



1986-2016: Celebrating 30 years working in the community

**Barrhead Housing Association Limited
Minute of Governing Board Meeting
Thursday 5 August 2021 at 5.00pm
Conducted by Video Conference**

Present by Video Conference

D McCready (Chair)	L Mills
M Mukhtar	P McIlvenny
B Connelly	D Greig
J Hamilton	T Buchanan
D McKinney	B Welsh

In Attendance by Video Conference

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

	Minute – BHA Governing Board Meeting
1	<p>Apologies & Sederunt Check Apologies were received from T Reilly and B Welsh.</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 No declarations of interest were made.</p>
3	<p><u>Approval of Minutes</u></p> <p>(a) Board Meeting 24 June 2021 The Board approved the minutes as a true record. Proposed by D McCready and seconded by P McIlvenny.</p> <p><u>Minutes for Noting</u></p> <p>(b) August 2021 Board Action tracker The Board noted the terms of the Action Tracker.</p>

4	<p>Matters Arising from Above Minutes</p> <p>Rent review project has commenced. There were no other matters arising from the minutes.</p>
5	<p><u>Matters for Approval</u></p> <p>5.1 CEO, governance and compliance report The Chief Executive spoke to her regular update report, highlighting the following key matters:</p> <ul style="list-style-type: none"> - Plans progressing for hybrid working for staff, for a month trial period, subject to review, effective from end August 2021. - Final report from Dolphin Index is now with BHA, and will come to next Staffing and H&S sub. - MP/MSP wanting to meet CEO, so these meetings are being arranged. Chamber of Commerce presentation also arranged. - Board annual reviews are complete and succession plan with Board for information. - New membership applications have been received - Proposal for new 6.00pm GB start time. <p>The Board noted the terms of the update report, approved Association membership for A Glasgow and A Paterson, approved the revised start time of 6.00pm for future Board meetings and approved the succession plan and proposed revised remits for sub committee convenerships, subject to confirmation of the Audit and Risk Convener.</p> <p>5.2 Secretary Report, AGM Arrangements and Schedule of Registers The DCoS took the Board through her report and provided Board members with confirmation that the Secretary's duties, in terms of the Association's Rules, have been complied with. She confirmed the arrangements for the 2021 AGM, which the Board approved should be conducted via ZOOM. The reports explained the proposed arrangements for the Board elections, having regard to the terms of the Association's Rules, the longest serving Board members, those members resigning and those co-opted, and those who filled casual vacancies throughout the year.</p> <p>The Board noted the report and approved the proposals for the AGM and elections, as outlined in the report, including that the AGM be conducted by Zoom and the re-nomination of J Hamilton and B Welsh.</p> <p>5.3 Kitchen and Boiler and Heating Tender Approvals The Director of Asset Management (DAM) took the Board through the tender exercises which have recently been undertaken in connection with the Kitchen and Boiler/Heating Replacement contracts.</p> <p>In relation to kitchens and having regard to the impact of Brexit and construction inflation on costs, it has been proposed that there be a 12 + 12 month direct call off through the approved iFlair framework. Discussions with iFlair framework contractors are ongoing. The Board agreed to delegate authority to senior officers to progress</p>

	<p>this proposal, subject to an update report to the Board.</p> <p>Having heard of the evaluations undertaken to rank the contractors who submitted valid tenders for the 3 + 1 year boiler (Worcester Greenstar) and heating replacement contract conducted through a PCS mini tender exercise, the Board approved the recommendation to award the contract to the successful contractor, as per the terms of the report. It was noted that Argon Technical will continue to undertake 100% quality assurance inspections.</p> <p>5.4 SHR Loan Portfolio Return</p> <p>The DCoS advised the Board of the terms of the Loan Portfolio return, for submission to the SHR by the end of August 2021. It was noted that most of the content was already reported to the Board in the previously reported Treasury Report.</p> <p>The DCoS then took the Board through the main elements within the proposed return.</p> <p>In response to a query regarding non-utilisation costs, the CEO agreed to bring the Development Tracker to the 30 September meeting of the GB.</p> <p>The Board approved the terms of the Loan Portfolio Return and authorised the Director of Corporate Services to submit this to the Scottish Housing Regulator.</p>
6	<p>Matters for Approval</p> <p>6.1 Quarterly Performance Report</p> <p>The CEO took the Board through the quarterly report to the Board which highlighted performance, progress against the Delivery Plan and the high level budget position for the period 1 April to 30 June 2021.</p> <p>The Board noted the terms of the performance report.</p> <p>6.2 Arrears Action Plan and Trend Report</p> <p>The Director of Customer Services took the Board through the monthly arrears trend report. Progress against the arrears action plan will come to the next Board for information.</p> <p>Following questions, the Board noted the current position with arrears.</p>
7	<p>Policy Updates</p> <p>7.1 Tenancy Sustainment Policy</p> <p>The Director of Customer Services advised the Board of the context for the new policy which has been developed, following consultation, in relation to tenancy sustainment, and following the appointment of a new Tenancy Sustainment Officer.</p> <p>The Board approved the new Tenancy Sustainment Policy.</p>
8	LPS Updates

	<p>The CEO provided an update in relation to progress with the LPS review. A draft final report has been received by the consultants appointed to carry out the review, including outputs from the LPS Board workshops. The next meeting of LPS Board will be held on 12 August 2021 when the report will be discussed. The final consultants report will be circulated to the Board by the end of August and on the agenda for the 30 September Board meeting. The Board agreed that, on the basis of advice from our auditors, a letter of support from BHA to LPS will be prepared as part of the annual accounts process, and this letter of comfort will go to the LPS Board next week. The action plan approved by the Board in June in relation to the development of the LPS Business Plan is being progressed by the Executive Team.</p>
9	<p>Health and Safety Nil</p>
10	<p>AOB</p> <p>In response to a question raised, the CEO updated the Board briefly on the current working arrangements, with a planned hybrid working model from the end of August 2021, subject to prevailing guidance, as per the report previously approved by the Board in June 2021. The GB will be advised before staff return to the office regularly.</p> <p>In relation to a recent Auchenback walkabout, the Executive Team indicated that an invite hadn't been received by the CEO or any of the directors. This will be followed up with B Coles at ERC.</p> <p>L Wilson, H Sutherland, J Ward, L Dallas, J McCann and I MacLean left the meeting at this point</p> <p>In relation to the CEO appraisal, the Chair updated the Board on the discussions with the Chief Executive. The Chair emphasised the opportunity presented by the appointment of the new CEO. The appointment offers to the Association a chance to direct its focus on to a path of growth in terms of size and in terms of sector influence. The objective of the appraisal is to afford the Chief Executive flexibility, over the course of the next 3 to 4 years, on the prospect of exploring options to deepen and broaden relationships with partner agencies, stakeholders and the Scottish Government. The Aim is to enhance, through a combination of partnership working and collaborative engagements with external agencies, the reputation and reach of the Association at both a local and National Level.</p> <p>The Board approved the aims and objectives of the CEO appraisal.</p>
11	<p>Date of Next GB Meeting: AGM - Tuesday 7 September 2021 at 6.00pm (Zoom) Governing Board - Thursday 9 September 2021 at 6.00pm (Zoom)</p>

The Minute was approved by the Board at the meeting on 9 September 2021

Signed by Chairperson: _____

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

Date: _____