

BOARD  
MINUTES

MINUTES OF	:	Board of Management Meeting (non-confidential)
TIME & DATE HELD	:	8th October 2024
DATE APPROVED	:	3rd December 2024

  

BOARD MEMBERS PRESENT	:	Hugh McIntosh (Chair), Elizabeth Battersby, Grace Barbour Brian Barclay, Irene McGinnes and Janice Saunders
APOLOGIES	:	Rae Connelly, Marian Hassan, Gillian Johnston, Linda Sichi, Tracey Kernahan, Maureen Mulgrew and Eddie Robertson
STAFF PRESENT	:	Tony Teasdale (CEO) Kirsty Brown (Director of Finance & Corporate Services)
IN ATTENDANCE	:	None

1. Apologies

As noted above.

2. Declarations of Interest

There were none.

3. Election of Officer Bearers

Members noted the content of the report. **The Board then approved the election of office bearers for the coming year as follows:**

- **Chairperson:** **Hugh McIntosh was re-elected**, on a proposal from Elizabeth Battersby, seconded by Janice Saunders. There were no other nominations.
- **Vice Chairperson:** **Elizabeth Battersby was re-elected**, on a proposal from Hugh McIntosh, seconded by Brian Barclay. There were no other nominations
- **Secretary:** There were no nominations or definite expressions of interest received. The CEO gave a reminder of the role and highlighted that the main formal duties of the Secretary were delegated to the staff team meaning that the role itself isn't onerous. However, the Chairperson noted that having the extra support and a third opinion within the Office Bearer team was important and he asked that Members give it some consideration before the next meeting.

4. Minutes for Information:

The draft minutes of the following meeting were noted:

4.1 Operations Committee Meeting : 10.09.24

## 5. **Minutes for Approval**

The following were approved on a motion from Grace Barbour, seconded by Elizabeth Battersby.

5.1 Board meeting: 20.08.24 (confidential version)

5.2 Board meeting: 28.08.24 (non- confidential version)

## 6. **Matters Arising Schedule**

Members noted the updates within the schedule, and the CEO advised:

- That the working group that had planned the Gala had agreed that Shettleston Community Growing Project (SCGP) should receive the financial proceeds from the summer Gala because it had hosted the event, the significant time input by SCGP volunteers on the day and its charitable status. The CEO also confirmed that the SHA spend on the Gala Day was less than budgeted, circa £2k against a budget of £5k.
- The Rent Policy review work had been postponed and is now expected to conclude in 2025/26. This was due to a number of factors, including staffing resource issues over the last few months and the fact that a number of issues had been identified with the current approach to service charges which needed to be addressed. Members noted that there are a lot of moving parts in relation to the service charge provision, with many needing unpicked in conjunction with Upkeep. It was now recognised that these would need more time to resolve before we could move on with the rent harmonisation project. The CEO advised that an update on the service charge position would be provided to the December Board meeting.

## 7. **Compliance and Safety Update**

Members noted the content of the Compliance and Safety Update Report which confirmed:

- That there had been no new Notifiable Events (NE) submitted since the last meeting.
- That all required statutory returns and submissions had been filed with the relevant organisations in advance of the required deadlines since the last meeting.
- That there had been no significant health and safety incidents since the last meeting to report.

## 8. **Chief Executive Progress Report**

Members noted the content of the report updating on significant issues and developments not covered elsewhere on the agenda. In particular:

### 8.1 **Staffing**

- The Customer and Community service staff team restructure process had progressed with all three directly affected staff having opted to take redundancy rather than look to take up posts in the new structure.
- Recruitment to the two new Area Housing Manager posts was at an advanced stage and the vacant housing officer post had also been advertised.

- These vacancies created a short-term capacity problem. Two of the existing housing officers – Lorraine Muir and Tammy O'Brien - had been given the opportunity to temporarily take on some additional responsibility (with an enhanced responsibility allowance being paid) and this was proving useful.
- James Stewart had very recently joined the team as our new Energy Adviser (fixed term post until November 2025).

## 8.2 Investment

- The City Council had recently advised that Grant funding was once again available to acquire private homes for social rent. The terms are less generous than previously, but will cover up to 75% of the purchase price and a maximum of 50% of the costs of necessary repair work for pre-1919 properties or larger family properties.
- The Exec Team felt that this continues to represent a potentially good opportunity to add to the local supply of social rented homes. The Board was in agreement that SHA seek to actively identify viable properties where acquisition would make strategic sense. Proposals for an increase in the currently budgeted financial provision for acquisitions would be brought to the Board in due course.

## 8.3 "Shaping Shettleston"

An update was given on the Association's efforts to support the development of a local Place Plan. A drop-in consultation event had been organised for the morning of Saturday 5th October at the HUB and plans were underway to assemble focus groups of local people to feed-in views. Board Members present from the Shettleston Ward agreed to join one of the focus groups.

