfaction survey which will be carried out in early February by Research Resource <p>The Board:</p> <ul style="list-style-type: none"> ❖ noted the contents of the report 	
14.	<p>Action Tracker</p> <p>The Action Tracker was presented to the Board. It was agreed that the CEO would try again to make contact with MSP Evelyn Tweed.</p> <p>The IWG item to be removed from future Action Trackers.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ approved the Action Tracker. 	CEO
15.	<p>Attendance at Conference/Seminar or Networking Events:</p> <p>None</p>	
16.	<p>Any Other Competent Business</p> <ul style="list-style-type: none"> • S Macmillan advised that Moray Estates have recently held a meeting regarding proposed new build development on the site opposite the allotments. The CEO advised that she wasn't aware of this, but will reach out to the developer. 	CEO
17.	<p>Review/Reflections of Meeting:</p> <p>Please email your feedback to Fiona Boath, Vice Chair. BoardBoathF@rsha.org.uk</p>	ALL
18	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> • Governance Training – Session 2 Thursday 16th February 2023 at 6.30pm via Zoom • Health & Safety Training – Session 1 Thursday 9th March 2023 at 6.30pm via zoom • Board Meeting - Thursday 16th March 2023 @ 6.30 p.m. Hybrid Meeting 	

	<ul style="list-style-type: none">• Audit and Risk Committee - Thursday 27 April 2023 at 2pm• Venachar Board of Management – Thursday 18 May 2023 at 4.30 pm <p>The Chair thanked the Board for their attendance and closed the meeting.</p>	
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Chair's signature