

Board of Management Meeting held on 8 December 2022 at 6.30 p.m.

The Board meeting was held using Zoom

Attendance at meeting: Mark Griffiths, Margaret Vass, Fiona Boath, Theresa Elliot
Andrew Faulk, Susan Macmillan, Howard Dales, Kenneth Butler

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
David Ampofo, FMD Finance (FMD) – attended for Agenda Item 10 only

Item		Action
1.	<p>Welcome and Apologies Mark Griffiths welcomed everyone to the meeting.</p> <p>Apologies were received from</p> <ul style="list-style-type: none"> • Martin Earl 	
2.	<p>Declarations of Interest</p> <p>Declarations of Interest were declared as follows</p> <ul style="list-style-type: none"> • Fiona Boath declared an interest in Agenda Item 3.1 and 12.4. • Susan Macmillan declared an interest in Agenda Item 10.2 • All staff declared an interest in Agenda Item 12.6 	
3.	<p>Development Exception Report</p>	

3.1	<p>Killin – Site Disposal</p> <p>MC presented the report on the disposal of land to the rear of Association properties at Fingal Road in Killin.</p> <p>The neighbour to the land approached the Association to purchase the vacant land. A survey had ben instructed and confirmed that the value of the land would be £10k. The purchaser has agreed that they would pay the expenses for surveys and legal work associated with the purchase</p> <p>If the land was sold, the owner could possibly be granted permission to build one or two properties on the land. As a result of this possibility, we can include a clause in the purchase for overage if the purchaser does build one or two properties on the land. This would mean an additional payment to the Association based on the new value of the land and property as a percentage payment.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the proposal to dispose of the surplus land as identified in the report. 	MC
4.	<p>Health and Safety</p>	
4.1	<p>Board Member Group H&S Policy Sign Off – HSCM</p> <p>The CEO advised that some members of the Board still need to sign the policy statement. The Corporate Services Officer (CSO) will email members to confirm by return email acceptance of the Policy. These will be saved with the documents as required.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the updated Group H&S Policy. 	CSO
4.2	<p>Board Member Group Landlord Facilities H&S Policy Sign Off of LSM</p> <p>The Policy has been updated and requires approval and also sign off by all Board Members. As with item 4.1, the CSO will email members to accept the policy.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the updated Group Landlord H&S Policy. 	CSO
4.3	<p>Moment</p> <p>The CEO advised that one of the Housing Officers’ car broke down this week and they had to wait for about 4 hours for the breakdown services to attend. Staff have been advised to ensure they have supplies in their car including a blanket/coat, snacks, water in the event of things like this happening.</p> <p>The Association provides essential car users with winter kits to help with winter driving conditions.</p>	

4.4	Incident No incidents report.	
4.5	H&S Update The CEO advised of the following <ul style="list-style-type: none"> - Job profiles are currently being finalised and they will all include required Health and Safety training - A H&S meeting has been organised for early in the new year to discuss the recent publications on mould and dampness in homes where we will be looking at our procedures in dealing with this. The DHPS advised the Board that the Association currently has a three stage approach when reports are received from tenants for mould and dampness. These are education/communication, inspection/survey and contractor survey/works. We will report back on the issue to Audit and Risk Committee/Board.	CEO/DHPS
4.6	Landlord Facilities H&S Update No reports.	
5.	Group Minutes	
5.1	Minutes of Board meeting held on 6 October 2022 The minutes were proposed by Margaret Vass and seconded by Fiona Boath.	
5.2	Minutes of Audit & Risk Committee held on 10 November 2022 Minutes were presented for information. Matters arising from the meeting are included in Agenda Item 12.6	
5.3	Minutes of Venachar Board meeting held on 24 November 2022 Minutes were presented for information. There were no matters arising from minutes.	
5.4	Working Groups – Investment Working Group None	
6.	Matters Arising Schedule	

