

MINUTE
Management Board Meeting
1:00pm on 17 October 2019
Hopetoun Street, Edinburgh

Present: Michael Allan (Chairperson)
 Neil Wood
 Nigel Chapman
 Lizzie Crawford
 Bill Gillespie
 Angus Lamont
 Don Jamieson (Vice-Chairperson)
 Jackie Browne (Skype)
 Helen Barton
 Laurence Casserly

Jason MacGilp, Group CEO and Company Secretary
 Derek Adam, Director of Finance and Business Services
 John Davidson, Director of Customer Services
 Walter Clarkson, Head of Customer Services (Property)
 Paul Robertson, Head of Customer Services (Tenancy)
 Carolyn Owens, Governance Services Manager (Minute)
 Ali Jarvis, Consultant

	Item	Action
1.	<p>Board Members only session (with Governance Services Manager)</p> <p>The Chairperson welcomed everyone to the meeting. Members discussed focussing on strategic matters during meetings and the SFHA model Code of Conduct for Governing Body Members. Jackie Browne provided an update on the ANCHO meeting held on 10 October 2019.</p>	
2.	<p>Apologies</p> <p>Apologies were received from Simon Guest (LOA).</p>	
3.	<p>Declarations of Interest</p> <p>All staff members noted an interest in Item 6.4</p>	
4.	<p>Minutes Of Previous Meetings and Matters Arising</p>	
4.1	<p>CHA Board Meeting – 8 August 2019 The Minute was approved</p>	
4.2	<p>CHA Board Meeting – 19 September 2019 The Minutes was approved subject to minor amendment of Working Group members</p>	
5.	<p>Matters Arising The Group Chief Executive provided updates on:-</p>	
5.1	<p>The Board Remuneration report advising that to avoid any conflict of interests the office bearers would not be involved in the production of any recommendations.</p>	

	An advice Note had been received by Freya Lees, recommendations and options would be presented to the next CHA and ANCHO meetings.	
5.2	Members were advised that a 3 months Leave of Absence had been approved for Simon Guest on 19 September 2019.	
5.3	Members approved a 3 months Leave of Absence for the ANCHO Chair and Board membership for Bill Finlay which had been approved by the ANCHO Board on 10 October 2019.	
6.	ITEMS FOR DECISION/APPROVAL	
6.1	<p>Rent Proposal For Consultation</p> <p>The Director of Customer Services presented the proposed consultation process as outlined in the report to consult on Option 1 - a proposed inflation only increase based on September 2019 RPI which is due to be published on 17 October (August RPI rate was 2.6%) and Option 2 – a proposed inflationary increase of September 2019 RPI figure plus an additional 1.7% (which would equate to around £1.50 per week) in order to accelerate investment in homes (this would equate to an additional 50 x kitchens)</p> <p>The meeting was informed that the RPI for September had just been announced and was 2.4% therefore option 1 would be 2.4% & option 2 would be 4.1%</p> <p>Members asked how the Cairn Living post would contribute, the Group Chief Executive advised that there was no detailed proposal as yet, funding would come from what is currently being spent on external agents so it would become cost neutral and would not be covered by HA rents. Members asked if the additional 1.7% would bring tenants up to the previously agreed £25 maximum cap, and whether it would constitute a material underfunding. The Director of Finance and Business Services responded that some tenants may be affected and further modelling would be completed alongside the rent checking exercise and presented to the next meeting.</p> <p>Board approved the proposed consultation process as outlined in the report and approved the consultation on the proposed options as outlined in the Report subject to confirming how many kitchens would be funded as a result of the ongoing implementation of the rent restructure which would be circulated via e-mail.</p> <p>Board agreed to receive a further report in January on the outcome of the consultation exercise which will include a recommendation on the increase to be applied from 1 April 2020.</p>	<p>D Adam</p> <p>J Davidson</p>
6.2	<p>Independent Governance Review</p> <p>Ali Jarvis presented the Final Report from the Independent Governance Review highlighting the 100% participation inclusion rate and reiterating the intentions of the review which were continuous improvement and good practice, regulatory expectation and preparation for Annual Assurance Statement, follow up to the 2017 regulatory intervention at ANCHO and an opportunity to conduct a review of the partnership including any issues that had arisen. Ali highlighted both Boards commitment to the partnership. Members discussed cultural and operational practices, opportunities to improve and risks identified within the report.</p>	<p>J MacGilp</p>

