



1986-2016: Celebrating 30 years working in the community

**Barrhead Housing Association Limited
Minute of Governing Board Meeting
Thursday 29 October 2020 at 5.00pm
Conducted by Video Conference**

Present by Video Conference

D McCready (Chair)	R McGuire BEM
J Hamilton (Vice Chair)	P McIlvenny
B Welsh	D Greig
D McKinney	B Connelly MBE
T Reilly	T Buchanan: Councillor and Co-optee
L Mills	

In Attendance by Video Conference

S Robison	Chief Executive
I MacLean	Corporate Services Manager
H Sutherland	Director of Corporate Services (DCoS)
L Dallas	Director of Customer Services (DCuS)
J Ward	Director of Asset Management (DAM)
L Wilson	Chief Executive (Designate – from 2 November)

Minute – BHA Governing Board Meeting	
1	<p>Apologies & Sederunt Check Apologies were received from M Mukhtar and D McKinney</p> <p>The meeting was conducted by video conference, so there was no sederunt to sign.</p>
2	<p>Declaration of Interest: Board and Staff L Mills and P McIlvenny declared an interest at 5.1. – Membership. Staff noted interest at 5.1 – staff salaries.</p>
3	<p><u>Approval of Minutes</u></p> <p>(a) Board Meeting 24 September 2020 The Board approved the minutes as a true record. Proposed by B Welsh and seconded by R McGuire.</p> <p>(b) Board Meeting 21 October 2020 The Board approved the minutes as a true record. Proposed by R McGuire and seconded by J Hamilton.</p> <p>(c) Board Action Tracker October 2020 The Board noted the Action Tracker.</p> <p><u>Minutes for Noting</u></p>

'at the heart of our community – investing in your future'

	<p>(d) LPS Board Meeting 1 October 2020 The Board noted the minutes of the meeting.</p>
4	<p>Matters Arising from Above Minutes There were no matters arising.</p>
5	<p>Matters for discussion and approval</p> <p>5.1 Chief Executive's Governance and Compliance Report The Chief Executive updated the Board in relation to governance and compliance matters. The main areas highlighted in the report were as follows:</p> <ul style="list-style-type: none"> - Update on handover arrangements for the new Chief Executive - Formal approval was agreed by the Board for L Mills and P Mcilvenny Board membership - Model Rules now approved by FCA and signed off by Regulator - AAS proposed to be signed off end November. Internal Audit (SFHA covid template) takes place 9 November - EVH and UNITE 3 year salary deal – As CPI is below 1.25%, Governing Boards are being asked for a steer on a starting point for negotiations on year 3 of the deal. The Board agreed to propose that we look at October's CPI as a starting point. - Update on SLAs for Maryhill (continue with 12 month extension from March 2021) and Graham Harper (proposed increase from 12 month to 18 month from February 2020). This was agreed by the Board. - Liaison meetings with ERC will be resurrected when the new Chief Executive commences. - The Chief Executive updated the Board on discussion which took place during the most recent liaison meeting with ERC. This included Dunterlie (further discussions with ERC needed), and Connor Road (owned by BHA and leased to ERC) – current model of accommodation and UC limitations have triggered the need for a further discussion regarding the future model of delivery. - GB appraisals and CEX now complete. - No further GDPR/FOI or Notifiable Events to report. <p>The Board approved Board membership for L Mills and P Mcilvenny, agreed the proposals in relation to the SLA extensions and otherwise noted the report.</p> <p>5.2 COVID Monthly Reports – BHA and SHR The Chief Executive advised the Board that this operational report updates the Board on COVID related matters, and is largely for noting. In relation to the operational report, she advised the Board that the office environment is good to go with a risk assessment in place and available for staff to work, especially to offer a break over the winter months. Another update letter to our tenants will be due in November.</p> <p>Regarding rent arrears, the DCoS advised the Board that the March arrears level of 2.88% increased to 3.49% (June) and 4.1% September. It is hoped that this will reduce - as changes to UC payment arrangements are implemented. During Covid, a monthly arrears update report will now come to the Board. DCuS has undertaken her own audit and is looking at changes to working practices.</p>

In relation to repairs, the backlog has been cleared (84 repairs and we cannot contact 8 tenants). A total of 4 Right to Repair failures have been identified – this has been referenced in the AAS.

The DAM updated the Board on investment issues. 11 gas CP12 failures were identified but have all now been cleared. 1 new case has recently been identified as a possible imminent failure – although we are trying to arrange access before the fail date. Regarding capped supplies, an audit has been undertaken which identified 84 between 2015 and now. Only 2 are currently capped and are both being investigated / pursued. A review of gas maintenance procedures is underway.

The Board **noted** the updated guidance, operational reports and monthly return to SHR.

5.3 Value for Money Statement September 2020 Update

The Chief Executive advised the Board of the terms of the VfM statement which is updated in September of each year. This report usually follows the year end and charter results but this year also includes covid related issues.

Some things discussed included that the Living Wage could present an issue for contractors in coming years. Internal Audit will need to be tendered this coming year and we will need to look at risk areas for future audit activity. The iFLAIR framework will offer a good framework for contractors but review will be required in terms of future supply issues and potential cost increases. The Tenant Scrutiny Panel will need a review to see what technology / support members might require. Our IT provider has been excellent during lockdown, but we will need to keep an eye on this when this contract is up for renewal.

