



1986-2016: Celebrating 30 years working in the community

**Barrhead Housing Association Limited
Minute of Governing Board Meeting
Thursday 26 May 2022 at 6.00pm
BHA Offices and by ZOOM**

Present by Video Conference

J Hamilton (Chair)	B Connelly
D McKinney	D Greig (Zoom)
R McGuire BEM	

In Attendance by Video Conference

L Wilson	Chief Executive (CEO)
I MacLean	Corporate Services Coordinator (CSC)
L Rice	Director of Finance and Corporate Services (DFCS)
J Ward	Director of Asset Management (DAM)
G Dickson	SFHA (Item 6 only)
R Bell	Maryhill HA (Development Partner) Item 5.6 only
F Lees	Norhstar Consulting- Observer

	Minute – BHA Governing Board Meeting
1	Apologies & Sederunt Check Apologies were received from M Mukhtar, B Welsh, P Mcilvenny, A Glasgow The sederunt was signed by those in attendance.
2	Declaration of Interest: Board and Staff No declarations of interest were made.
3	<u>Approval of Minutes</u> (a) Board Meeting 24 March 2022 The Board approved the minutes as a true record. <u>Minutes for Noting</u> (b) May 2022 Board Action tracker The Board noted the terms of the Action Tracker.
4	Matters Arising from Above Minutes There were no matters arising from the minutes or the Action Tracker.

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

Matters for Approval

5.1 Annual Return of the Charter and EESSH Return

The CSC explained the background to the 2022/22 ARC/EESSH return, the process for completion, and that this requires to be submitted to the SHR by 31 May 2022. He advised the Board it was proposed that a detailed performance report be brought to the Board in June 2022, and that this report will provide detailed performance information across the range of ARC/EESSH indicators and will include three year trend information.

The Board **approved** the ARC/EESSH return for submission to the SHR.

5.2 Five Year Financial Projections

The DFCS took the Board through her report on the five year financial projections.

She explained that these projections are an annual statutory return due to be submitted to the Regulator and use the approved annual budget for 2022-23 as Year 1. A range of assumptions (including inflation, voids, bad debt and interest rates) are applied to estimate future years' income and expenses. Known changes in future years (such as development and major repairs) are included using their estimated costs.

The DFCS indicated that the plan is prudent enough taking account of current economic conditions, but with ambitious investment plans in comparison to previous years.

Key risks and issues include cost increases, assumed full investment programme, rent harmonization and outcome of stock condition survey.

A discussion then took place regarding current economic conditions, and how the Association can better support our customers during these difficult times. It was suggested that Welfare Rights staff might be able to attend the Friday food-share session to offer advice. This was agreed.

The Board **approved** the five year financial projections for submission to the Regulator.

5.3 Annual Assurance Statement – 2021 Action Plan Update and 2022 Process

The CSC took the Board through the good progress which has been made against the 2021 AAS Action Plan. He then advised the Board of the proposed process for the 2022 AAS, including a Board workshop to be held in September to discuss the outcome of the forthcoming self-assessment activity.

Following discussion and clarification on the exploration of an ethical investment policy, the Board **noted** the action plan update and **approved** the 2022 AAS process.

5.4 Delivery Plan and Performance Framework 2022 2023

The CEO advised the Board that the plan is our yearly strategic plan which highlights the major areas of activity across the Association. The performance framework will underpin the Delivery Plan and will include the ARC and other indicators, and now includes targets which were set taking account of environmental factors, benchmarking data and past performance. The Delivery Plan has been refined to reflect on feedback received from the Board previously.

The Board approved the Delivery Plan and Performance Framework for the year ahead.

