



**Barrhead Housing Association Limited**  
**3a. Minute of** Governing Board Meeting  
 Thursday 27 October 2022 at 6.00pm  
 BHA Offices and by ZOOM Video Conference (VC)

**Present**

J Hamilton (Chair)	B Connelly MBE
B Welsh (by VC)	D McVey
P McIlvenny	L A Junner
D McKinney (by VC)	A Oliver
R McGuire BEM	

**In Attendance and by Video Conference**

L Wilson	Chief Executive (CEO)
I MacLean	Corporate Services Coordinator (CoSC)
S Stewart	Director of Assets and Communities (DAM)
O Yiga	Interim Director of Customer Services (DCS) [by VC]
L Rice	Director of Finance and Corporate Services (DFCS) [by VC]
B Dando	Community Regeneration Manager (5.5 only, by VC)

<b>Minute – BHA Governing Board Meeting</b>	
<b>1</b>	<p><b>Apologies &amp; Sederunt Check</b>            Apologies were received from A Glasgow.</p> <p>The sederunt was signed by those in attendance.</p>
<b>2</b>	<p><b>Declaration of Interest: Board and Staff</b>            No declarations of interest were made. The Chair advised the Board that he had been appointed Chair of GWSF.</p>
<b>3</b>	<p><b><u>Approval of Minutes</u></b></p> <p style="padding-left: 40px;"><b>(a) Board Meeting 6 September 2022</b>            The Board <b>approved</b> the minutes as a true record.</p> <p style="padding-left: 40px;"><b>(b) Staffing and Health and Safety Minute March 2022</b></p>

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

	<p>The Board <b>approved</b> the minutes as a true record.</p> <p><b><u>For noting</u></b></p> <p><b>(c) October 2022 Board Action Tracker – no tracker as no actions outstanding</b> There were no actions to update.</p> <p><b>(d) Audit and Risk Minute 18 August 2022</b> The Board <b>noted</b> the minute.</p> <p><b>(e) AGM 6 September 2022</b> The Board <b>noted</b> the draft minute of the 2022 AGM.</p>
4	<p><b>Matters Arising from Above Minutes</b> There were no matters arising.</p>
5	<p><b>Matters for Approval</b></p> <p><b>5.1 Annual Assurance Statement</b></p> <p>The CEO reminded the Board of the process undertaken in relation to the 2022 Annual Assurance Statement, including the self assessment and the Board scrutiny workshop held in September.</p> <p>She advised the Board that self assessment is ongoing throughout the year, with reference to the standards in each Board report. The action plan arises from this ongoing self assessment activity.</p> <p>The Board <b>noted</b> the action plan and <b>approved</b> the (amended) wording of the 2022 Annual Assurance Statement for signing by the Chair and for submission to the Regulator.</p> <p><b>5.2 Remit for Audit, Risk and Health and Safety Group</b></p> <p>The CEO advised the Board of the proposed changes to the Audit and Risk Group to incorporate health and safety, as had previously been agreed.</p> <p>The Board <b>approved</b> the updated remit for the sub-Group and the Standing Orders.</p> <p><b>5.3 2023/24 Meeting Schedule for Board and sub-groups</b></p> <p>The CoSC advised the Board of the proposed meeting schedule for 2023/24, which reduces the number of Board meetings, and removes the (former) staffing and health and safety sub group meetings from the calendar.</p> <p>The Board <b>approved</b> the 2023/24 meeting schedule.</p> <p><b>5.4 Review of Operational Banking</b></p>

The DFCS provided the Board with an update which has taken place on our operational banking arrangements.

Following clarification on rating of the bank, the Board **approved** the opening of new bank accounts with the Royal Bank of Scotland and the transfer of all transactional banking operations.

**B Dando joined the meeting at this point.**

### **5.5 Customer Participation Strategy**

The CRM took the Board through the proposed new Customer Participation Strategy, which is a legal obligation.

In response to a query regarding the budget, the CRM confirmed that the current plan can be delivered within the £5,000 budget, but that this will be reviewed on an ongoing basis and as activity ramps up.

Following a question regarding setting of targets, it was agreed that targets would be established in due course, taking account of experience over the coming months which will set a baseline for activity.

The Board **approved** the proposed Customer Participation Strategy.

