



1986-2016: Celebrating 30 years working in the community

**Barrhead Housing Association Limited
Minute of Governing Board Meeting
Thursday 9 September 2021 at 6.00pm
Conducted by Video Conference**

Present by Video Conference

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| J Hamilton (Chair) | L Mills |
| M Mukhtar | P McIlvenny |
| A Paterson | D Greig |
| R McGuire BEM | A Glasgow |
| D McKinney | A Buchanan |

In Attendance by Video Conference

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| 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) |

| | Minute – BHA Governing Board Meeting |
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| 1 | <p>Apologies & Sederunt Check</p> <p>Apologies were received from B Welsh and B Connelly.</p> <p>The meeting was conducted by video conference, so there was no sederunt to sign.</p> |
| 2 | <p>Election of Office Bearers and LPS Board</p> <p>The Chief Executive asked members to note the previous report on Office Bearer positions and allow election of the Chairperson to proceed first.</p> <p>Chairperson – J Hamilton was nominated as Chairperson by R McGuire and seconded by L Mills. There were no other nominations and J Hamilton accepted the position.</p> <p>J Hamilton agreed to chair the meeting.</p> <p>Vice Chairperson – D McKinney was nominated by R McGuire and seconded by P McIlvenny. There were no other nominations. D McKinney was approved as vice-chair.</p> <p>Secretary – H Sutherland was nominated by D Greig and seconded by R McGuire. There were no other nominations. H Sutherland was approved as Secretary.</p> |

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| | <p>Audit and Risk Convener – M Mukhtar was nominated by D McKInney and seconded by J Hamilton. There were no other nominations. M Mukhtar agreed to accept the position.</p> <p>Convener of Staffing (Health and Safety) Sub-Group – D Greig was nominated by R McGuire and seconded by L Mills. There were no other nominations. D Greig accepted the position.</p> <p>Election of Development Convenor - B Welsh was nominated by P McIlvenny and seconded by L Mills . There were no other nominations. B Welsh had previously agreed to accept the position.</p> <p>Nomination of Co-optee - A Buchanan. A Buchanan was nominated by R McGuire and seconded by P McIlvenny. A Buchanan accepted the position.</p> <p>Election of LPS Board members - A Dunlop, J Gribbon, A Oliver and N McCluskey</p> <p>Proposed by L Mills and seconded by P McIlvenny.</p> <p>No declarations of interest were made.</p> |
| 3 | <p><u>Welcome and Introduction to New Board Members</u></p> <p>J Hamilton welcomed and introduced the 2 new Board Members, Alan Glasgow and Andrea Paterson.</p> <p>A Glasgow and A Paterson and the Board Members and staff then introduced themselves and gave a bit of their background.</p> |
| 4 | <p>Approval of Minute (a) Board meeting 5 August 2021 The minute was approved by M Mukhtar and seconded by D Greig.</p> <p>Minute for noting (b) AGM Minutes 7 September 2021 The minutes of the AGM held on 7 September 2021 were noted.</p> <p>Matters Arising from Above Minutes The blended working trial commenced on 30 August and will be reviewed at the end of 4 weeks, and is working well. Regarding the kitchen tender, the Director of Asset Management updated the Board and confirmed that the order form had been issued to the contractor through the iFLair framework, but this was refused by the contractor. The 2nd contractor (Everwarm) have been contacted and accepted the 12 month call off from the iFLair framework. The Board noted the position, and that this will give time to allow the Association to monitor construction inflation etc, with a view to entering into a new tendered contract at the end of the 12 month period.</p> <p>There were no other matters arising.</p> |

Matters for discussion

5.1 Membership Report

The Chief Executive updated the Board on the position with membership. There have been 3 new members this year, and no membership cancellations. A survey of members will be issued to ask their views on how we could expand the membership offer to keep them connected and feeling part of the Association between AGMs.

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

5.2 Future Board Meetings – format and location

The Corporate Services Manager advised the Board that a total of 6 responses had been received to the recent survey of Board members. 4 Board member indicated a preference for in person meetings to recommence, with another 2 in favour of in person meetings but with the ability to join the meeting via ZOOM, should this be required for work or personal reasons.

Regarding the venue of meetings, BHA offices were preferred by 4, but with some interest in other locations and venue rotation.

Regarding the 2021 Annual Assurance Statement, the CoSM discussion on the AAS will take place on 23 September at 5.30pm, and that invitations had been issued. He asked that members advise him who will be attending so that arrangements for the workshop can be progressed.

He reminded Board members of the earlier start of 5.15pm to the 30 September Board for "Bite Sized Training" on Digital developments in the sector.

Regarding a social get together, there were 5/6 responded saying they were interested. The following suggestions were made:

Friday evening

Dalmeny Park

Can staff be invited?

Claire Boyd and Laura Henry to be invited as retired GB members too?

The Board **noted** that the Chief Executive would discuss the arrangements for future Board meetings and the social event with the Chair/Vice Chair, and report back to the next meeting of the Board.

5.3 Regulator AFS Return

The DCoS asked the Board to approve the proposed return to the Regulator.

The Board **approved** the return for submission to the SHR, proposed by D McKinney and seconded by R McGuire.

5.4 Covenant Letters for Signing

The DCoS advised the Board that a formal letter requires to be sent to lenders by 30 September confirming compliance with the various covenants.

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| | The Board approved the letters for signing by the Chair, and issue to lenders. |
| 6 | <p>AOB</p> <p>Regarding the away day on 3 November, the CEO confirmed that the venue will be House for an Art Lover and an Agenda will follow to the 30 September Board meeting for information and approval.</p> <p>Regarding EVH, D Greig reported there was an interesting presentation on employment law, which she would bring to the next staffing meeting for information.</p> <p>It was agreed that the DCoS would speak to M Mukhtar regarding the Triodos 50% calculation.</p> <p>There was no other business.</p> |
| 11 | <p>Date of Next GB Meeting:</p> <p>Governing Board - Thursday 30 September 2021 at 6.00pm</p> |

The Minute was approved by the Board at the meeting on 30 September 2021

Signed by Chairperson: _____

Date: _____