## 8.4 Sustainability

Various actions taken to progress the objective to "Build sustainability into what we do and help make Shettleston a greener place".

- An environmental focus to the recent AGM. A pre-AGM event open to all beforehand with WISE group energy advisers, SCGP, Upkeep and Friends of Tollcross Park in attendance. Guest speakers on the topic of promoting nature and bio-diversity through use of gardens and management of greenspace at the AGM itself.
- Working with Upkeep, the Growing Project and other bodies to explore sustainability initiatives. E.g. provision of gardening advice and support to SHA tenants in their own homes/ closes and the possibility of a community composting site in the area.
- Looking at how we can manage our greenspaces with a focus on promoting nature and bio-diversity. Assistance recently received from Butterfly Conservation Scotland (BCS) which is seeking to establish a project to develop this approach more generally in the city, with Lottery Funding.

## 8.5 Shettleston Community Centre

As agreed at the August meeting, Community Links Scotland had now undertaken an outline (pre-business plan) assessment of options in relation to the Community Centre.

The draft report was being analysed and findings are to be presented to the Board in due course.



## 8.6 External communications

A briefing session for local elected representatives had been held on 4.10.24 and a few days earlier a first meeting had been held with the new MP for Glasgow East, John Grady. These had been positive opportunities to raise issues and concerns with the local representatives - in particular;

- the challenges in achieving net zero for our housing stock without very substantial government subsidy and
- the high costs that would be involved in developing the Shettleston Halls site which were continuing to make it impractical to take forward.

## 8.7 Local and national housing policy

Noted that all indications are that we are heading for an environment of even more constrained public expenditure given the Scottish Government's recently published Programme for Government and pre-budget trailing from the new UK government. Likely implications for wider role funding opportunities in particular.

Noted also the Association's response to GWSF's recent consultation on strengthening regulatory protection for CBHAs.

# 9. Governance

## 9.1 Post-AGM Governance Issues

Members noted the report on the AGM that had been successfully held on 17.09.24 and attended by 37 members, therefore meeting the quorum comfortably. The CEO highlighted that it was a positive event with improved attendance from last year but that there was scope to continue to build attendance. No suggestions for improvement to arrangements were received from Members.

It was noted that, following the AGM, the elected Board Members, including the three latest recruits, are now as follows:

<i>Grace Barbour</i>	<i>Brian Barclay</i>	<i>Elizabeth Battersby</i>
<i>Marian Hassan</i>	<i>Gillian Johnston</i>	<i>Tracey Kernahan</i>
<i>Irene McGinnes</i>	<i>Hugh McIntosh</i>	<i>Maureen Mulgrew</i>
<i>Eddie Robertson</i>	<i>Janice Saunders</i>	

Members also noted the powers as set down in the Rules for the Board to co-opt additional Members. In accordance with the recommendation within the report, **the Board agreed to co-opt Rae Connelly and Linda Sichi again for the period to the 2025 AGM.**

All those present confirmed their willingness to continue to serve on sub-committees that they were already members of and it was noted that discussions would take place with the Members who were not present in advance of the next meeting when the Sub-Committee memberships would be confirmed for the year ahead. In addition, Grace Barbour and Elizabeth Battersby agreed to join the Audit and Corporate Sub-Committee as membership of this committee was light compared to the others.

The Board then **approved the membership of the subsidiary Boards for the coming year**, as follows:

**Upkeep:** Hugh McIntosh and Elizabeth Battersby (as the SHA Office Bearers) plus other SHA Board Members Brian Barclay and Eddie Robertson; independent Board Member Donna McGill; plus Tony Teasdale (SHA CEO).

**EEHDC:** Hugh McIntosh and Elizabeth Battersby (as the SHA Office Bearers) plus other SHA Board Members Brian Barclay and Eddie Robertson; independent Board Members Donna McGill and Liz Pithie; plus Tony Teasdale (SHA CEO).

The Board **approved** the updated schedule of meeting dates for the coming 12 month period. Following discussion it was agreed that this year's Strategy Day should take place on Saturday 11th January instead of the slightly later date suggested in the report.

The Chairperson reported back on the Annual Governance Checks that he had recently undertaken. These checks covered the Share Membership Register of the Association; staff and Board compliance with the Code of Conduct and related Register of Interests and also the annual review of the Notifiable Events Register, Gifts and Hospitality Register, Payments and Benefits Register, Returns Register and Disposals Register. All were found to be in order with some improvement actions identified as follows:

- Aim to contact members earlier in the new year to discuss board membership if they are subject to the 5 year rule for non-attendance at the AGM;
- Board Members to be pushed to return Code of Conduct quicker; and
- Gifts and Hospitality Policy to be updated.

A Member noted that there was an issue completing the Code of Conduct in electronic format. It was further noted that there was an issue with some Board Members' email addresses. The DFCS advised that format of electronic reports would be checked before issue, and that all Board Members had been moved to a Microsoft Office email address for security and functionality reasons. Those that had missed the Decision Time training session in August would be contacted separately with an update on this.

