



1986-2016: Celebrating 30 years working in the community

**Barrhead Housing Association Limited
Minute of Governing Board Meeting
Thursday 29th June 2017 at 6.00pm
60/70 Main Street, Barrhead**

Present

C Boyd, Chairperson	M Mukhtar
B Connelly, MBE, Secretary	J Hamilton
D McCready	D McKinney
R Mould, Observer	

In Attendance

S Robison, Chief Executive
H Sutherland, Director of Corporate Services
J Ward, Director of Asset Management

Agenda – BHA Governing Board meeting	
1	<p>Apologies & Sederunt Check R Mould was welcomed to his first meeting as an 'observer' and was introduced to members present. Apologies were received from R McGuire, L Hendry, C Baird, Councillor Convery (observer), and B Welsh (observer). The Sederunt was signed by those present.</p>
2	<p>Declaration of Interest for noting No declarations were declared.</p>
3	<p>Approval of Minute (a) Board meeting 25th May 2017 The Minutes were approved as a true record of the meeting –proposed by B Connelly and seconded by D McCready.</p> <p>Minutes for Noting – (b) Development Sub-Group 31st May 2017 – noted.</p>
4	<p>Matters Arising from Above Minutes Board minutes 25th May 2017 – Chief Executive confirmed that the Scottish Housing Regulator had queried our ARC submission indicator on First time Fix. While staff have confirmed the reduced percentage, we had also had discussions with other HA regarding the interpretation of the guidance with differing views confirmed. This was discussed in more detail with Board members and staff had highlighted the need for a further discussion with SHR. Members questioned the guidance in relation to waiting for new parts and for closing off jobs.</p>

Development Sub-Group 31st May 2017 – the Chief Executive highlighted the planned consultation event being held at NDT next Tuesday 4th July 2017 between 3.30-6.30pm and indicated all Board members would be welcome to attend. The focus on the event would be around the need for social housing with almost 250 people on Barrhead HA’s waiting list for Neilston.

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Matters for discussion and approval

5.1 Chief Executive’s Report

Following the recent events at Grenfell Tower, the Director of Asset Management had completed a further report for the Board to consider – this was circulated along with a copy of the Newsletter and fire safety leaflet for tenants. Staff explained the investigative work being completed and the number of enquiries so far received from various bodies including the Scottish Government, Scottish Housing Register, banks, new MP and journalists. All of these are being responded to. It was noted that one block of flats in Barrhead had some aluminum cladding that was being checked out by a fire specialist on 30th June. Board members would be updated on any issues. Following discussion, Board members indicated that the response was thorough. All information requested would also be sent out as soon as possible including any further information to tenants and residents. DAM also indicated that the HEEPs funding while in place, may be more difficult to take forward. Members would be kept up-to-date.

5.2 Arrangements for AGM

Chief Officer referred to the report issued and to the main dates for notification of the AGM to proceed. Board members noted the Secretary had fulfilled his responsibilities in terms of the Rules for the AGM to proceed. In relation to Board members standing for re-election, Board members approved the following – John Hamilton, Brian Connelly, and Drew McKinney – all will stand for re-election without nomination. A final report on the ‘observer’ positions would be agreed at the next meeting on 3rd August 2017 along with a report on the application of the 9-year Rule.

5.3 Membership Report

Members noted the updated report and **approved** the changes to the membership register as reported.

5.4 Report on private finance tender

The Director of Corporate Services highlighted the pertinent points from Gordon Campbell of CTA’s shortlisting Response Report. 4 of the 9 funders shortlisted had been interviewed by the Chief Executive, the Director of Corporate Services and consultant, Gordon Campbell. Those interviewed were Royal Bank of Scotland, Bank of Scotland, Triodos and CAF Bank. The report highlighted the perceived pros and cons for each lender and also explained that as the Net Present Value of the costs was really very close then other items would be considered in the final report. All 4 tenders were very competitive. As a preferred lender had still to be identified then

the Board **approved** delegated authority to the Chief Executive and Director of Corporate Services, in consultation with CTA to appoint a preferred lender subject to final discussions with the 4. A detailed report on the recommendation for the Board to appoint a final lender will be made in full to the next meeting.

