

## ABERTAY HOUSING ASSOCIATION LIMITED

### Minutes of the Board Meeting

Wednesday 20 September 2023 14:00 in Dryburgh Gardens Retirement Complex

**Present:** Ron Neave (Chair), Kath Mands (Vice-Chair), Paul Crichton, Kevin Braidwood, Vicki Cutler, Ian Byers and Alan Fraser.

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

#### **23/09/01 Apologies**

There were apologies from Denis Brown and Darren Keddie. The Chair welcomed everyone to the meeting.

#### **23/09/02 Declarations of Conflicting Interests**

No Member declared a conflicting interest.

#### **23/09/03 Minute of Board Meeting 28 August 2023 and Tracker**

The Chair talked through the minutes of the meeting held on 28 August 2023 and asked for comments. There were no amendments.

Approved. Proposed Paul Crichton, Seconded Kevin Braidwood.

The CE explained that there were no changes to the tracker since the last meeting.

#### **23/09/04 Matters Arising**

There were no matters arising.

#### **23/09/05 Chair's Actions / Decisions between meetings**

The CE presented the report and confirmed there had been no Chair's Actions since the previous Board Meeting on 28 August 2023; the Chair confirmed this to be the case.

Board **noted** the report.

#### **23/09/06 Election of Office Bearers**

The CSD explained that the election and appointment of Office Bearers would be conducted with reference to the Association's Rules.

##### Appointment of Chair

The CSD confirmed that Ron had been appointed as Chair for three years in 2022 and therefore would continue in the role.

##### Appointment of Vice-Chair

The CSD reported that Kath had confirmed that she was willing to remain as Vice-Chair. The CSD asked whether any other Board Members wished to be considered for the role of Vice-Chair and there were no further nominations. As the 9-year rule had been covered at Kath's recent Appraisal Kath was asked to leave the room.

The CE reported that Linda Ewart had confirmed that there was no reason coming from the Appraisal why Kath should not remain as a Board Member and indeed that she continued to be a valuable member of the Board. All Board Members agreed, and that Kath should remain as a Board Member and remain as Vice-Chair.

Kath returned to the meeting and was informed of the Board's decision. Kath thanked the Board and commented that she was delighted with the decision.

Board **approved** the election of the Chair and Vice-Chair.

#### Appointment of Secretary

The CSD acting in her capacity as Secretary explained that it had been previously 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 2023/24.

Board **confirmed** the appointment of the CSD as Secretary for the year 2023/24.

#### **23/09/07 Election of Sub Committees**

The Secretary confirmed that five Members, Denis, Kath, Kevin, Paul and Vicki had put their names forward to remain on the Audit, Finance and Risk Management Committee (AF&RMC) and it was proposed that they were all appointed.

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

The Secretary confirmed that five Members, Alan, Darren, Ian, Kath and Ron had put their names forward to remain on the Asset Management and Development Committee (AM&DC) and it was proposed that they were all appointed.

Board **confirmed** the appointment of Alan, Darren, Ian, Kath and Ron to the AM&DC.

It was noted that Board Members who had not been appointed to either Sub-Committee were very welcome to attend meetings.

#### **23/09/08 Resolution Grounds Maintenance Write-Off**

The CE talked through the report giving the background surrounding the contract with Resolution Grounds Maintenance. The CE explained that the contract was terminated by mutual consent in December 2019 and that the Association had invoiced them for residual works. The Company subsequently went into administration in January 2020 and could not cover the costs of the invoices. A Member raised whether provision had been made to meet the proposed write-off. The CE and CSD confirmed that provision had been made.

Board **approved** the Resolution Grounds Maintenance Write-Off of £23,254.90.

#### **23/09/09 Gas Servicing Contract Extension**

The CE talked through the report highlighting that the subject had been raised under AOB at the Board Meeting which took place on 28 August 2023. He explained that the purpose of this report was to formally endorse the decision to grant approval for a further extension of the Gas Servicing Contract to allow the Association to carry out a procurement exercise with adequate due diligence. The CE commented that there would be discussions with WRB Gas relating to the contractual price, as it had been a number of years since the contract had been reviewed in this respect.

There followed discussion on the procurement threshold of £50k, with Board highlighting that the figure seemed low. The CE explained that the threshold in respect of service contracts had not been reviewed since its inception and as a consequence procurement in all areas of the business were more complex than they perhaps needed to be. Board asked whether credit checks were carried out on contractors, particularly for contracts of considerable value. The CE and the CSD confirmed that due diligence checks were carried out for all contracts.

