

Minute of Langstane Housing Association’s hybrid Board of Management Meeting held at 680 King Street, Aberdeen, AB24 1SL on 24 August 2023 at 12.30pm

Meeting start time	12:48pm	Meeting end time	1:38pm
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Present	Members - In Person	Members - Remote Attendance
	M Martin, Chair	A Stevenson
J Knowles, Vice Chair	J Drummond	
Ian Jamieson	J Fraser	
Co-Optee	Remote Attendance	
D Bain		
In Attendance	In Person	Remote Attendance
	H Gauld, Chief Executive	H Lawson, Executive Assistant (Minute Taker)
	M Ballance, Director of Property	
	M Macarthur, Director of Finance and Corporate Services	
	J Sutherland, Director of Housing	

Apologies	G Urquhart
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Absent / No apology	A Habib
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1. Board Discussions (In-camera)

Members of the Board held an off-camera discussion from 12.32pm.

2. Chief Executive Statement

The chief executive confirmed there was nothing on the meeting’s agenda that contravenes the rules, regulations and regulatory requirements of the Association.

3. Apologies/Absence

The apologies noted above were intimated to the Board.

4. Declarations of Interest

I Jamieson declared an interest in any discussions regarding the property surveyor post.

5. Draft Minute – Board of Management – 15 June 2023

Decision: The Minute of the previous meeting was approved as an accurate record.

5.1 Matters Arising

5.1.1 Pay Negotiations

There has been no communication regarding the ongoing negotiations.

The chief executive suggested taking advice on the proposal and suggested this could only progress if there was Unite approval in place.

5.1.2 Promotion of partnership working

The director of housing confirmed there has been no developments made in the promotion of partnership working in relation to the Men's Shed. This will be actioned in the coming weeks.

6. Statement of Outstanding Business

The Board reviewed the Statement and noted the following:

- The November board meeting format will be changed to facilitate a Board Away Day type discussion with focus paid to the Asset Management Strategy, Business Plan, Strategy and Tenant Safety.

7. Financial Information:

7.1 Financial Reports to 30 June 2023

The director of finance and corporate services proposed to amend the format in which the statement of comprehensive income and expenditure is reported to the Board so that it better highlights priority items, going forward.

The director drew attention to the total income on line 17 which will change due to the auditor's amendments. These changes will impact on the budget for the rest of the year although it is compensated by the reduced number of voids.

On the direct cost side, repairs are up on the same quarter compared to last year. This has been offset by a reduction in cyclical maintenance reduction. The overheads salary number is higher than expected but the team will keep an eye on progress going forward. The director shared her intention to produce a report regarding the possibility of capitalising on some of the employee costs regarding HomeMaster. This will be made available at the next meeting of the Board of Management.

The Association has a variable interest rate with the Bank. The rates are not expected to come down in the next quarter and as such numbers reported are expected to increase.

The floor was opened for questions.

The Chairperson spoke to the repairs budget being up by 30% and suggested adjusting the figures between repairs and planned maintenance. The director assured those present the team would keep an eye on the figures and if the changes were not due to phasing, then an amend to the figures would be considered.

8. Draft Audit Findings Report Year Ended 31 March 2023 – The Langstane Group

The revised audits finding report was presented to Board with slight changes following the meeting of the Audit Committee.

J Drummond noted the ongoing control activities in terms of the work being done to tidy up the fixed asset register. There were a few challenges which were inevitably caused by the change over of finance directors, but overall the Committee and Board

confirmed they were happy with the report as there have been no significant concerns in the findings.

Decision: The Board of Management noted the Draft Audit Findings Report Year Ended 31 March 2023 – The Langstane Group

9. Langstane Housing Association Limited Draft Annual Report and Financial Statements Year Ended 31 March 2023

RSM has confirmed the previously circulated document as the final version with the pension now included and a reclassification on gain on sale of fixed assets.

Decision: The Board of Management approved Langstane Housing Association Limited Draft Annual Report and Financial Statements Year Ended 31 March 2023

Action: Annual Report and Financial Statements to be signed by the Chairperson, Vice Chairperson and Chief Executive

10. Langstane Housing Association Limited Draft Letter of Representation

The chief executive drew attention to paragraph 11 with the draft Letter of Representation.

