

MINUTE
Management Board Meeting
10:30am on 5 December 2019
Hopetoun Street, Edinburgh

Present: Michael Allan (Chairperson)
 Neil Wood
 Nigel Chapman
 Bill Gillespie
 Angus Lamont
 Don Jamieson (Vice-Chairperson)
 Helen Barton
 Laurence Casserly
 Simon Guest

In Attendance: Jason MacGilp, Group CEO and Company Secretary
 Derek Adam, Director of Finance and Business Services
 John Davidson, Director of Customer Services
 Donna Holligan, Head of Finance
 Walter Clarkson, Head of Customer Services (Property)
 Julie Scott, Head of HR & OD
 Morag Boyter, Head of Business Services
 Carolyn Owens, Governance Services Manager (Minute)

	Item	Decision
1.	<p>Board Members only session (GSM in attendance for minuting)</p> <p>The Chair welcomed Simon Guest back from a Leave of Absence.</p> <p>Members discussed:-</p> <ul style="list-style-type: none"> - Job Evaluations, salaries and budgeting processes. - Performance related pay. - Output and decisions from the Board Strategy Day including Risk. 	
2.	<p>Apologies</p> <p>Apologies were received from Lizzie Crawford and Jackie Browne.</p> <p>The CEO advised that Jackie Browne had requested a Leave of Absence which was approved. It was also noted that the recent Ancho Board meeting was inquorate with only three members in attendance. The Chair and CEO agreed to ascertain the Chair status in respect of ANCHO for the next meeting, and to clarify whether the current Chair (Sonya Campbell-Perry) intends to return from current Leave of Absence. It was also noted that a further recruitment advert was being prepared for ANCHO.</p>	APPROVED
3.	<p>Declarations of Interest</p> <p>Simon Guest declared an interest as a Director of Cairn Homes & Services Ltd (trading as Cairn Living)</p> <p>All staff members declared an interest in item 7.1.</p> <p>Michael Allan and Don Jamieson declared an interest in item 7.4</p>	
4. 4.1	<p>Minutes of previous meetings</p>	APPROVED

7.5	<p>Board Training and Development Plan</p> <p>The 2020 Board Training and Development Plan was presented by the Governance Services Manager for consideration and approved by the Board.</p>	APPROVED
7.6	<p>Group Pensions Audit</p> <p>The Director of Finance and Business Services presented the report. Members discussed the Standard Life pensions plan performance and it was clarified there would be no changes to the Pensions Policy or employer contributions.</p> <p>Members approved the request to commission an audit of the Association's current Defined Contribution pension scheme.</p>	APPROVED
8.	ITEMS FOR DISCUSSION/EARLY VIEWS	
8.1	<p>Business Plan</p> <p>The Head of Business Services presented the emerging Business Plan based on outcomes of the Strategy Day and wider sector analysis. The Business Plan would be circulated to members who were also requested to send any questions to the Head of Business Services.</p> <p>Members noted the Report.</p>	NOTED
8.2	<p>Factoring – Discussion On Timing Of Transfer To CHS</p> <p>The Group CEO updated members that it had been the intention to implement the transfer of management of CHA garages to CHS Ltd with effect from April 2020, however, due to other priorities and technical systems changes, it was now proposed to move the transfer to April 2021. This would be discussed further at the CHS (Cairn Living) meeting on 10 December with an aim to bring the transfer forward if possible.</p> <p>Members asked whether there had been any benchmarking or sharing information with other organisations who had completed a similar transfer. The Group CEO advised that there were staffing/resource issues and proposals would be developed to create a (self-funded) operational post for CHS (Cairn Living).</p> <p>The Report was noted.</p>	NOTED
9.	ITEMS FOR NOTING/PROGRESS MONITORING	
9.1	<p>Development Programme Update</p> <p>The Group CEO advised that a meeting with SHR was due to take place on 11 December as part of normal regulatory arrangements, at which the development programme would be discussed. In response to a member's question the Head of Customer Services (Property) confirmed the payback period for some schemes was now longer than in previous years due to changed HAG rates and build costs, and the Director of Customer Services advised that more detail would be presented to the Asset Management Working Group (AMWG) and reported to Board prior to committing.</p> <p>A member asked why the savings identified at Avoch had not been identified as part of the initial contract. The Head of Customer Services (Property) advised this was due to the contract terms and that further information on contracts, payback periods and funding would be provided to the AMWG. AMWG Minutes and papers would also be circulated to the Board Chair and it was highlighted that new reporting formats were to be established, including tolerance levels. In</p>	

	<p>response to a member's question regarding consistency in build standards and pressures on costs, the Head of Customer Services (Property) confirmed that contractors were working to design guides.</p> <p>The Port of Leith HA and Campbell Construction Group contracts, along with all relevant paperwork, would be brought to Chair/Vice-Chair for approval (and possibly Lambhill) and to be recommended for approval by the AMWG Chair.</p> <p>The Report was noted.</p>	NOTED
9.2	<p>Q2 Management Accounts</p> <p>The Head of Finance presented the Report highlighting covenant compliance. A Briefing note on Homeworks and repairs costs, and responsive costs projections, was presented highlighting an expected overspend on the Responsive Repairs budget, offset by savings in the staffing budget. A discussion took place on staffing budget and RR budgets, Board members requested that staff costs budgets were not used to offset RR budgets. Members were asked to submit any questions following the meeting via email. In response to a member's question on the Planned Maintenance variance the Head of Customer Services (Property) advised that this was anticipated to be on budget by year end.</p> <p>In response to a member's query the Director of Finance and Business Service explained the budget codes and advised that a pro rata approach was taken in the budget and that there had been identified in the process some mis-codings which have been moved between categories.</p> <p>The report was noted.</p>	NOTED
9.3	<p>Loan Portfolio Updates</p> <p>The Head of Finance presented the report which was noted.</p>	NOTED
9.4	<p>Q2 Performance</p> <p>Board noted the Report. The Head of Business Services agreed to send SHN benchmarking information to all Board members.</p>	NOTED
9.5	<p>New risks</p> <p>Considered under item 7.2</p>	
9.6	<p>Strategic Goals</p> <p>The Report was noted.</p>	NOTED
9.7	<p>Homeworks Voids Update</p> <p>The Director of Customer Services presented the report advising that a Project Consultant was expected to be appointed in December. Board noted the content of the Report and approved Nigel Chapman and Michael Allan as Champions for Project.</p>	NOTED APPROVED
9.8	<p>Service Charge Consultation and new approach to charges</p> <p>Head of Finance presented information. Board noted the content of the report and agree to a further update once the consultation period has ended.</p>	NOTED
10.	GOVERNANCE, REGULATION & CORPORATE	
10.1	<p>Chairperson's Update Report</p> <p>The verbal update report was noted</p>	NOTED
10.2	<p>Report on Statutory Registers</p> <p>None</p>	

10.3	Proposed 2020 Group Meetings Schedule Members agreed Option 1.	AGREED
11.	DECISIONS TAKEN UNDER DELEGATED AUTHORITY	
11.1	None	
12.	AOCB	-
12.1	Board were updated on the outcome of the 28 November 2019 ANCHO Board meeting. It was agreed to explore options for increasing the number of Board members including a recruitment exercise.	AGREED

The meeting closed at 1:30pm