

MINUTE
Management Board Meeting
1:00pm on 10 September 2020
Meeting held via Teams

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

In Attendance: Jason MacGilp, Group CEO and Company Secretary
 Derek Adam, Director of Finance and Business Services
 Donna Holligan, Head of Finance
 Meg Deasley, Head of Customer Services (Property)
 Mark Taylor, Health & Safety Manager
 Carolyn Owens, Governance Services Manager (Minute)

	Item	Decision
1.	Board Members only session None.	
1.1	Confidential	
1.2	Confidential	
2.	Apologies Apologies were received from Lizzie Crawford, Helen Barton and Jackie Browne.	Noted
3.	Declarations of Interest Simon Guest declared an interest as a Director of Cairn Homes & Services Ltd (trading as Cairn Living).	Noted
4.	Minutes Of Previous Meetings	
4.1	Previously circulated Minutes of the Board Meeting held on 18 June 2020 were proposed by Simon Guest, seconded by Bill Gillespie and approved .	Approved
4.2	Previously circulated Minutes of the Special Board Meeting held on 5 August 2020 were proposed by Michael Allan, seconded by Angus Lamont and approved .	Approved
4.3	Minutes of the ANCHO Board Meeting held on 11 June 2020 were noted .	Noted

5.	Matters Arising There were none.	
5.1	Action Tracker <u>Item 4</u> – It was clarified that the proposed Port of Leith contract would be subject to approval by the Chair and Vice-Chair under delegated authority of the Board.	
6.	GROUP UPDATES	
6.1	Partnership Investment Delivery update The Head of Customer Services (Property) presented the update advising that work was progressing in line with the partnership promises, allowing for catch ups where tenants had declined access for the works to be completed within timescales, and delays due to the covid-19 lockdown. The report was noted .	Noted
7.	ITEMS FOR DECISION/APPROVAL	
7.1	Financial Statements to 31 March 2020, Letter of Representation and Audit Management Report The Head of Finance presented the statutory accounts which had been recommend for approval by the Audit & Performance Committee at their meeting on 5 August 2020 where Scott Moncrieff also gave an update on the position and a detailed report was included as part of the papers. The Chair of the Audit & performance Committee confirmed a clean audit across the Group, which had been delivered on time in difficult circumstances, and congratulated the staff team and external auditor who had worked well together to achieve this. The Chair asked for questions, there were none. The Board approved the Financial Statements to 31 March 2020, Audit Management Report and Letter of Representation for signature.	Approved
7.2	Revised Budget Scenarios and Financial Forecasts The Director of Finance and Business Services presented the report, which had been modelled with a working group including Board members. The background report detailed the assumptions including Covid-19 adjustments and other assumptions over the next 5-10 years, including revised development programme and existing stock investment. He highlighted that a revised forecasts summary report would be brought to the Board with the quarterly Management Reports, and would directly inform the budget proposals for 2021/22. Board approved the Re-Forecasting Proposals for Cairn Housing Association.	DA Approved