Decision: The Board of Management noted paragraph 11, and following discussion, approved Langstane Housing Association Limited's Draft Letter of Representation

Action: Langstane Housing Association Limited Draft Letter of Representation to be signed by the Chairperson

11. Draft Letter of Support from Langstane Housing Association Limited to Langstane Property Limited

Decision: The Board of Management approved the Draft Letter of Support from Langstane Housing Association Limited to Langstane Property Limited

Action: Draft Letter of Support from Langstane Housing Association Limited to Langstane Property Limited to be signed by the Chairperson.

12. Chief Executive's Update

The chief executive spoke to the previously circulated update report and opened the floor for questions.

At 12.3 of the report, the Chairperson highlighted the Association has over 2,000 properties that do not meet band C for Energy Efficiency Standard for Social Housing (ESSH). The Chairperson asked if the team are confident the required changes can be made by the deadline date. The director of property explained the figures are based on the current Energy Performance Certificates (EPCs) process but the way in which this is calculated is due to be reformed. At present the ESSH milestones are aspirational targets with the Association expected to do as much as possible in order to achieve a band B. The director confirmed it is difficult to understand what future figures will look like until the EPC process has been revised.

Decision: The Board of Management noted the Chief Executive's Update report.

13. Annual Assurance Statement

The chief executive confirmed the statement will be presented to Board in the October meeting, ahead of the end of October deadline for submission to the Scottish Housing Regular.

14. AGM Report by Company Secretary

In addition to the previously circulated AGM report, the director of finance confirmed two current board members meet rule 37.6 which states 'the Committee must satisfy itself that any Committee Member seeking re-election to the Committee after service as a Committee Member for a continuous period in excess of 9 years can demonstrate his/her continued effectiveness as a Committee Member.'

There are three current Board members who meet the criteria set under rule 39.1 which states '...at the end of every annual general meeting, at least one-third of the Committee Members of the nearest whole number thereto, must retire.'

Decision: The Board noted the AGM Report by Company Secretary

15. Board Away Day

The Board meeting scheduled for November 2023 will be expanded to a Board away day with focus on the asset management strategy and business plan.

A suitable location is yet to be confirmed for the away day however, this will be shared with the Board once agreed in the coming weeks.

Action: H Lawson to re-circulate the meeting schedule for Committee and Board meetings to all members.

Action: H Lawson to arrange a suitable location to hold the Board Away Day.

16. Quarter 1, 2023-24 Reports:

16.1 Strategic Risk Register

The Board noted the summary report presented.

16.2 Signings Report

The Board considered and noted the report which provided summary information in relation to all signings, leases and disposals added to the relevant registers during Quarter 1, 2023-24.

16.3 PR, Communications and Social Media Report

The Board had considered and noted the report which detailed information on the public relations, communications and social media activity during Quarter 1, 2023-24. The report had been available to view in the Board Portal.

17. Minutes

The Board had considered and approved the draft Minutes which had been available to view in the Board Portal and listed below as Items 17.1 to 17.4.

- 17.1 Emergency Committee – 15 August 2023
- 17.2 Draft Minute – Joint Audit and Governance Committee – 16 August 2023
- 17.3 Draft Minute - Performance Committee – 8 August 2023
- 17.4 Draft Minute – Joint Audit and Governance Committee – 27 June 2023

18. AOCB

18.1 People Committee

H Lawson to arrange a meeting of the People Committee prior to this years Annual General Meeting.

Action: H Lawson to arrange a meeting of the People Committee prior to this years Annual General Meeting.

18.2 Property Tour

A Stevenson thanked H Lawson and the Leadership Team for organising the recent property tour. The Board agreed it would be beneficial to hold similar tours on a more regular basis.

18.3 Job Evaluation Panel

I Jamieson declared an interest in the property surveyor vacancy.

A job evaluation panel will be held on 30 August 2023 to look at four posts across the organisation, including the property surveyor and HR manager post. The property surveyor vacancy is due to be advertised as a full time vacancy.

The People Committee will be consulted if there are any changes to the job grading which effects budgets. Any proposed changes to gradings (upwards) would come to the People Committee and Board of Management for approval.

18.4 AGM

The two current board members who meet rule 37.6 which states ‘the Committee must satisfy itself that any Committee Member seeking re-election to the Committee after service as a Committee Member for a continuous period in excess of 9 years can demonstrate his/her continued effectiveness as a Committee Member.’ were asked to leave the meeting.

J Knowles and J Fraser left the meeting.

Decision: Following discussion, it was concluded that both J Knowles and J Fraser still provide adequate challenge and as such, Board supported their continued re-election

19. Date of Next Meeting

Thursday 21 September 2023