

Minute of the Hybrid Meeting of the Board of Management of Langstane Housing Association Limited held on Wednesday 26 October 2022 at 12.00pm

Present:

In Person:	Remote:
M Martin	J Knowles
	J Drummond
	J Fraser
	I Jamieson

In Attendance:

In Person:
H Gauld, Chief Executive
L Macfarlan, Director of Finance and Corporate Services
J Sutherland, Director of Housing
A Bruce, Executive Assistant (Minutes)

Apologies:

A Stevenson
G Urquhart
M Ballance, Director of Property

1. Presentation on the ICT Road Map

C Henderson, ICT and Service Delivery Manager, gave a power point presentation on the progress of the IT Roadmap with a summary of the projects completed and those to be undertaken in the coming twelve months.

The Board was pleased to note the significant progress made during the year to replace legacy and end of life technology with the most efficient and cost effective solutions on the market, ensuring the Association maximises its use of technology to improve working practices for staff and better services for its customers.

C Henderson left the meeting.

2. Apologies

The apologies noted above were intimated to the meeting.

3. Declaration(s) of Interest

There were no notes or declarations of interest.

4. Draft Minute – Board of Management – 24 August 2022

The Minute was approved as an accurate record.

4.1 Matters Arising

There were no matters arising.

5. Draft Minute – Board of Management - 21 September 2022

The Minute was approved as an accurate record.

5.1 Matters Arising

Action: 4.1 – The suggestion to take some time during the coming year to consider the efficiency of the governance structure would be added to the Statement of Outstanding Business.

6. Draft Minute – Langstane Housing Association AGM – 21 September 2022

The Board approved the Minute as an accurate record.

6.1 Questions Raised

K Hutchens had raised a number of questions at the Annual General Meeting which had been submitted in advance and a personal response, in writing, issued to him. The questions raised had also been the subject of lengthy discussion at the AGM and to provide him with further assurance the Association would take cognisance of his concerns, he had been invited to participate in the rent increase focus group which would take place in November.

7. Statement of Outstanding Business

The Chief Executive reported discussions with the Chair regarding this year's annual governing body reviews would be held following this meeting and arrangements put in place thereafter.

In respect of Item 5, individual Managers would be presenting to the Board in the coming months and a meeting with the Management Team arranged thereafter.

In respect of Item 4, the Business Continuity Plan, the Chief Executive reported the plan and Items 1 and 2 are predicated on the changes resulting from the IT Roadmap. Items 1 and 2 are currently under review and once approved by the Leadership Team work to review the Business Continuity Plan would commence.

8. Financial Reports

8.1 To 31 August 2022

The Board noted the report.

8.2 To 30 September 2022

The Board considered and noted the report. Speaking to it, the Director of Finance and Corporate Services drew Board attention to the key points which amongst others included the lower than forecast month and year to date surplus (the main adverse variances against budget being office costs which were higher mainly due to IT costs, utility costs and the increase in interest rates), the improved voids position, there being no breach of covenants and all supplier payments are being made in accordance with policy.

Following a question and answer session on various aspects of the report, it was queried whether the Government would provide the Association with financial assistance with utility bills.

Action: The Director of Finance and Corporate Service will investigate funding streams available to assist housing associations with utility bills.

9. Chief Executive's Update

The Board considered and noted the report. Speaking to it, the Chief Executive drew Board attention to Items 9.1 – 9.5. Arising from its consideration there ensued discussion on the Board away day. Members were advised a timetable would be issued in due course and it would be imperative as many members participate in the event as possible.

There was brief discussion on the Association's successful funding bid to the Scottish Government's Fuel Support Fund and in particular on how the funds will be prioritised, the reporting requirements and the timescale for dispensing the funds.

10. Corporate Document Review

10.1 Corporate Document Review Report

The Board noted the report which provided brief detail of the changes made to the policy presented under Item 10.1.1.

10.1.1 Anti-Fraud Policy V3

Decision: Having noted the covering report and considered the policy which had been available to view in the Board portal, the Board approved it as presented.

11. Business Plan 2020- 2025, Internal Management Plan

The Board considered and noted the quarterly report which provided an update on the progress of the outstanding actions within the Internal Management Plan. It was agreed that given the Langstane Group will develop a new Business Plan following the Board Away Day on 17 November, a full summary of actions completed will be provided at this time.

12. Quarter 2, 2022-23 Reports

12.1 Strategic Risk Register

The Board considered and noted the report. Speaking to it, the Chief Executive informed members the Scottish Government's recent emergency legislation had introduced a rent freeze and moratorium on evictions until 31 March 2023. If the rent restrictions are extended beyond this, this will change the associated risks.

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 2, 2022-23. The report had been available to view in the Board Portal.

12.3 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, 2022-23. The report had been available to view in the Board Portal.

J Knowles left the meeting.

13. Warmworks Energy Efficiency Report

The Board briefly considered and noted the report.

Decision: It was agreed the report would form part of the away day agenda enabling more detailed discussion on its content.

14. Minutes

14.1 Draft Minute – Annual General Meeting Langstane Property Limited – 21 September 2022

It was noted the minute had been omitted in error and will be made available in the Board Portal.

14.2 Draft Minute - Health and Safety Working Group – 21 September 2022

The Board had considered and noted the Minute which had been available to view in the Board Portal.

14.3 Approved Minute - Joint Audit and Governance Committee – 16 August 2022

The Board had considered and noted the Minute which had been available to view in the Board Portal.

14.4 Draft Minute - Performance Committee – 2 August 2022

The Board had considered and noted the Minute which had been available to view in the Board Portal.

15. 2023 Board Meeting Schedule

The Board approved the meeting schedule as presented with the caveat meetings could be rescheduled to accommodate those members who may occasionally have conflicting diary commitments.

Decision: The Board approved the proposed schedule which would see 2023 Board of Management meetings take place on a Thursday at 12.30pm.

Action: With regard to the Board away day, members would be canvassed on their preference / availability to attend on either Wednesday 16 or Thursday 17 November with a request they confirm this by Friday 28 November. Thereafter, Members would be advised of the preferred date and issued with a timetable for the event which would take place between 10.30am – 2.30pm with a break for lunch. Depending on how long the lunch break takes, the meeting may be extended slightly.

Members would, at a later date, be canvassed on their preference / availability for the December meeting.

16. AOCB

In response to J Fraser's report of issues with the quality of text in the Board Portal, the Chief Executive advised she has been experiencing similar issues and had raised this with IT today.

17. Date of Next Meeting

The date of the meeting will be confirmed once members had been canvassed as to their preference / availability.