7.3	<p>Development and AMWG Report</p> <p>The Head of Customer Services (Property) presented the update and development health-check report by ARK Consulting.</p> <p>The Chair of the Asset Management Working Group confirmed that the report had been discussed at length at their last meeting and advised that it raised a number of questions relating to development and detailed issues around procurement and other areas for focus, improvement and modernisation of processes going forward. The Chair of the Audit & Performance Committee also commended the report advising that there would be a number of related internal audits going to the Committee. Neil Wood commented that further discussion on capacity for completing development work in-house and the use of external consultants where required would be useful at the forthcoming Strategy Day.</p> <p>The Board approved the ARK Report and Recommendations contained within the Report and to consider the topic in more detail at the Strategy Day on 30 October 2020.</p>	MD Approved
7.4	<p>Health & Safety Revised Strategy and Action Plan</p> <p>The Health & Safety Manager presented the report and provided a brief overview of the Strategy and its core purposes as detailed in the document. He also advised that the request for additional H&S support detailed in the report had now been approved by SMT, and he highlighted that Covid-19 may yet impact on delivery of the Strategy.</p> <p>The Health & Safety Revised Strategy and Action Plan 2020-2023 and the proposed change to the Group's mission statement to include the word 'safe' after the word 'affordable' were approved.</p>	Approved
7.5	Confidential	
7.6	<p>Board Succession and Development Plan</p> <p><i>Simon Guest declared an interest in the item and left the meeting.</i></p> <p>The Group CEO presented the Report which included the proposed appointment of Office Bearers, Committee and Working Group members, Training and Development, and a proposed extension of Simon Guest's Board term for one further year.</p> <p>It was agreed that the Board were in favour of retaining Simon Guest on the Board, subject to the outcome of a skills assessment to be conducted by the Chair, Governance services Manager and external consultant in line with the Board Succession and Development Policy, and a recommendation would thereafter be made via email prior to the AGM.</p> <p>Board approved the Committee and Working Group Memberships subject to further decision on numbers of membership of the Growth & Partnerships Working Group, and some amendments to the Terms of Reference of some Groups as specified within the Report. It was agreed to contact Ancho</p>	Noted Agreed CO Approved Action JMG

	<p>members who had expressed an interest in joining Cairn Homes & Services board.</p> <p><i>Simon Guest returned to the meeting.</i></p>	
7.7	<p>Review of Code of Conduct: Governing Body Members</p> <p>Following the work completed by Simon Guest and in consultation with and independent adviser Ali Jarvis, amendments to the Code of Conduct were presented for consideration.</p> <p>Board approved the recommendations as detailed within the report. The SHR would be informed of the changes.</p>	<p>DJ</p> <p>Approved</p>
7.8	<p>Repairs Contract</p> <p>The Head of Customer Services (Property) presented the report referring to the current climate, access to contractors and ability to evaluate the impact of the pandemic, potential changes for tenants and ability to access and engage with tenants around changes to service provision.</p> <p>The Board approved the recommendation to proceed with a negotiated contract extension for 2021/22 and the proposed approach to putting in place a new repairs contract.</p>	<p>Approved</p> <p>MD</p>
7.9	<p>Updated Business Plan 2020-2023</p> <p>The Head of Business Services presented the report highlighting the learning from the pandemic for staff and tenants.</p> <p>In response to a member's question it was clarified that the delay to the review on the process of estate inspections had been pushed back to next year, due to capacity issues and factoring in conditions related to the Covid-19 pandemic in order for staff to be able to conduct the review safely.</p> <p>In response to a member's question on output 5 in relation to using an alternative provide than Turning Point for the Job Evaluation process, the Group CEO advised that although other companies were available Turning Point were a leading provider, to seek out another company to carry out work would duplicate costs and therefore not be cost effective, staff would have to be advised of another job evaluation process, and on balance his recommendation would be to stay with Turning Point. The Director of Finance and Business Services advised that the organisation had purchased Turning Point's job evaluation system with access to their software for evaluations which differs from the benchmarking and evaluation and that the job descriptions were built around their evaluation process, meaning that any change would require reworking of all the job descriptions to match an alternative evaluation tool. A further Board member express their dissatisfaction with Turning Point but would welcome a change of provider in future.</p> <p>The Board approved the changes made to the three year business plan which have happened as a result of the Covid pandemic</p>	<p>Approved</p>