**B Dando left the meeting at this point.**

**G Reid from JMP joined the meeting at this point.**

#### **Presentation: Stock Condition Survey 2022, John Martin Partnership**

G Reid from JMP presented the high level outcomes of the Stock Condition Survey to the Board, including:

- Background to JMP
- Experience of surveyors and software used
- Scope of survey
- Methodology
- Headline outputs, incl; SHQS compliance and 30 year investment requirement
- 30 year spend profile
- Years 1-5 summary and components
- SHQS fails – underlying reasons (kitchen storage, kitchen layout, close doors, condensation, wall structures)

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

	<p><b>G Reid left the meeting at this point.</b></p> <p><b>5.6 Write Off Report</b></p> <p>The DCuS advised the Board of the background to the proposed (27) write offs for Barrhead Housing.</p> <p>In relation to LPS, she also advised the Board of the background to these proposed (41) write offs.</p> <p>In relation to avoiding future arrears and write off, the DCuS advised the Board of the tenancy supports currently in place, the arrears recovery processes/ procedures and the tenancy termination process which seeks to ensure outstanding balances are cleared before the tenancy is terminated.</p> <p>Following discussion, the Board <b>approved</b> the proposed write offs for Barrhead Housing and also <b>agreed</b> the LPS write offs- as previously agreed by LPS Board members, subject to a review of the need for future write offs coming to the Board for future approval.</p> <p><b>5.7 FLAIR Constitution</b></p> <p>The CEO advised the Board that the FLAIR constitution has been updated, as it had been in place for a number of years.</p> <p>The Board <b>approved</b> the updated FLAIR Constitution.</p>
6	<p><b>6.1 CEO Governance and Compliance Report</b></p> <p>The CEO took the Board through her regular update report. She highlighted the following main points for consideration:</p> <ul style="list-style-type: none"> <li>- Focus within team on cost of living (see report appendix)</li> <li>- New tenant support fund being launched</li> <li>- Team recruitment update</li> <li>- EVH pay award – brief update was provided on current negotiations. Board member sought to attend EVH employer sessions. CoSC will provide further information</li> <li>- CEO has attended development meeting re Council’s development programme</li> <li>- Board Away Day agenda.</li> </ul> <p>The Board <b>noted</b> the update report.</p> <p><b>6.2 Gas Compliance</b></p> <p>The DAM provided the Board with the background to the recent gas non compliance issue, which occurred as a result of a procedural and administration error. The advised the Board of the actions being taken as a result of this and to implement the new compliance toolkit.</p>

	<p>The Board <b>noted</b> the position.</p> <p><b>6.3 Board Excellence Plan</b> The CoSC updated the Board on progress against the Board Excellence Plan.</p> <p>The Board <b>noted</b> the update.</p> <p><b>6.4 Year to Date Performance Report</b> The CoSC advised the Board of performance highs/lows for the year to date.</p> <p>He advised the Board that a more detailed performance report will be brought to the November ARHS Sub-Group.</p> <p>The Board <b>noted</b> the quarterly update.</p> <p><b>6.5 Equalities Data Collection</b> The CoSC advised the Board of the outcome of recent equalities data collection in relation to staff and job applicants.</p> <p>Having heard the CoSC confirm that the Equalities Champions Group would take forward any necessary actions, the Board <b>noted</b> the report.</p>						
<b>7</b>	<p><b>Parent Monitoring – next meetings:</b></p> <table border="0"> <tr> <td>Audit, Risk and H&amp;S</td> <td>Next meeting 17 November 2022</td> </tr> <tr> <td>Development Group</td> <td>Next Meeting 3 November 2022</td> </tr> <tr> <td>LPS</td> <td>Next meeting to be arranged</td> </tr> </table> <p><u><a href="#">Audit and Risk - previous minutes</a></u></p> <p>The Board <b>approved</b> the previous minutes.</p>	Audit, Risk and H&S	Next meeting 17 November 2022	Development Group	Next Meeting 3 November 2022	LPS	Next meeting to be arranged
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<b>8</b>	<p><b>Health and Safety</b> Nil.</p>						
<b>9</b>	<p><b>AOCB</b> The Chair asked the Board to agree to add Scott Stewart, Director of Assets and Communities, as an additional authorised signatory for Barrhead Housing activity in relation to relevant banking activity. This was <b>agreed</b>.</p>						
<b>10</b>	<p><b>Date of Next GB Meeting:</b> Date and time of next meeting – Thursday 8 December 2022 n.b. Board Away Day 10 November 2022</p>						

The Minute was approved by the Board at the meeting on 8 December 2022

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

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