5.5 SHR submission 5-year financial projections

Director of Corporate Services apologised for the late delivery of the 5-year projections which were due to be submitted to Scottish Housing Regulator by 30th June 2017. DCS took Board members through the projections and the assumptions used. The return was **approved** by Board members as presented. **Post meeting note – staff discovered an error in the rent assumptions and had to re-submit the 5-year Return to the Regulator on 30th June 2017 – a revised copy is attached and retrospective approval is required from the Board. The error overstated the rental income and consequently the cash balances.**

5.6 SHR Loan Portfolio Return

The Director of Corporate Services briefly explained the content of the Return which had already been submitted to the Regulator. The return updates the loans position at 31.03.17. The Board had previously been given details of the position in the annual treasury report.

5.7 Report on HEEPs

Director of Asset Management, DAM, provided an update on the HEEPS ABS funding being secured by BHA from the Scottish Government. The procurement of this contract was considered for the SPA framework, but will be tendered through I-FLAIR in a mini-competition. DAM has already held site meetings with an Architect and QS and costs are due to be returned for these services. The procurement and planning stage will hopefully be completed by October 2017 and the contract is timetabled for delivery between November 2017 and February 2018. A further report to the Board will be produced after procurement is complete.

5.8 Tender for Kitchen contract

DAM presented the tender report confirming the prices and evaluation scores for the kitchen tender for 2017-18. The tender submitted by MEARS as reported on total cost and was the best scoring tender overall. The tender will commence in September 2017 at Rankin Way and re-commence in April 2018 at Centenary Court and various properties in Neilston. Board members **approved** the tender for MEARS as reported.

5.9 Report on Mortgage to Rent property improvement works

DAM presented a report on the property improvements that are required to the Mortgage to Rent purchase of a property in Barrhead in February 2017. It was explained that due to the value and nature of the works that tendering the works as a package was the best way to handle this renovation. The tender was issued through Public Contracts Scotland – Quick Quote. Approval was sought for the

	<p>works to proceed with Everwarm as reported. Board approved the contract award to Everwarm.</p> <p>5.10 Report on Everwarm contract completion DAM presented a report which assessed the performance of the recently completed Kitchen Replacement Contract undertaken by Everwarm on behalf of BHA. It was confirmed that the overall contactor performance and feedback from tenants was positive and that a number of learning points have also been identified to improve future contract performance. The variation in contract cost at 1.1% was down to a change of specification by BHA. The report to the BHA Board was for information purposes only and noted by members.</p> <p>5.11 Report on land disposal DAM provided a report to the Board on the disposal of a small piece of open space land in Harelaw Avenue/Commore Place, Neilston. An enquiry and subsequent offer had been received from a private owner looking to purchase the land to create some additional parking space for their property. The land has been independently valued by Allied Surveyors on the instructions of BHA at £4,000.00 and it has been confirmed that it has no residential development potential. The offer received was for £1,500.00 plus all legal expenses associated to the transaction for a section of the land valued. After a discussion with the BHA Board, it was agreed that delegated authority would be issued to the Chief Executive and the DAM to proceed with agreeing a proposal for the sale of the land. A further report will follow to the Board at a future date.</p>
6	Policies for approval: none
7	LPS updates – none
8	<p>Matters for Information/Standing Agenda Items</p> <p>8.1 Correspondence - list of items attached</p> <p>8.2 Governing Board Workplan and work schedule – updates attached and items falling behind will be re-scheduled.</p> <p>8.3 Notifiable events – none</p> <p>8.4 Documents for execution/approval/noting – none</p> <p>8.5 Calendar of meetings - changes noted.</p>
9	Health & Safety – incident report – new report circulated by Director of Asset Management involving a 'near miss' in the office kitchen. Procedures reviewed internally.
10	AOCB It was noted that Douglas Yates' wife had passed away this week. Funeral

	arrangements would be confirmed to members when known.
11	Date of Next Meetings: Thursday 3rd Aug 2017 at 6.00pm

Signed by Chairperson: _____

Date: _____