



1986-2016: Celebrating 30 years working in the community

**Barrhead Housing Association Limited
Minute of Governing Board Meeting
Thursday 2 May 2019 at 6.00pm
60/70 Main Street, Barrhead**

Present

D McCready, Chairperson	T Reilly
M Mukhtar	B Connelly
C Boyd	D McKinney

In Attendance

S Robison	Chief Executive
L Dallas	Director of Customer Services excluding agenda 5.1
J Ward	Director of Asset Management excluding agenda 5.1
H Sutherland	Director of Corporate Services excluding agenda 5.1
Iain MacLean	Corporate Services Manager excluding agenda 5.1

Agenda – BHA Governing Board meeting	
1	<p>Apologies & Sederunt Check Apologies were received from R McGuire, A Ireland, J Hamilton, B Welsh and C Baird</p> <p>The sederunt was signed by members present.</p>
2	<p>Declaration of Interest: Board and Staff There were no declarations of interest made. Chief Executive noted her interest in item 5.1 for which the chairperson indicated that she should attend and the remaining senior staff would leave the room.</p>
3	<p>Approval of Minute</p> <p>(a) Board meeting 28 March 2019 Subject to the minute being updated to reflect item 5.3 being inserted to reflect that the governance items would be discussed at a separate Board meeting arranged for 9th may 2019, the Board approved the minutes of the meeting as a true record. Proposed by B Connelly and seconded by C Boyd.</p> <p>(b) Board Action Tracker The Board noted the action tracker and that this would be updated to reflect recent progress over various items. Items completed would be removed.</p> <p>Minutes for noting</p> <p>(c) Tenant Scrutiny Panel meeting of 22 March 2019 The Board noted the minute and that the Chair and Vice Chair had attended.</p>

<p>4</p>	<p>Matters Arising from Above Minutes C Boyd and M Mukhtar agreed to attend the BID Awards dinner on 31 May 2019. The Chief Executive confirmed that the papers for the 9 May 2019 Board meeting had been issued today. She advised the Board of progress with the Main Street complex works, and suggested that Board members should pop in to see the work which has taken place. It was noted that the EWI project is progressing well.</p> <p>Under 5.6, it was confirmed that the contract has been awarded to the next contractor, Everwarm after the original contractor failed to respond to tender clarifications.</p>
<p>5</p>	<p>Matters for discussion and approval 5.1 GB Appraisal Policy/process and CEO Appraisal</p> <p>I Maclean, J Ward, H Sutherland and L Dallas left the meeting.</p> <p>CEO appraisal, the Chief Executive – see separate confidential minute.</p> <p>I MacLean, J Ward, H Sutherland and L Dallas re-joined the meeting.</p> <p>The Corporate Services Manager advised the Board of the updated appraisal process, confirming that most dates have now been scheduled and notified to Board members. He confirmed that appraisal packs were being distributed, and that completed forms should be returned by Friday 10 May 2019</p> <p>The Board noted the updates.</p> <p>5.2 Chief Executive’s Report</p> <p>The Chief Executive highlighted some points within her report:</p> <ul style="list-style-type: none"> - The Flair Conference Agenda (circulated) is being finalised and Board Members interested in attending should advise as soon as possible; - The Flair partnership plan has been included for information in the agenda papers; - An EVH SHAPS pensions event for GB members is taking place in June (date to be advised to Chair and Vice Chair) <p>5.3 Scottish Housing Regulators Engagement Plan for BHA</p> <p>The Chief Executive confirmed to the Board that the Association has received its engagement plan from SHR, and that we are not required to provide the Regulator with any additional information at this time.</p> <p>The Board noted the position, and the terms of the other engagement plans which had been distributed for information. It was noted that the staff would be required to meet more regularly with East Renfrewshire Council regarding the issues addressing the homelessness targets for this year.</p>

5.4 LPS Repairs Operative's Report

It was **agreed** that this report be delayed until the June 2019 Board meeting.

5.5 Annual Procurement Plan

The Director of Asset Management provided the Board with information in relation to the procurement activity planned for 2019/20. The Board **noted** the plan.

5.6 Smoke Alarm Pilot and Procurement

The Director of Asset Management (DAM) advised the Board of the changes in legislation and the options available to meet the LD2 requirements by February 2021. He confirmed that the pilots undertaken have provided some indicative costs, but he was confident that via a competitive tender that we would be able to progress the project within the 2 year agreed budget allocation and timescale. He confirmed that the proposed procurement method for the works would be via PCS.

Having heard the DAM advise that it was anticipated that a report could come back to the Board in July with a project commencement of August 2019, the Board **approved** the recommendations contained within the report.

5.7 EVH/Unite Final 3-year Salary Deal

The Chief Executive reminded the Board that, at its March meeting, the Board ratified the delegated decision of the Office Bearers Group to vote in favour of the proposed 3 year salary deal. She confirmed that this deal was approved by EVH members, at the close of the vote on 28 March 2019.