	<p>The Board raised the following comment/queries</p> <ul style="list-style-type: none"> ○ Did we also have an action about North Star coming back to use at this meeting re joint Chairpersons and/or advertising for a Chairperson? The CEO advised that North Star spoke with another RSL enquiring about their use of joint Chairs. At the time all senior staff were new and unable to comment on this. North Star did follow this up but had nothing to report. This was communicated to the office Bearers by email in October. It was noted that this communication should have been issued to the full Board. <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>The Board advised that this was a good report covering the new risks and highlighted clearly the movements. The report also included the issue of Mould and Damp.</p> <p>A discussion took place on the recent publicity surrounding the incident in Rochdale, a young child died due to the mould and dampness in their home. A Board member commented that this was a complex issue and that the key problem was the mould that was not addressed. The report highlighted communication failures with the family and between agencies involved, lack of English as a first language and cultural awareness.</p> <p>The DHPS advised that he has every confidence in the staff to be able to identify any issues. The staff know their tenants and are able to focus extra time with these tenants as well as liaising with partner organisations to get the help required.</p> <p>The HSM advised that the Association are tightening up on the nomination agreement with the Council on the information they are providing the Association with on applicants being nominated. In the past not enough information was being provided on applicants. Also Housing Officers are committed to ensuring that annual house visits are carried out to all their tenants.</p> <p>The CEO advised the SHR will be issuing a Health and Safety survey on tenant safety in the new year and this is likely to include the issue of mould and damp. We will be reviewing our current procedures and communications with tenants and will set up a register to ensure we have a clear audit trail of the measures we have taken with reported cases.</p> <p>The Board raised the following comments/queries.</p>	

	<ul style="list-style-type: none"> ○ We should not attribute problems to lifestyle and should investigate earlier to identify any issues. <p>The DHPS advised of the processes we have in place to deal with any reported cases.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the Group Key Risks report ❖ Noted the SHR 'Risks we will focus on' summary 	
8.	Strategy	
8.1	<p>Interim Group Strategy Away Day – Outcomes and Action Plan</p> <p>The report from the session that was held on 8th September 2022 was discussed.</p> <p>The Board raised the following comments/queries</p> <ul style="list-style-type: none"> ○ The notes were reflective of the session and the actions agreed. <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the report ❖ Noted the actions to be taken forward 	CEO
9.	Performance & Policy	
9.1	<p>Quarter 2 Performance Reports</p> <p>The quarterly reports for Q2 – July to September 2022 were presented to the Board.</p> <p>Appendix 1 - ARC Indicators and Universal Credit Appendix 2 - Planned Maintenance Appendix 3 - Development Programme Monitoring Appendix 4 - Strategic Delivery Plan Update Appendix 5 - Operational Delivery Plan Update by Exception</p> <p>The Board raised the following comments/queries</p> <ul style="list-style-type: none"> ○ Good performance in the current circumstances ○ The tenancies that were refused, were these nominated by the Council? The HSM confirmed that of the 7 refusals, 4 of these were nominations from the Council under Section 5 Referrals. ○ When is the development in Strathblane due to be completed? The DHPS advised that this is expected by end of March 2023. Currently waiting on the programme from the contractor for the handover of the properties. 	

	<p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the reports including the revised Rural Peer Group for Benchmarking purposes ❖ Noted the contents of each of the reports 	
9.2	<p>Quarter 2 Complaints Report</p> <p>The quarterly Complaints report for Q2 – July to September 2022 was presented to the Board.</p> <p>The Board raised the following comments/queries</p> <ul style="list-style-type: none"> ○ What were the issues with staff? The DHPS advised that this was in relation to customer satisfaction with issue not being resolved. <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the report ❖ Noted the contents of the report. 	
9.3	<p>Policies for Approval</p> <p>Policies were issued to Board on Decision Time on 24 November 2022 for review prior to decision at this meeting.</p> <p>The policies that have been reviewed are</p> <p>Appendix 1 – Sustainability Policy and EIA Appendix 2 – Asset Management Policy and EIA Appendix 3 – Board and Staff Expenses Policy and EIA Appendix 4 – Membership Policy and EIA</p> <p>The CEO advised the Board that the SHR are expected to publish new guidance on Asset Management, so this policy could be subject to further review in the new year.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved all polices for implementation. 	
10.	Finance	
10.1	<p>Confidential – Q2 Management Accounts</p> <p>Confidential report</p>	
10.2	Annual Rent Review Consultation	