## **9.2 Review of Standing Orders/Delegated Authorities**

Members noted the content of the report and the CEO provided an overview of the key changes proposed to the Standing Orders, Board and Sub-Committee Remits and Schedule of Delegated Authority. These largely reflected changes already agreed by the Board as part of the recent Governance Review, including:

- The amalgamation of the former Housing and Community Services Committee with the Property Services Committee to form the new Operations Committee.
- Reduced minimum meeting frequencies for the Board and sub-committees.

It was also proposed that the Standing Orders, Committee remits and delegated authorities more comprehensively apply to the Group as a whole with further changes to be brought forward for consideration following consultation with both Subsidiary Boards (Upkeep and EEHDC) later in the month.



The Board **approved** the proposed changes to the documents as outlined in the report and **agreed** that proposals for further amendments would be brought forward for consideration in respect of the Subsidiary Boards once consultation had taken place with the respective bodies.

#### 10. **Assurance Review and Annual Assurance Statement (AAS)**

The DFCS provided an overview of the 2024 Annual Assurance Review process, which included an overview of the training session delivered in September 2024 to remind Board Members of the Regulatory requirements and the Association's Annual Assurance Self-Assessment Framework.

The DFCS directed the Board Members to the 9 Self-Assessment Checklists and Evidence Bank contained on Decision Time. The 9 checklists are detailed below:

- Legal Requirements
- Social Housing Charter
- A checklist for each of the 7 Regulatory Standards of Governance and Financial Management:
  - Standard 1: The Board leads and directs the RSL to achieve good outcomes for tenants/service users
  - Standard 2: The RSL is open and accountable to: tenants, service users and other stakeholders
  - Standard 3: The RSL manages its finances well: for now and into the future
  - Standard 4: The Board takes decisions based on good information and advice and identifies and mitigates risks
  - Standard 5: The RSL conducts its affairs with honesty and integrity
  - Standard 6: Board Members and senior staff have the skills/knowledge they need to be effective
  - Standard 7: The RSL ensures any organisational changes or disposals it makes safeguard the interests of, and benefit current and future tenants

The compliance level for each of the checklists was discussed along with the improvement action points identified. Board Members noted that the overall RAG compliance level for all checklists was green, with the exception of the Social Housing Charter checklist which was amber.

Members noted that the checklists are now 'live' documents and going forward, will be updated throughout the year to show the Association's latest position in comparison to the regulatory requirement. The evidence bank will also be updated to show the most recent supporting documents to help demonstrate compliance.

The Board Members **approved** the final version of the 2024 Annual Assurance Review Checklists.

The DFCS presented the Draft Annual Assurance Statement AAS which had been prepared with regard to the outcome of the self-assessment review process and checklists and also the specific commentary on tenants safety in line with the latest guidance received from the Scottish Housing Regulator. Members noted that the AAS was reporting compliance in all areas.

A Member queried our position of full compliance when our self-assessment checklists were showing areas for improvement. The CEO provided an overview of compliance levels and advised that although there were some areas that we could improve on, there were none that were highlighting that we were 'materially non-compliant'.

Board Members were reminded of the seriousness of their roles and responsibilities. A discussion followed on the importance of the assurance process and that the review documents need sufficient time for review and understanding.

Board Members **approved** the wording of the AAS and delegated authority to the Chairperson to sign off the approved AAS for submission to SHR by 31<sup>st</sup> October filing deadline.

Board Members also **approved** the publication of the final AAS on the Association's website, with reference being made to it in the December 2024 newsletter to tenants.

#### 11. Annual Performance Report

Members were reminded of the need for RSL's to publish an Annual Performance Report to their tenants detailing their Charter performance by 31st October each year.

The CEO provided an overview of the key performance indicators to be published in the forthcoming report and advised that the final version would also include details of the Association's service improvement plans. It was noted that overall the performance indicators were mainly positive with nothing concerning to note.

The final draft of the Annual Performance Report will be presented to the 22<sup>nd</sup> October 2024 Operations Committee meeting for approval before publishing in advance of the 31<sup>st</sup> October deadline.

#### 12. Membership Applications

The Board noted the content of the report and **approved** the following applications for share-holding membership of the Association:

- **Mr Andrew Crossan**  
South Vesalius Street, GLASGOW  
(Mr Crossan is a SHA tenant)
- **Ms Sarah Glover**  
Balintore Street, GLASGOW  
(Ms Glover is a SHA tenant)

Members noted the target to grow membership by 30%. We are behind this target for the year to date, approximately 12 new members this year so far, however efforts are ongoing to increase the numbers.

#### 13. Any Other Business

There was none.

Minute prepared by Tony Teasdale (CEO) and Kirsty Brown (DFCS)

SIGNED:

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(Chairperson)

DATE:

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3/12/2024