

Present: Kath Mands (Chair), Ron Neave (Vice-Chair), Denis Brown, Veronica Gray, Paul Crichton and Alan Fraser. The following joined via Video Conferencing: Ian Byers and Vicki Cutler.

In Attendance: Barry Moore (CE), Marjorie Sloan (CSD and Secretary) and Roz Clark (CSO).

21/10/01 Apologies

Andrew Black.

The Chair welcomed everyone to the meeting.

21/10/02 Declarations of Conflicting Interests

No Member declared a conflicting interest.

Board Meeting Reports

21/10/03 Minute of Committee Meeting 8 September 2021 and 14 September 2021 and Tracker

The Chair asked for comments relating to the minutes of the meeting held on 8 September 2021. There were no amendments.

Approved. Proposed Denis Brown, Seconded Ian Byers [Post Meeting Note: Veronica Gray actually seconded the approval at the Meeting. However, as Veronica was an observer at the Meeting on 8 September 2021 she could not approve the minutes].

The Chair asked for comments relating to the minutes of the meeting held on 14 September 2021.

There were no amendments.

Approved. Proposed Ron Neave, Seconded Paul Crichton.

The tracker was discussed.

21/10/04 Matters Arising

There were no matters arising.

21/10/05 Chairs Actions/Decisions between meetings

The Chair presented the paper highlighting there had been no Chair's Actions since the last meeting.

Board **noted** the report.

21/10/06 Election of Sub-Committee and Secretary

The Secretary presented the report highlighting that whilst the Chair and Vice-Chair had been elected at the meeting following the AGM it had been agreed that Sub-Committee Members and the Secretary would be agreed at the October 2021 meeting. The Secretary confirmed that four Members, Denis, Paul, Vicki and Kath had put their names forward to join the AF&RMC and it was proposed that they were all appointed. The Secretary also confirmed that six Members, Andrew, Ian, Vicki, Alan, Veronica and Ron had put their names forward to join the AM&DC and it was proposed that they were all appointed.

It was noted that Board Members who had not been appointed to either Sub-Committee were very welcome to attend meetings, although they would not have the same rights as actual Members of the Sub-Committees.

The Secretary reported that in 2019 the Management Committee had agreed that the CSD would carry out the role of Secretary. As this appointment is made on an annual basis the Board were asked to confirm the CSD's appointment as Secretary for the year 2021/22.

Board **confirmed** the appointment of Denis, Paul, Vicki and Kath to the AF&RMC.

Board **confirmed** the appointment of Andrew, Ian, Vicki, Alan, Veronica and Ron to the AM&DC.

Board **confirmed** the appointment of the CSD as Secretary for 2021/22.

21/10/07 Annual Assurance Statement

The CE reported that the Association was required to submit its Annual Assurance Statement to the Scottish Housing Regulator by 31 October 2021. As it was so important that the Association had the evidence to support the Annual Assurance Statement, Members were given a comprehensive brief on the Annual Assurance Statement Evidence and Action Plan Framework. The CE and CSD presented Members with some of the key documents and members were given the opportunity to view all of the evidence and to challenge it to give them the assurances they required to make an informed decision on the approval of the Annual Assurance Statement. The CE explained that the Association would report full compliance with all aspects of Chapter Three of the Regulatory Framework and the Regulatory Standard of Governance and Financial Management.

He talked through each Appendix, which included an overview of all Board and AF&RMC Reports and the supplementary Covid-19 Flags. The CE also highlighted the External Audits and the letter presented to Members on corporate governance matters, which provided additional evidence.

The CE presented the draft of the 2021 Annual Assurance Statement. There followed detailed discussion on the Statement with the Board unanimously agreeing it.

Board **agreed** the Association's 2021 Annual Assurance Statement and authorised the Chair to sign the Statement on behalf of the Board and the Association.

21/10/08 Risk Management Tables

The CE presented the report. The CE talked through the key risks in Housing Services (HS) and Property Services (PS), highlighting the impact and implications that Covid-19 and Brexit were having. The CE talked through the table that identified the 10 most serious and significant risks highlighting that some of these would change as the year progressed. There was discussion on the reporting schedule with the CE recommending that the 10 most serious and significant risks along with the top 2 risks in each department be reported quarterly, with the full Risk Management Tables presented on an annual basis. Following discussion the Board agreed to the recommended reporting schedule.

Board **approved** the Risk Management Tables in respect of HS and PS and the table identifying the 10 most serious and significant risks.

Board **agreed** to be presented with the 10 most serious and significant risks along with the top 2 risks in each department on a quarterly basis.

Board **agreed** to be presented with the full Risk Management Tables on an annual basis.