Having noted the position, the Board **approved** retrospective payment of the 2.30% salary increase, to apply to both BHA and LPS staff, effective from 1 April 2019 – applying across all allowances (excluding mileage and long service awards)

5.8 Eviction Report

The Director of Customer Services provided the Board with the background to the proposed eviction on the basis of high and persistent rent arrears. Board members noted that decree had been obtained before and that while payment had been received to halt the eviction, payments were then stopped. This was therefore the third eviction report.

Having heard this background and the range of attempts made by the Association to engage with the tenant in relation to repayment of the significant arrears, the Board **approved** the recommendation to progress the eviction following decree having been granted on 5 April 2019 and regardless of whether payment was received.

5.9 Report on Development project with Taylor Wimpey - Neilston

The Chief Executive updated the Board on progress with the development site at Neilson Road, seeking Board approval for the acquisition and development of the site and seeking delegated authority for the Chief Executive to sign the development agreement and building contract. She confirmed that tender approval was awaited

and that final approvals would be confirmed during May 2019 as reported.

The Chief Executive confirmed that further reports would come back to the Board at a later date in relation to (1) Project Update and (2) Rent Setting Policy. She further confirmed that a PR/sod cutting would be taking place at some point in late June 2019 and noted that Councillor Devlin had agreed to attend.

The Board, noting that the roads and lighting within the development would not be adopted and that future maintenance costs would need therefore to be shared across the development, **approved** the recommendations as outlined in the report meantime with delegation to the Chief Executive to progress other contracts as reported.

5.10 Asset Management Strategy

The Director of Asset Management gave the Board an update on progress with the Association's Asset Management Strategy, advising that this working document is close to being finalised and that an associated action list was being developed. Board members noted that the Action Plan still required significant work to be completed over the coming year.

The Board **noted** progress on the Strategy.

5.11 12 Month IT Strategy Update

The Director of Customer Services advised the Board of the current position in relation to the 12 month IT strategy, providing updates on progress since the strategy was last considered by the Board. Board were reminded that we had two IT providers, Stratis and QL/Aareon with the system delays being attributed to Aareon.

The Board **noted** the position.

5.12 Treasury Management Report

The Director of Corporate Services advised the Board that the Association's Treasury Management Policy requires that a Treasury report be provided to the Board at least annually.

She took the Board through the report and provided further information in relation to loan portfolio, investments held and securities held by lenders over properties; with these being reviewed at present. Board members noted the final position in relation to secured and unsecured properties (unencumbered) as reported.

Having heard the DCoS advise that the Triodos loan had been agreed and signed off and that she was looking at options to secure better interest rates over existing investments, the Board **noted** the report.

<p>6</p>	<p>Policy updates:</p> <p>6.1 Suspensions Policy The Director of Customer Services provided the Board with detail of the proposed legislative changes arising from the 2014 Act which requires a new policy on suspensions.</p> <p>The Board approved the revised policy.</p> <p>6.2 BHG protocol for Settlement Agreements The Chief Executive advised the Board for the need for a policy on the use of settlement agreements, arising from the 2019 changes to the SHR’s regulatory Standards.</p> <p>Having noted that clause 1.2 would be amended to reflect that the protocol would only apply to staff, the Board approved the new protocol.</p> <p>6.3 Allocation Policy Review The Director of Customer Services advised the Board of the proposed changes to the Association’s Housing Allocation Policy.</p> <p>It was noted that discussion would be needed with the Council in relation to the policy, particularly in relation to homelessness and S5 referrals.</p> <p>Given the interest in this matter and the significant changes proposed, it was agreed that a separate briefing would be arranged by the DCuS in due course.</p> <p>6.4 Tenant Participation Strategy Review The Director of Customer Services explained that a number of changes were proposed to the Strategy to reflect best practice and the ambitions within the Association’s Business Plan.</p> <p>The Board noted the current position and that the strategy would now be subject to wider consultation.</p> <p>6.5 Environmental Sustainability Policy The Corporate Services Manager presented an updated Environmental Sustainability Policy to the Board, seeking approval to proceed to consult with staff over the terms of the policy and the range of related performance targets.</p> <p>The Board approved the updated policy and targets for implementation, subject to staff consultation.</p>
<p>7</p>	<p>LPS The Chief Executive confirmed that the LPS Business Plan would be considered at</p>

	the meeting on 30 May 2019, following which it would come to the Board for approval. The Board noted the position.
8	<p>Matters for Information</p> <p>8.1 Correspondence Nil</p> <p>8.2 Notifiable events Nil</p> <p>8.3 Documents for execution/approval/noting Heads of Terms for Loan Agreement with Triodos had been signed.</p>
9	<p>Health & Safety Incident Report - Fire</p> <p>The Director of Asset Management advised the Board of the fire incident which recently took place within one of the Association's properties. The Board were advised that the situation was more complex than just the fire, started by a candle, and that staff were in the process of dealing with on-going issues. In the meantime the Board noted the fire incident report.</p>
10	<p>AOCB Nil</p>
11	<p>Date of Next GB Meeting: Thrsday 9 May 2019 (meeting with Auditors) Thursday 13 June 2019</p>

The Minute was approved by the Board at the meeting on: 13 June 2019

Signed by Chairperson: _____

Date: