



1986-2016: Celebrating 30 years working in the community

**Barrhead Housing Association Limited
Minute of Governing Board Meeting
Thursday 27 May 2021 at 5.00pm
Conducted by Video Conference**

Present by Video Conference

D McCready (Chair)	J Hamilton
D Greig	P McIlvenny
T Reilly	T Buchanan

In Attendance by Video Conference

L Wilson	Chief Executive (CEO)
I MacLean	Corporate Services Manager (CSM)
H Sutherland	Director of Corporate Services (DCoS)
L Dallas	Director of Customer Services (DCuS)
J Ward	Director of Asset Management (DAM)

	Minute – BHA Governing Board Meeting
1	Apologies & Sederunt Check Apologies were received from B Welsh, L Mills, B Connelly MBE. R McGuire BEM (leave of absence). The meeting was conducted by video conference, so there was no sederunt to sign.
2	Declaration of Interest: Board and Staff No declarations of interest were made.
3	<u>Approval of Minutes</u> (a) Board Meeting 25 March 2021 The Board approved the minutes as a true record. Proposed by J Hamilton and seconded by T Reilly. <u>Minutes for Noting</u> (b) May 2021 Board Action tracker The Board noted the terms of the Action Tracker. (c) Audit and Risk Committee 20 May 2021 The Board noted the minutes of the meeting.

4	<p>Matters Arising from Above Minutes</p> <p>Regarding 6,1, the CEO advised the Board that the St Columba Club site has been sold, so our interest will not be progressed.</p> <p>There were no other matters arising from the minutes.</p>
5	<p><u>Matters for discussion</u></p> <p>5.1 Landscaping Tender</p> <p>The Director of Asset Management (DAM) took the Board through the recent tender exercise which has recently been undertaken via Public Contracts Scotland in connection with landscaping services for the Association.</p> <p>Having heard of the evaluation undertaken to rank the 6 x contractors who submitted tenders, the Board approved the recommendation to award the contract to the successful contractor, as per the terms of the report.</p> <p>5.2 Annual Procurement Plan</p> <p>The DAM advised the Board of the schedule of procurement activity proposed for 2021/22.</p> <p>The Board noted the terms of the procurement schedule for the year.</p> <p>5.3 CEO, governance and compliance report</p> <p>The Chief Executive spoke to her regular update report, highlighting the following matters:</p> <ul style="list-style-type: none"> - New service design programme being put in place - Team updates, as per terms of report - Orchid Way (Blackbyres) - 7 and 21 June are scheduled dates for handover. Detail of PR arrangements to follow. - CEO Appraisal – to be progressed and link to questionnaire to follow - LPS review underway. Summary of workshop 1 has been circulated. Workshop 2 is scheduled for 3 June - EVH representative is now D Greig - Key SHR documentation, either added to Dropbox or linked via Agenda hyperlinks. Annual Duty of Candour Report added to Dropbox - Post COVID model and Stakeholder map copied to Board for information also <p>D McCready then provided the Board with a brief summary of the recent LPS Review event.</p> <p>In relation to rent arrears he highlighted that our arrears levels, whilst high, are reducing and that he has asked that the CEO bring regular arrears action plan updates to the Board.</p> <p>The Board noted the terms of the update report.</p>

5.4 Board Annual Review and Succession Plan

The Chief Executive updated the Board on progress with the Governing Board annual review process.

She advised the Board that the Annual Reviews with the Board members are progressing with the Chair and Vice Chair, and a summary of the common themes emerging are highlighted in the report. Board members are happy with the quality of information provided and the introduction of bite sized training. Areas for development will be built upon, once the reviews are complete. An away day will be scheduled later in the year, to allow for some “strategic thinking” and for Board members to get to know one another better.

A summary of knowledge and skills existing across the Board is highlighted in the report, along with some skill gaps to be plugged through Board development and refreshed Board membership.

The Board **noted** the current position and **agreed** that the Association proceed to recruit Board membership with some form of housing experience.

5.5 ARC and EESSH Returns for Approval

The Director of Customer Services advised the Board that s5 referral figures have been amended to reflect additional 2 offers and 1 refusal. The ARC has been updated to reflect this.

The DAM reminded the Board that the gas compliance failures all relate back to COVID and lack of access arising from COVID.

The Board **approved** the ARC and EESSH returns for submission to the Scottish Housing Regulator.

5.6 Governance Excellence and Training Plan

The CEO updated the Board on progress against the agreed Excellence and Training Plan.

The Board **noted** the update.

5.7 Governing Board Casual Vacancy

The CEO explained to the Board the circumstances surrounding the recent casual vacancy which has arisen within the Board.

Having heard the CEO explain that the issues were largely IT related and that these issues are now resolved. J Hamilton confirmed that Drew's Annual Review had taken place today and that the Chair and Vice Chair were both reassured by the discussions and Drew's commitment to BHA.

Taking account of this and that Drew wishes to continue to serve on the Board, the Board **approved** the recommendation that Drew McKinney be appointed to the casual vacancy and A&R Chair.

	<p>5.8. Treasury Report</p> <p>The Director of Corporate Services took the Board through the current position with Treasury activity including loans, investments and securities etc</p> <p>In response to a query raised, she confirmed that reference is made within the report to the possibility of negative interest rates, although this is not reflected in our 5 year projections. Further information will come to the Board as necessary.</p> <p>The Board noted the current position with Treasury activity.</p>
6	<p>Policy Updates</p> <p>6.1 Updated Business Continuity Plan</p> <p>The Corporate Services Manager advised the Board that the BCP was last approved early in 2020, and has since been updated to take account of the recent experience as the Association worked through the pandemic. He explained that the changes are minor and non substantive, and largely relate to format updating and changes to areas including key officers, designations etc, and contractor changes and contact details.</p> <p>He explained that further work is ongoing with the FORMAT of the BCP to make this more user friendly for key officers who would be using the plan during any form of emergency situation.</p> <p>The Board approved the updated BCP, subject to some ongoing format changes to make the plan easier for users to navigate in the event of a business continuity event.</p> <p>6.2 Updated Governance Documents</p> <p>The CEO advised the Board that a number of governance documents have been updated, largely to take account of new SFHA Model Documents and the recent 2020 changes to the Associations Rules.</p> <p>The Board approved the updated:</p> <p>Role Description for Governing Board Members; Role and Duties of Chair, Vice Chair and Secretary; and Code of Conduct for Board Members.</p> <p>(The Code of Conduct will be issued shortly to Board Members for signature).</p>
8	<p>LPS Updates</p> <p>Nil</p>
9	<p>Health and Safety</p> <p>Nil</p>
10	<p>AOB</p> <p>The range of documents added to Dropbox were highlighted to the Board.</p> <p>In relation to ipads, it was agreed that Board members would be contacted to discuss any IT issues and requirements.</p>

11	Date of Next GB Meeting: Thursday 24 June 2021 at 5.00pm (Zoom)
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The Minute was approved by the Board at the meeting on 27 May 2021

Signed by Chairperson: _____

Date: _____