7.10	<p>Madelvic Court Update On Funding And Option For Change</p> <p>The Head of Services (Tenancy) presented the report advising that Edinburgh Council had recently and unexpectedly proposed to stop the funding for housing support from end of September 2020 and further considerations as detailing within the report, although had since advised that they were considering extending the funding until the end of the year.</p> <p>Members discussed the content of the report and options in detail.</p> <p>The Report was noted and members agreed to continue to explore options, and that progressing discussions with Autism Initiatives would be the preferred option at the current time.</p>	Noted PR
7.11	<p>Procurement Policy</p> <p>The Director of Finance and Business Services presented the procurement Policy which had been recommended for approval by the Audit & performance Committee.</p> <p>In response to a member's question it was confirmed that the Policy had been tied in with recommendations in the ARK Report.</p> <p>Board approved the Group Procurement Policy.</p>	Approved
8.	ITEMS FOR DISCUSSION/EARLY VIEWS	
8.1	None.	
9.	ITEMS FOR NOTING/PROGRESS MONITORING	
9.1	<p>Q1 Management Accounts</p> <p>The Head of Finance presented the report highlighting the new format of accounts to allow consolidation to be more consistent across the group.</p> <p>The Q1 Management Accounts were noted.</p> <p>The Chair thanked the Head of Finance for her work with the Association and wished her well for the future on behalf of the Board.</p>	Noted.
9.2	<p>HomeWorks Update</p> <p>The Head of Customer Services (Property) presented the report highlighting progress as detailed. In response to a member's question the Head of Customer Services (Property) advised that holiday pinch points had been more acute this year due to the impact of CV-19 and the balance of responding to emergency situations, and that staff were providing cover for PPE supply and additional cleaning. Having a variable leave year for staff to reduce the impact was an option for the future. The Report was noted.</p>	JS Noted

9.3	<p>Q1 Health & Safety Update</p> <p>The report was noted.</p>	Noted
9.4	<p>Q1 KPI's CHA and ANCHO</p> <p>In response to members' questions:-</p> <ul style="list-style-type: none"> - the number of calls being logged each day, the Head of Business Services advised that the information is available, work was currently underway to progress the issues and a report with proposals and an Action Plan would be presented to the Board in December. - Thriving Neighbourhoods information would be included in the Q2 Report. - Rent loss due to voids had been factored into the re-forecasts, this was a priority area of focus with HomeWorks team and it is a significant issue at the moment and is affecting the organisation anticipated to be £300k by the end of the financial year, replicated in other HA's and mainly due to delays in voids work due to Covid-19. <p>The Q1 KPI's were noted.</p>	Noted
9.5	<p>Risk Register Review</p> <p>The Head of Business Services presented the risk register review which had been approved by the Audit & Performance Committee. It was confirmed that recommendations in the ARK report will inform the risk and mitigating actions will the reports action plan. The Risk Register will also be considered at the Strategy Day.</p> <p>The Report was noted.</p>	MB Noted
9.6	<p>New risks (if any)</p> <p>None.</p>	
9.7	<p>Customer Involvement Strategy</p> <p>The Head of Business Services presented the draft Strategy which is out for consultation and asked for comments or feedback to be forwarded to her or the Communications and Engagement Manager. It was agreed that the existing Scrutiny Panel would be consulted on the Strategy along with other tenants about tenant involvement in the future, and more inclusive methods of tenant engagement.</p> <p>The draft Customer Involvement Strategy was noted.</p>	MB Noted
9.8	<p>Pentland Update</p> <p>The Group CEO provided a verbal updated advising that discussions would recommence with Pentland and proposed revised stock investment received from Pentland HA were currently being analysed. A Growth & Partnerships Working Group would convene in early/mid October with a</p>	Noted

	JBSG in late October to discuss with Pentland on whether to progress or not. The update was noted .	DA/MD Noted
10.	GOVERNANCE, REGULATION & CORPORATE	
10.1	Chairperson's Update Report The Report on the Chairperson's recent activity, including the outcome of partnership discussions was noted .	Noted
10.2	Report on Statutory Registers The annual report on Statutory Registers was noted .	Noted
10.3	Governance Update The Governance Services Manager presented the update which was noted.	Noted
10.4	Group Meetings Schedule/Forward Planner	Noted
11.	DECISIONS TAKEN UNDER DELEGATED AUTHORITY	
11.1	-	
12.	AOCB	
12.1	The Chair wished J Browne well as she would be retiring from the Ancho Board at the AGM	

The Meeting finished at 3.45pm