



## Agenda 3.a

Barrhead Housing

Minute of Governing Board Meeting

Thursday 27 April 2023 at 6.00pm

BHA Offices and by ZOOM Video Conference (VC)

### Present

J Hamilton (Chair)	B Connelly MBE
D McKinney (VC)	D Mcvey
A Oliver	B Welsh
A Glasgow	L A Junner
R McGuire BEM	

### In Attendance

L Wilson	Chief Executive (CEO)
I MacLean	Corporate Services Coordinator (CoSC)
S Stewart	Director of Assets and Communities (DAC)
C McCulloch	Director of Customer Services (DCS)
L Rice	Director of Finance and Corporate Services (DFCS)
K Devon	Corporate Services Assistant (CSA)

Minute – BHA Governing Board Meeting	
1	<p><b>Apologies &amp; Sederunt Check</b></p> <p>Apologies were received from P McIlvenny &amp; Councillor D Devlin</p> <p>The sederunt was signed by those in attendance.</p>
2	<p><b>Declaration of Interest: Board and Staff</b></p> <p>The CEO declared an interest at item 5.5 (Board Nominee J Whyteside).</p>

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	This declaration was noted by the Board. There were no other declarations.
3	<p><b><u>Approval of Minutes</u></b></p> <p><b>3a. Approval of Governing Board Minute of 23 March 2023.</b> The Board <b>approved</b> the minutes as a true record.</p> <p><b><u>For noting</u></b></p> <p><b>3b. Board Action Tracker</b> The Board <b>noted</b> the action tracker.</p> <p>The CoSC advised the Board that Board members had agreed that agreed lunchtime seminars are preferred to the pre-Board meeting training sessions. This will be piloted and an email has been sent to Board members. The sessions are online and will be recorded. They will be bitesize sessions of around 45 – 60 minutes.</p>
4	<p><b>Matters Arising from Above Minutes</b></p> <p>The following updates were given:</p> <ul style="list-style-type: none"> <li>- Repairs Officer being brought into Assets Team by 1<sup>st</sup> June 2023</li> <li>- Repairs procurement in progress, starting with voids and out of hours procurement with other trades to follow</li> <li>- Everwarm continuing to provide reactive repairs and voids being covered by other contractors in interim</li> <li>- Bathroom contract being reviewed as tenant feedback confirms window replacement is a higher priority</li> <li>- Tenant Scrutiny Event 26 April – 26 attended, lively consultation and contribution from tenants. Tenants will pick the topics and come up with recommendations for Board, working alongside TIS. Successful event.</li> </ul>
5	<p><b>For Approval</b></p> <p><b>5.1 Annual Assurance Statement – 2023 Process and Review of 2022 Action Plan</b> The CoSC provided the Board with details of the proposed Annual Assurance Procedure for 2023 and noted the progress against 2022.</p> <p>Clarification was sought on the relationship between the Annual Return to the Charter and the Annual Assurance Statement and how these are used by the Regulator, and the CEO provided clarification.</p>

It was agreed that the Board will be able to access evidence required to provide the assurance needed. A Teams channel will be introduced to share the evidence bank and governance files. A meeting is scheduled with our IT contractor next week regarding set up of a Teams channel and the Board will be updated on this accordingly.

The Board **approved** the 2023 Procedure and Action Plan.

### **5.2 ARC Return 2022/2023**

The CoSC provided the Board with a copy of the draft return, noting that a number of indicators are still being reviewed to ensure the return is accurate. The outstanding indicators will be reported to the Board at the scheduled June meeting.

It was highlighted that the contractor performance has impacted several areas on the ARC Return and will show as a performance decline in comparison to 2022. This will be detailed for the Board at the June meeting.

The Board **approved** the 2022/23 ARC Return for submission to the Scottish Housing Regulator by 31 May 2023, subject to the outstanding indicators being finalised prior to submission.

