

**COMMITTEE
MINUTES**



MINUTES OF	:	Board of Management Meeting
TIME & DATE HELD	:	9 th November 2021 at 6.00pm
DATE APPROVED	:	

BOARD MEMBERS PRESENT	:	Ms Scoffield, Ms Thomson, Ms Battersby, Mr Barclay, Ms Barnes, Ms Kiernan, Mr McIntosh, Ms Park and Mr Robertson.
APOLOGIES	:	Ms Barbour, Ms Johnston and Mr McIntosh.
STAFF PRESENT	:	Tony Teasdale, CEO Fiona Nicholl, Director of Finance & Corporate Services (DFCS)
IN ATTENDANCE	:	None

1. Introduction

Apologies were noted as indicated above.

2. Declarations of Interest

There were none.

3 Minutes for Information

The draft minutes of the following meetings were noted:

3.1 19.10.21 - East End Housing Development Co (EEHDC) meeting.

3.2 19.10.21 - Upkeep Shettleston Community Enterprise Board meeting.

3.3 02.11.21 – Property Services Committee meeting.

4. Minutes for Approval

The draft Minute of the Board of Management meeting held on 05.10.21 was **approved** as a correct record on a motion from Ms Thomson, seconded by Mr Barclay.

The draft Minute of the Special Board of Management meeting held on 26.10.21 was **approved** as a correct record on a motion from Mr Barclay, seconded by Ms Thomson.

5. Matters Arising

Members noted the content of the Schedule of Matters Arising from the meeting on 05.10.21.

It was confirmed that the event on 16.11.21 regarding GCC's consultation on the "Inner East Strategic Development Plan" would be held at Shettleston Juniors Social Club.

6. Compliance and Safety Update

Members noted the content of the report.

7. CEO Progress Report

Members noted the content of the report and in particular:

- The update regarding services and their increasing normalisation under the current Covid restrictions.
- That the Director of Customer Services position has been offered subject to references with a provisional start date on 10th January agreed.
- The update regarding the GCC waste management services and GWSF's intentions to continue to lobby regarding this. The CEO advised that with GCC staff currently on strike Upkeep were ensuring that rubbish wasn't mounting up outside our homes and had taken around 5 tonnes of bulk to the waste centre since 1.11.21.
- The arrangements for the Strategy Day on 20th November.

8. Finance

8.1 Quarterly Management Accounts (to end of September 2021)

Members noted the content of the report and in particular that the surplus to the end of the second quarter was higher than budgeted and this was likely to be the forecast position at the year-end.

The DFCS highlighted the main variances from the budget. One of those related to the fact that the budget for 2021/22 was set before the decision had been taken, as part of the 2020/21 Accounts, to account for the £12m loan break-costs debt. That had had a positive impact on the interest paid and reduced this by £394k.

Also highlighted were additional costs to take account of the previous costs incurred over the years in working up the Shettleston Halls site for possible development. These costs had not been factored into the budget but the DFCS advised that in light of the recent decision to halt any further work on the scheme, due to the funding situation, it would be prudent to now treat these net costs (£78k) as abortive for the purposes of the accounts. Assurances were given, in response to a Member query, that all necessary action would be taken by the DPS to recover any additional Grant that might possibly be claimed from the Council for this scheme. However, it was not felt that any further Grant was claimable at this point.

The main issue flagged up in the report however, and the main point of questioning and discussion

for Members, was the continuing high cost of void properties. It was noted that this was impacting in terms of:

- the lost rent from empty properties
- the high average spend on void properties
- the additional Council tax costs being incurred by SHA on untenanted properties.

A Member queried the cost in relation to Council tax and asked for this to be separately identified within the Accounts going forward.

There was discussion about the main reasons for delays in letting properties. The CEO advised that Upkeep had not performed well against void repair targets over the summer and that action had been taken to address this. It was noted that consideration was being given to the possibility of clawing back some of Upkeep's own surplus to reimburse the Association in respect of this non-performance. The DFCS advised that this might be best done through "gift-aiding" back to the Association at the year-end. A proposal would be brought forward for Board consideration in due course.

Members noted performance against the key financial Performance Indicators (KPIs) and in particular that the loan covenants were all being met.

Finally, it was noted that the format of the report on the Management Accounts had been changed somewhat following earlier feedback from Members. More detail had been included in the written cover report to ensure that the key points were all covered without the need to look into the detail of the Accounts themselves. It was hoped that this would make them easier for Members to read and understand.

8.2 EVH Pay Negotiations (confidential)

The CEO and DFCS left the meeting for this item.

Members then considered the report from the DFCS and the accompanying letter from EVH – the employer's body – regarding salary negotiations in the lead up to the April 2022 review. EVH was seeking its members' views on the negotiating strategy it should follow in light of the fact that the recent increase in inflation was likely to invalidate the current agreement. A number of possible options had been outlined. **Following discussion the Board agreed its preferred position for relaying to EVH.**

9. Review of Standing Orders

The CEO and DFCS returned to the meeting.

Members noted the content of the report from the CEO and **approved the final draft revised Standing Orders**, including:

- The changes to the main body of the document that were agreed in-principle at the October meeting.
- Appendix 1: The Board and Sub-Committee remits

- Appendix 2: The Schedule of Delegated Authority

10. Governance Issues

Members noted the content of the report and **approved**:

a) **The membership of each of the three sub-committees for the year ahead, as follows:**

- *Housing & Community Services Sub-Committee*: Grace Barbour; Isabella Barnes; Elizabeth Battersby; Gillian Johnston; Jennifer Kiernan; Hugh McIntosh; Chloe Park; Eddie Robertson; Lesley Scoffield and Christine Thomson.
- *Property Services Sub-Committee*: Grace Barbour; Brian Barclay; Elizabeth Battersby; Gillian Johnston; Jennifer Kiernan; Hugh McIntosh; Eddie Robertson; Lesley Scoffield and Christine Thomson.
- *Audit and Corporate Sub-Committee*: Brian Barclay; Sean Connor; Gillian Johnston; Eddie Robertson; Lesley Scoffield and Christine Thomson.

b) **The draft revised Intragroup Agreements and Service Sharing Agreements relating to Upkeep and East End Housing Development Company – subject to the need for any final minor changes that may be identified in consultation with our lawyers.**

c) **That our Codes of Conduct be revised in accordance with the latest SFHA Model Code.**

11. Quarterly Performance Report

Members noted the content of the following reports:

- 11.1 Business Plan Progress Update
- 11.2 Key Performance Indicators (KPIs)

12. Membership Applications

There were none.

13. Any Other business

There was none.

Minute prepared by Tony Teasdale, Chief Executive

SIGNED: DRAFT MINUTE

DATE: N/A