	<p>The Group Chief Executive provided an update on the meeting to discuss the report with SHR and the Joint Board session which would take place on 2 November. A draft Action Plan would be circulated in due course.</p> <p>Board approved the findings and recommendations from the Independent Governance Review Report.</p>	
6.3	<p>Group Annual Assurance Statement</p> <p>The Governance Services Manager gave a presentation on the progress of the Working Group and processes undertaken to review evidence and compliance with the regulatory framework.</p> <p>The Report was approved. The Group Annual Assurance Statement would be finalised and presented for sign-off at the Joint Board Strategy Board Meeting on 25 October 2019.</p>	C Owens
6.4	<p>Job Evaluation/Pay Policy: (Confidential)</p> <p><i>(Jackie Brown left the meeting).</i></p>	
6.5	<p>Health & Safety Strategy & Action Plan</p> <p>The Director of Finance and Business Services presented the report. Members asked about Health & Safety requirement for contractors, the Director of Finance and Business Services and Group Chief Executive advised members on the Association's duty of care and referred to a recommendation in the Action Plan linking improving contract management arrangements with H&S, and evidencing compliance more rigorously.</p> <p>The Director of Finance and Business Services commented that the ANCHO Board meeting had raised some issues relating to Group references and ticks on the Action Plan which would be for the new H&S Manager, who had now been appointed, to approve.</p> <p>Board approved the Health & Safety Strategy & Action Plan</p>	
6.6	<p>Grounds Maintenance Service Review</p> <p>The Director of Customer Services presented the report highlighting costs of service, projected deficit, service delivery issues, the reduced number of complaints and increased areas of operation at the same cost as the previous contract. Service charges to be recovered, surpluses and deficits factored into the charges and the predicted deficit, which included an element of capital costs as purchase of equipment which is depreciated through I&E account, were discussed.</p> <p>The Director of Finance and Business services advised that options for contactors would be considered and a review of charge outs, with tenant consultation, would be reported to the next Board meeting.</p> <p>Board noted the report.</p>	D Adam
6.7	<p>HomeWorks Void Squad Review</p> <p>The Director of Customer Services presented the report providing background information and advising that backlog and increases in major works voids (25%), and low investment levels over the next few years had contributed to increased</p>	

	<p>pressures on backlog. The impact had been significant in relet times and void rent loss. Issues with availability of contractors and adaptations work not completed as planned, and recommendations in the report were highlighted.</p> <p>The Chair enquired why Docherty Consulting had not been approached earlier and Board had not been informed earlier. The Director of Customer Services advised that the issues had not been anticipated. The Head of Customer Services (Property) advised that less funding for adaptations than originally anticipated had been received.</p> <p>The Director of Customer Services advised priorities in terms of investment requirements would be discussed at the Strategy Day on 25 October and there was an Action Plan to deliver recommendations in the report. Board were advised that options on changes to the service would be explored as part of the review. It was agreed that updates would be provided as a standard item on future agendas.</p> <p>Board noted the contents of the report and approved the recommendations contained in the Docherty Consulting Report.</p>	
6.8	<p>Group Policy: Board Development & Succession Plan</p> <p>The Group Chief Executive presented the Policy which had been endorsed by ANCHO Board on 10 October 2019.</p> <p>Board approved the Group Policy.</p>	
6.9	<p>Group Policy: Anti-Fraud, Bribery and Corruption Policy</p> <p>The Director of Finance and Business Service presented the Group Policy which had been endorsed by ANCHO Board on 10 October 2019.</p> <p>Board approved the Group Policy.</p>	
6.10	<p>Group Policy : Freedom of Information</p> <p>The Governance Services Manager presented the Group Policy which had been endorsed by ANCHO Board on 10 October 2019 advising that it was intended to transfer some of the information detailed in the Policy to the FOI Procedures.</p> <p>Board approved the Group Policy and adoption of SIC Model Publication Scheme.</p> <p>Harper MacLeod had been appointed DPO for FOI and would provide additional scrutiny on returns. SIC Quarterly reports would be presented to the Board for information.</p>	C Owens
6.11	<p>Group Policy: Code of Conduct for Governing Body Members</p> <p>The Governance Services Manager presented the Group Policy which had been endorsed by ANCHO Board on 10 October 2019. Following discussions on the wording of the model policy it was agreed to contact SFHA to provide feedback.</p> <p>Board approved the Group Policy</p>	C Owens
6.12	<p>Allocations Policy</p>	

	<p>The Head of Customer Services (Tenancy) presented the CHA Policy advising the review was to align with the ARC definition and add more flexibility in marketing the properties.</p> <p>Board approved the CHA Allocations Policy</p>	
6.13	Confidential	
7.	ITEMS FOR DISCUSSION/EARLY VIEWS	
7.1	<p>Partnership Investment Delivery update</p> <p>The Report was noted.</p>	
8.	ITEMS FOR NOTING/PROGRESS MONITORING	
8.1	<p>Development Programme</p> <p>The Report was noted</p>	
8.2	New risks – none identified	
8.3	<p>KPI's</p> <p>SHN would be presenting a sector Benchmarking report at the next Board meeting. In response to members questions on the different reports for CHA and ANCHO it was agree to explore Group KPI's. The Reports were noted.</p>	
8.4	<p>Strategic Goals</p> <p>The Report was noted</p>	
8.5	<p>Absence Report for CHA</p> <p>The Report was noted.</p>	
9.	GOVERNANCE, REGULATION & CORPORATE	
9.1	<p>Chairperson's Update Report</p> <p>The report was noted.</p>	
9.2	Report on Statutory Registers – none.	
10.	DECISIONS TAKEN UNDER DELEGATED AUTHORITY	
10.1	The Governance Services Manager advised that the FCA Annual Returns would be submitted by 31 October 2019.	
11.	AOCB	
12.1	The 2020 Meetings Schedule would be presented at the next meeting	

Meeting closed at 5:35pm