### **5.3 Five Year Financial Projections and Loan Portfolio Return**

The DFCS presented the Five-Year Financial Projections to the Board and provided a draft 5YFP return to SHR. Deadline for this is 31 May 2023.

The Board asked for clarification on the interest covenant breach.

The DAC explained that planned works could not be carried out in 22/23 due to tender process, material and labour shortages. As a consequence, last year's spend is being incurred this year.

The DFCS confirmed that they had spoken with the bank and there was no concern over this and an adjustment calculation would be agreed.

The Board **approved** the five-year projections, subject to minor refinement of opening balances.

### **5.4 Treasury Policy**

The DFCS provided the GB with a detailed Loans Summary at 31 March 2023 and a copy of the updated Treasury Management Policy.

It was agreed the loans would be kept under review and fixed rates would be considered if appealing. The loans are likely to be around split 50/50 standard versus variable.

The Board **approved** the loan portfolio for submission to the Regulator and the updated Treasury Management Policy.

### 5.5 CEO Governance and Compliance Report

The CEO provided the Board with her regular update. The main items highlighted were:

- Services: Aareon no longer developing cloud based Yuneo. Options for software solution(s) and development of the App and Portal are now being appraised
- Team: Asset Officer now in place and will start 29 May 2023; 3 current Hub staff will rotate the Senior post until the postholder returns from maternity leave in December 2023
- Development: CEO is now attending regular ERC Development Meeting to identify opportunities for partnership working

The SFHA 'Getting the Balance Right' report was discussed. A discussion took place regarding the balance and format of meetings and the Board noted that this has to work for Executive team as well as the Board members. It was suggested that

- information for noting could be cut back and added to the Teams channel
- agendas should focus on approvals and areas for strategic discussion
- we should continue to move towards providing visual/ graphical information e.g. performance dashboards
- the CEO update would be given verbally which will reduce the Governance & Compliance report to a standard dashboard format.

J Whyteside Board nominee CV was issued to the Board prior to the meeting. His background is in media and these skills would be welcomed on the Board. J Hamilton recommended approval of application. The Board **approved** the application, subject to his application for membership being received and approved.

Following discussion on the timeline for the new business strategy as being longer term with short term actions, the Board **approved** the process for development of a new business strategy.

The annual Board member appraisal process was **approved**. Board members discussed the need for the board appraisal process to include reflection on progress against individual personal development plans agreed last year.

	<p><b>5.6 Sustainability Framework</b></p> <p>The CEO provided the Board with a copy of the Sustainability Framework 2023. The action planner for April to June 2023 was noted by the Board.</p> <p>A Board member questioned rent setting for new build properties and how the rental levels are decided. The CEO confirmed that the rent structure does not take account of the age of the property. The DCS explained that council tax is higher at new build homes within ‘private’ estates and that the ‘whole cost’ of living in the home has to be taken into account.</p> <p>The Board <b>approved</b> the Sustainability Framework for publication.</p>
6	<p><b>Matters for discussion</b></p> <p><b>6.1 Presentation – Our Customers</b></p> <p>The DCS provided the Board with a presentation in relation to ‘Our Customers’.</p> <p>Following discussion, the Board <b>noted</b> the presentation.</p>
7	<p><b>Parent Monitoring – next meetings:</b></p> <p><u>Development</u> Next meeting 8 June 2023</p> <p><u>Audit, Risk and Health &amp; Safety</u> Next meeting 25 May 2023</p> <p><u>LPS</u> Next meeting To Be Confirmed</p>
8	<p><b>AOCB</b></p> <p>For information, it was highlighted that the Scottish Tenants Organisation demonstrated outside the home of CEO at Queens Cross HA and published their private address online. GWSF has contacted politicians to inform them.</p>
9	<p><b>Board Check Out</b></p>

**Date of Next GB Meeting:**

Thursday 29 June 2023 at 6.00pm.

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The Minute was approved by the Board at the meeting on 29 June 2023

Signed by Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_