5.5 CEO Governance and Compliance Report

The CEO took the Board through her update report highlighting the following main points:

- Office opening to the public three days per week from 6 June, subject to ongoing review and feedback
- Owners service (factoring) – this is progressing, including staff training
- All tenants who provided feedback during the rent consultation exercise have been contacted individually to offer follow up support and information
- Staff restructuring is now complete and new employees are now in place following successful recruitment processes
- The CEO expressed her appreciation to J Ward and I MacLean for their support and exceptional leadership during the organisational design and implementation
- An interim Director of Customer Services has been appointed on a six-month contract
- Staff team day on 22 June has been arranged. Board members will be invited to the lunch to meet the team
- Following recruitment process for two Board vacancies in line with skills analysis by the Board, proposal for D McVey and LA Junner to join the Governing Board
- D Greig is resigning from the Board due to personal reasons and this will be her last meeting
- Board appraisals are being arranged, supported by NorthStar Consulting.

Following discussion, the Board **approved:**

- Progression of recruitment strategy for the new Board vacancy in line with Governing Board priorities: communications/ marketing skills, and pipeline process to support tenant onto the Governing Board
- Appointment of L Rice as Company Secretary pending 2022 AGM
- Interim changes to financial delegations per report
- BHA membership applications from Deborah McVey and Lesley-Anne Junner
- Governing Board membership for Deborah McVey and Lesley-Anne Junner, to fill the two casual vacancies on the Board.

	<p>The Board also noted:</p> <ul style="list-style-type: none"> - the data breach which took place on 23 March and actions which have been taken to minimise the risk of a similar breach taking place in the future - the arrangements for the 2022 annual Board appraisals and the requirement to complete a questionnaire. <p>R Bell joined the meeting at this point.</p> <p>5.6 Netherton Farm/Duncarnock Development The CEO asked the Board for approval to enter into a development agreement with Taylor Wimpey for 25 units at this proposed development. A price has been agreed, which falls within the Scottish Government benchmark and which represents good value for money for the Association. Financial costs and pictures/layouts were included in the Board papers. The house type proposed are standard Taylor Wimpey houses usually marketed for sale.</p> <p>Following discussion on the very competitive price and the house layouts, the Board approved the proposal to enter into a development agreement with Taylor Wimpey subject to government grant funding approval, and the principle of en-suites as part of the specification.</p> <p>R Bell left the meeting at this point.</p> <p>5.7 Write Off The CEO took the Board through the proposed write-offs.</p> <p>The Board approved the proposed write-off value of £9,548.26 and a credit value of £2,845.66 as per the report Appendix 5.7a.</p>
6	<p>Brand Refresh</p> <p>G Dickson joined the meeting at this point.</p> <p>The CEO provided the Board with the background to the proposed brand refresh to support the Association's wish to be more visible and accessible.</p> <p>Gary Dickson from SFHA then took the Board through the proposed rebrand of BHA.</p> <p>The Board provided comments on the branding and approved further development of the brand including a design guide and templates for social media posts, newsletters, letter templates, website, posters and new branding for the outside of the office building.</p> <p>G Dickson left the meeting at this point.</p>
7	<p>Parent Monitoring 7.1 LPS Next meeting 16 June 2022</p>

	<p>7.2 Staffing and Health & Safety Sub Group Next meeting 16 September 2022</p> <p>7.3 Audit & Risk Group Last meeting took place 23 May 2022 and next meeting is 16 August 2022.</p> <p>7.4 Development Group Next meeting 16 June 2022</p>
8	<p>Health and Safety The DAM advised the Board of the circumstances surrounding the recent fire at Connor Road. Discussion will now take place with ERC regarding the management arrangements in place at Connor Road. The Board will be kept updated on progress.</p>
9	<p>AOB It was agreed that B Connelly will attend this years TPAS conference.</p> <p>Board scrutiny training is still available to the Board. The CSC will re-issue the course content and available dates.</p> <p>J Hamilton gave feedback following last weeks CiH Scotland conference.</p> <p>Finally, the Board thanked D Greig for all her hard work and contributions during her time on the Board.</p>
10	<p>Date of Next GB Meeting: Thursday 23 June 2022 at 6.00pm</p>

The Minute was approved by the Board at the meeting on 23 June 2022

Signed by Chairperson: _____

Date: _____