21/10/09 Draft Governance Training Plan 2021/22 & 2022/23

The CE presented the report. There followed discussion on the delivery of the Plan with the CE recommending that the Plan be delivered by the end of June 2022. It was noted that this would span financial years 2021/22 & 2022/23. The CE explained the rationale behind the suggested timeframe. Members commented that it is good that the Plan would be delivered prior to Board Members' Appraisals and the 2022 AGM and the CE confirmed this was behind the intention to deliver the Plan before the end of June 2022. The CE envisaged the training would take approximately twelve hours to complete. There followed discussion on how the training would best be delivered and the consensus was that Away Days would likely suit the majority. The final decision on whether the training would be delivered at Away Days, evening sessions or a combination of both would be agreed at the Board Meeting in November 2021. There was also discussion on whether the training should be delivered by the CE and CSD or whether Linda Ewart, who was a well-respected governance specialist, should be invited to present Priority 2. Following further discussion, it was agreed that Linda should be invited to be part of the Governance Training Plan.

Board **approved** the Draft Governance Training Plan 2021/22 & 2022/23 subject to further discussion and a decision at the Board Meeting in November 2021 on whether the Plan would be delivered at Away Days, evening sessions or a combination of both.

21/10/10 Acquisitions and Disposals

The CSD presented the report highlighting that one property had been sold above the market value. The CSD reported that there was the potential to sell two flats in a Block at 15 Denhead Crescent. The flats were due to become available in the coming weeks. She talked through the impact and rationale behind the recommendation to dispose of the properties. There followed discussion on the request with Board unanimously agreeing to the sales.

Board **noted** the Acquisitions and Disposals Report.

Board **approved** the sale of the two flats at 15 Denhead Crescent.

21/10/11 Development Report: Charleston

The CE presented the report. The CE talked through the challenges faced by the Developer, Bancon Construction, in relation to material and human resource shortages because of the implications of Covid-19 and Brexit. Notwithstanding those implications, the CE expected that full completion of development will take place prior to Christmas. The CE explained that rather than wait until ten or more properties were ready, individual properties were being handed over as soon as they were ready. The CE highlighted that taking this approach allowed the properties to be let on the day following the day they were handed over. This was easier to manage for Housing staff and assisted with maximising rental income. There followed discussion on the impact that rising material and labour costs are having on this development and will have on future developments. The CE reported that communication continued with Bancon on managing costs. The CE also highlighted that whilst nothing formal had been conveyed there were indications that the Scottish Government may introduce additional financial assistance to RSLs who were currently developing and were having to fund increased costs due to the impact of Covid-19.

There followed discussion on the allocation of assisted living properties, which were currently funded by Dundee City Council (DCC). The CE confirmed that these properties were constantly under review and the Association can adapt to suit any particular circumstances should the need arise.

Board **noted** the Charleston Development Report.

21/10/12 Human Resources Policy Review: Dignity at Work.

It was agreed that the Policy would be brought to the November Board Meeting.

21/10/13 SHR Communication and Correspondence

The CE presented the report.

Board **noted** the SHR Communication and Correspondence.

21/10/14 Share Update

The CSO presented the report.

Board **approved** the updates to the Share Membership Register.

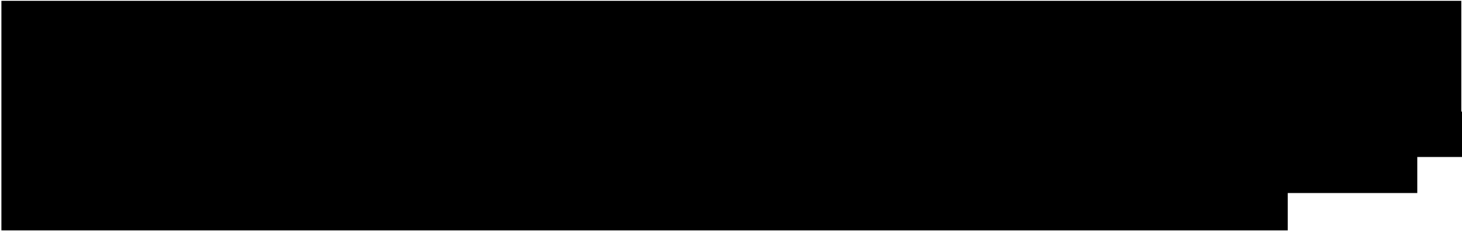
21/10/15 Board Meeting and Sub-Committee Meeting Dates 2022/23

The CE talked through the proposed calendar of Board and Sub-Committee Meeting dates for 2022/23.

Board **noted** the Board Meeting and Sub-Committee Meeting Dates for 2022/23.

{Post Meeting Note– an amended version was distributed to Board Members on 12 Nov 21}

21/10/16 AOB



The CE asked Board Members for their views on whether they would like to attend a social event, either lunch or dinner, in early December? The purpose of the event would be to allow Board Members to get together in an informal setting with a view to strengthening and enhancing integration. There followed discussion on the types of venues which may be suitable with private dining being mooted as most appropriate, particularly if Association business may be discussed. The Board members agreed to consider the proposal and discuss at the next meeting.

The CE explained that the CSD and CSO had researched potential Board Portal solutions and that he and the Chair had viewed a presentation by the most suitable provider. The CE talked through the pros and cons of moving away from paper-based reports; not least the cost which would be in the region of £5-£7k per year for the technology to be implemented and maintained. There followed discussion on a variety of IT based options, which it was felt may be more effective for the Association. Further research would be carried out and this would be presented to Members at the Board Meeting in February 2022.

Meeting closed at 18:45 hrs.