	<p>The HSM presented the report on the proposal for the Annual Rent Review Consultation.</p> <p>The HSM advised that on Appendix 2, the column showing ‘Income after rent above minimum Standard’ is showing minus figures and this is due to the current cost of living.</p> <p>The Board raised the following comments/queries</p> <ul style="list-style-type: none"> ○ Very detailed report with a lot of information ○ Difficult decisions for the Association to make to ensure the viability of the organisation. ○ A tenant Board member commented that they could see both sides of the review and understood the arguments <p>The HSM advised that at a recent tenant consultation event, those in attendance had similar responses to the Board and they felt that an increase of 5.6% would be palatable. The tenant’s priorities are to ensure energy efficient homes, and reduce fuel costs for tenants, Housing Officers continue to be out and about to carry out annual tenant visits and for the organisation to look at surveying in advance of full renewal projects such as new kitchens as timescales may last longer and this would save money.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved recommendations as detailed in the report <ul style="list-style-type: none"> - <i>Consult on rent increase of 5.6% and or 7% for 2023/24</i> - <i>Consult on mid market rents of 5.6% and or 7% for 2023/24</i> - <i>An occupancy charge increase of 5.6% and or 7% for 2023/24 be proposed to sharing owners</i> 	HSM
10.3	<p>Confidential – 1st Draft Budget 2023/24</p> <p>Confidential report.</p>	
11.	<p>Operations</p>	
11.1	<p>Re-procurement of Development Services</p> <p>Report presented to the Board on the re-procurement of development services via a framework in line with the existing framework with a 3 year plus 1 contract period.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the re-procurement as per the report. 	DHPS
11.2	<p>Police Accommodation</p>	

	<p>The HSM presented the report on request from Police Scotland to lease one property from the Association for Officers in local areas. Police Scotland are in the process of recruiting more officers. The lease of our property would allow time for them to refurbish some of their existing police accommodation.</p> <p>The Board raised the following comments/queries</p> <ul style="list-style-type: none"> ❖ There are a couple of police houses that have been empty for the past year and there are a number of officers who live in their own accommodation. ❖ Police Scotland are actively recruiting for more officers for the rural areas <p>The CEO confirmed that any properties that will be leased to Police Scotland will be on a temporary basis.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Approved the lease of one property in Tyndrum to Police Scotland for an initial period of 18 months and thereafter on a month-to-month basis ❖ Noted that the disposal of a property by way of a lease will be a Notifiable event and reported to the SHR. 	HSM
12.	Governance; Ethical Conduct and Notifiable Events	
12.1	<p>Notifiable Events</p> <p>No reports</p>	
12.2	<p>Confidential – Office Bearers Decisions</p> <p>Confidential report.</p>	
12.3	<p>Record of Electronic Approvals –</p> <p>No reports</p>	
12.4	<p>New Member Applications</p> <p>The GCO advised that one new application has 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 application. 	
12.5	<p>Annual Declaration of Interests and Code of Conduct</p> <p>The GCO provided the Board with confirmation that all staff members have completed and signed the Declaration of Interests and Code of Conduct for 2022.</p>	

	<p>The Board was also advised that there was one outstanding Declaration of Interest and Code of Conduct for 2022.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ Noted and approved the Register of Interests for RSG Members ❖ Noted and approved the Register of interests for RSHA Staff members ❖ Approved the content of the RSG Board Member’s Register of interest to allow publication of its contents as part of the Managed Publication Scheme/FOI Regulations ❖ Noted progress on the receipt of signed Codes of Conduct from RSG Board Members and staff. 	
12.6	<p>Confidential – Recommendations from Committee</p> <p>Confidential report.</p>	
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"> • Cost of Living (Tenant Protection) (Scotland) Act 2022 Call for Evidence 28 November 2022: Evidence was submitted by the deadline date. • SHR Landlord Group: Following the invitation issued by the SHR to note interest in participating in a standard forum of senior officers Rural Stirling Housing Association’s CEO has been invited to participate. <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.</p> <p>The Board:</p> <ul style="list-style-type: none"> ❖ approved the Action Tracker. 	
15.	<p>Attendance at Conference/Seminar or Networking Events:</p> <ul style="list-style-type: none"> • A Board member had attended the SFHA Finance Conference – range of good speakers articulating the current issues and problems but no solutions. 	

	<ul style="list-style-type: none"> • A Board member and the CEO had attended the RIHAF conference – similar range of discussions but with particularly focus on rural challenges and fuel poverty and research report commissioned by RIHAF on this topic. 	
16.	<p>Any Other Competent Business</p> <ul style="list-style-type: none"> • LLTNP Housing market Study 2022: The Board noted the outcome of the above research, and the Chair made reference to an action for himself and CEO to meet with the Chief Executive of the National Park G Watson. A Faulk indicated he would be interested in being involved in any discussion. • Chair suggested that the Board could have a social event to be held sometime in January. 	Chair/CEO/ AF
17.	<p>Review/Reflections of Meeting: Please email your feedback to Mark Griffiths Chair. BoardGriffithsM@rsha.org.uk</p>	ALL
18	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> • Governance Training – Session 1 Thursday 12 January 2023 at 6.30pm via Zoom • Board Meeting - Thursday 9 February 2023 @ 6.30 p.m. via Zoom • 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>	

Chair's signature