Benchmarking will need some further work and come back to the Board – but only once we obtain national / sector benchmarking data. Regarding average rents, 3/4/5 apartment rents are noted as being out of step with the Scottish average and work on rent affordability has not been possible over this year due to the covid pandemic.

New build rents fall outwith our rent policy as they have to match the Scottish Government's 3p equivalent guidance – this will need further work as we review rent setting policy arrangements and affordability in future.

The Board **approved** the 2020 VfM Statement.

5.3. Development Strategy Update

The Chief Executive advised the Board that this update is intended to provide the Board with an update on the current development activity for BHA. As the final SHIP is not yet complete by ERC, this will need to be updated in due course.

The Board **approved** the updated Development Strategy, and that this will be updated further and brought back to the Board once the SHIP has been submitted.

5.5 Board Annual Planner Update

The Chief Executive updated the Board in relation to progress made against the

2020/21 Annual Board Planner. She advised the Board that given the circumstances, the Board and staff had met many of the tasks on the planner but that a number of areas were not achieved, largely arising from the impact covid-19 has had on activities and workload etc.

The Board **noted** the position in relation to the Board Annual Planner.

5.6 Authorised Signatory Update – New Chief Executive

The Director of Corporate Services advised the Board that, in light of the appointment of a new Chief Executive, it is necessary to update the BHA / LPS authorised signatories for banking / internet banking / loans etc, as well as making a small number of changes to the Financial Regulations Procedures.

The Board **approved** the authorised signatory update and changes to the Financial Regulations Procedures.

5.7 Community Regeneration Update Report

The Director of Asset Management provided the Board with an update in relation to community regeneration activity, funding and achievements, and the level of support currently being provided to BHA's communities. He provided further detail to the Board in relation to those projects which were detailed in report 5.7a, as well as detail of proposed projects for which funding has been secured.

The Board **noted** the update report, and that a Community Regeneration session will be offered to Board members in due course.

5.8 Voids and Termination Costs

Following a request at a previous Board meeting, the Director of Customer Services advised the Board that a report has been prepared detailing the reasons and costs associated with tenancy terminations.

She then summarised the information contained within report, which covers a 4 year period and provided some cost and trend information.

The Board **noted** the terms of the report.

5.9 Covid Anti Social Behaviour Action

The Director of Customer Services provided the Board with the background to an anti social case which staff have been dealing with, and which has led to legal action being taken by the Association. This will come back to the Board, in the event that a decree for eviction is granted.

The Board **noted** the update provided by the Director, which at this stage is for information only.

5.10 Section 5 Protocol

The Director of Customer Services advised the Board of the terms of an updated Section 5 protocol which has been discussed and now agreed in with East Renfrewshire Council.

	<p>The Board approved the Section 5 Protocol for future homeless referrals and which now incorporates new build lets.</p> <p>5.11 EESSH Update The Director of Asset Management updated the Board in relation to progress with EESSH.</p> <p>He advised that only 7 properties do not currently meet EESSH compliance and only 50 EPCs are needing renewed. This will be progressed by the new Technical Officer between now and the December EESSH reporting date.</p> <p>The Board noted the update.</p> <p>T Buchanan left the meeting at this point</p> <p>5.11a Fire Safety Update The Director of Asset Management updated the Board in relation to progress with Fire Safety measures.</p> <p>The Board noted the update.</p>
6	<p>Policy Updates</p> <p>6.1 Treasury Management The Director of Corporate Services advised the Board that the Treasury Management Policy has been updated to take account of recommendations of the Code of Practice in Public Services - as issued by CIPFA. An external housing finance consultant (Paul McNeil) has helped with the development of this policy.</p> <p>She then took the Board through the various updates to the Policy.</p> <p>The Board approved the updated Treasury Management Policy</p> <p>6.2 SFHA Social Value Toolkit (For information) This toolkit, prepared by SFHA, offers RSLs practical resources to measure and demonstrate the social value impact created by social housing providers.</p> <p>The Board noted the terms of the toolkit.</p> <p>6.3 Letter from Housing Minister regarding Homelessness The Chief Executive advised the Board of the terms of a letter received from the Minister for Housing in Scotland, seeking assistance to help increase the number of allocations in social housing which are allocated to households experiencing homelessness in Scotland.</p> <p>The Board noted the terms of the letter.</p>
7	<p>LPS Updates The next meeting is to be held on 19 November 2020.</p> <p>The DAM will come back to the Board with recommendations in relation to factoring arrears.</p>

8	Health and Safety Nil
9	AOB S Robison recorded her huge thanks to the Board for their continued support over the past 15 years. She expressed her pride in BHA's achievements over last 15 years and is looking forward to keeping her eye on its future achievements. She wished Lorna well in her role as the new Chief Executive. The Board wished Shirley well for her future.
8	Date of Next GB Meeting: Thursday 26 November 2020 at 5.00pm (Zoom)

The Minute was approved by the Board at the meeting on 26 November 2020

Signed by Chairperson: _____

Date: _____