

Minute of the Hybrid Meeting of the Board of Management of Langstane Housing Association Limited held on Wednesday 20 April 2022 at 12.30pm

Present: **In Person:**
 J Knowles, Chair

Remote:
J Fraser
J Drummond
J Greener
A Habib
M Martin
G Urquhart

In Attendance: **In Person:**
 H Gauld, Chief Executive
 J Sutherland, Director of Housing
 A Bruce, Executive Assistant (Minutes)

Remote:
M Ballance

Apologies: **I Jamieson**
 M Keith
 A Stevenson
 L Macfarlan, Director of Finance and Corporate Services

1. Apologies

The apologies listed above were intimated to the meeting.

+2. Declaration(s) of Interest

There were no notes or declarations of interest.

3. Draft Minute – Board of Management – 16 February 2022

The minute was approved as an accurate record.

3.1 Matters Arising

There were no matters arising.

4. Draft Minute – 20 December 2022

The minute was approved as an accurate record.

4.1 Matters Arising

There were no matters arising.

5. Statement of Outstanding Business

The Board considered the statement noting the majority of the items had future target dates. The Chief Executive reported the meetings referred to under Item 9 would be arranged by the end of the month and the financial regulations had been updated to include the recently approved invoice tolerances. Both items would be removed from the Statement.

6. Financial Reports to 28 February 2022

The Board considered and noted the financial reports. Speaking to them, the Chief Executive drew attention to the under spend (and the reasons for this), the void levels and the surplus. Given the current economic climate, the Association's financial position would continue to be ~~more~~ strictly monitored.

7. Draft Financial Reports to 31 March 2022

The Chief Executive advised the March reports had been uploaded to the portal earlier that day and would be presented to the Board's next meeting.

8. 5 Year Financial Plan Return 2022

The Board considered and approved the return which detailed the Association's income and expenditure for the year ended 31 March 2022. The return would be submitted to the Scottish Housing Regulator by the specified deadline¹.

9. Chief Executive's Update Report

The Board considered the report which provided updates on, amongst other things, the Scottish Housing Regulator, decisions made under delegated authority, the stock condition survey and the approach by GREC to rent office space at 680 King Street, Aberdeen. There was lengthy discussion on the fire at Peacocks Court, Aberdeen and an update on the tenants most affected. The Chair, on behalf of the Board, wished to formally record thanks to the staff for their quick action on the night and to the fire service who attended the scene.

There was positive feedback on the website however it was noted that a google search did not show the Association website on the first page of results. This would be investigated.

Following a discussion on the outcome of the stock condition survey (Item 9.11) the Board noted the report.

10. Corporate Document Review Report

The Board considered the report which set out in detail the changes to the Health and Safety Policy V7 which had been available to members to view in the Board Portal.

10.1 Health and Safety Policy V7

The Board noted the changes to the policy were minor in nature and included, amongst others, an update of job titles and team names following the staffing structure review, the addition of a Covid Response section to the responsibility matrix and the addition of a section on DSE assessments for working at multiple locations.

¹ 31 May 2022

Having considered the report and the policy, the Board approved it as presented. The Policy would be forwarded to the Chair to be signed electronically in due course.

11. Business Plan 2020 - 2025, Internal Management Plan

The Chief Executive confirmed that due to the timing of the meetings, the Quarter 4 update will be presented to the Board's next meeting.

12. Quarter 4, 2021-22 Reports

12.1 Strategic Risk Register

The Board considered and noted the covering report and accompanying appendices (Appendix 1 – the full register and Appendix 2 – Fraud Risk – Cash Handling) which had been made available to members in the Board Portal. The Chief Executive informed the meeting the Board report would in future focus on the most significant risks to the Association and on the measures to mitigate them.

12.2 Signings Report

The Board had considered and noted the report which provided a summary of information in relation to all signings, leases and disposals added to the relevant registers during Quarter 4, 2021-22. The report had been available to view in the Board Portal.

12.3 Covid-19 Report

The Board considered and noted the report. The Chief Executive reported the Scottish Housing Regulator no longer requires submission of a quarterly Covid report. As such, Board approval was sought to remove this standing, quarterly, item from the agenda. The Board agreed, noting it would still receive exception reports on any areas of business impacted by Covid for example within the financial reports and the Chief Executive's update report.

13. Draft Minutes

The Board had considered and noted the draft minutes listed below as Items 13.1 to 13.4 which had been available to view in the Board Portal:

- 13.1 Draft Minute – Health and Safety Group – 1 February 2022
- 13.2 Draft Minute – Joint Audit and Governance Committee – 15 February 2022
- 13.3 Draft Minute – Langstane Property Limited – 16 February 2022
- 13.4 Draft Minute – Performance Committee – 22 March 2022

14. AOCB

A Habib informed the meeting, the Aberdeen Mela-One World Day would be held on 28 August and asked that consideration be given to the Association being one of the sponsors of the event. He agreed to provide the Chief Executive with further information.

15. Date of Next Meeting

15 June 2022