Board **approved** the waiving of the Association's Policy requirement and grant WRB Gas a further contractual extension on the same contractual terms for a maximum period of 6 months.

**23/09/10 CGPR: Acquisitions and Disposals (Land and Buildings) Policy**

The CSD talked through the report. The CSD explained that the policy was last approved in October 2022 and further updated in February 2023 with a minor amendment. The CSD explained that a further amendment was proposed which would allow consideration of the purchase of flats in any property where the Association owned at least one flat. The CSD highlighted that as with any acquisition, this would remain subject to an options appraisal.

The CE gave an overview of grant applications via Dundee City Council, highlighting that they were very supportive of the policy. He explained that as a consequence of the purchases the delivery of the respective planned maintenance programmes was less problematic. The CE also commented that the extent of the planned maintenance programmes was tantamount to the regeneration of communities within Dundee.

Board **approved** the Acquisitions and Disposals (Land and Buildings) Policy.

**23/09/11 CGPR: Settlement Agreements Policy**

The CE talked through the report. The CE explained that the policy was last approved in June 2019 and was therefore due for review. He highlighted that it was based on the EVH Model Policy which had been updated in February 2023 with minimal changes. He confirmed that the policy had been updated for revised regulation and terminology.

Board **approved** the Settlements Agreement Policy

**23/09/12 CGPR: Factoring Policy**

The CSD talked through the report. The CSD explained that the policy was last approved in August 2019 and was therefore due for review. She confirmed that the policy had been updated for current procedures and terminology.

A Board Member asked that the policy be amended at paragraph 1.2 to confirm the date of the Tenements (Scotland) Act 2004.

Board **approved** the Factoring Policy subject to the amendment.

**23/09/13 HSPR: Assignations Policy**

The CE, on behalf of the Housing Manager, talked through the report. He explained that the policy was last approved in June 2019 and was therefore due for review. He confirmed that the policy had been updated to reflect current terminology.

Board **approved** the Assignations Policy.

**23/09/14 HSPR: Domestic Abuse Policy**

The CE, on behalf of the Housing Manager, talked through the report. The CE explained that following discussion with a Board Member there would be further amendments to the policy and the policy would be re-presented to Board at a later date.

Board **agreed** to the Domestic Abuse Policy being redrafted.

**23/09/15 HSPR: Joint Tenancies Policy**

The CE, on behalf of the Housing Manager, talked through the report. The CE explained that the policy was last approved in May 2019 and was therefore due for review. He confirmed that the policy had been updated to reflect current terminology.

Board **approved** the Joint Tenancies Policy.

**23/09/16 HSPR: Rent Setting Policy**

The CE talked through the report. He explained that the policy was last approved in January 2019 and was therefore due for review. He confirmed that the policy had been updated to reflect current terminology.

The CE talked through plans to review Rents in 2024/25.

Board **approved** the Rent Setting Policy.

**23/09/17 HSPR: Service Charge Policy**

The CSD talked through the report. The CSD explained that the policy was last approved in January 2019 and was therefore due for review. She confirmed that the policy had been updated to reflect current terminology.

The CSD reported that Service Charges would be reviewed at the same time as a Rent Review.

Board **approved** the Service Charge Policy.

**23/09/18 HSPR: Sub-Letting Policy**

The CE, on behalf of the Housing Manager, talked through the report. He explained that the policy was last approved in May 2019 and was therefore due for review. He confirmed that the policy had been updated to reflect current terminology.

A Board Member highlighted that paragraphs 5 and 6 referred to a separate policy and should be removed. It was agreed that this was an oversight and would be amended accordingly.

Board **approved** the Sub-Letting Policy subject to the amendment.

**23/09/19 HSPR: Successions Policy**

The CE, on behalf of the Housing Manager, talked through the report. He explained that the policy was last approved in April 2019 and was therefore due for review. He confirmed that the policy had been updated to reflect current terminology.

There followed discussion with Board asking how regularly the policy was applied. The CE confirmed that the number of successions was increasing, and it was felt that this was as a result of the acute shortage of social housing and as a consequence of the shortage the significant number of people on the social housing waiting list.

Board **approved** the Successions Policy.

**23/09/20 HSPR: Tenant Involvement and Empowerment Strategy**

The CE talked through the report. The CE explained that the Strategy was last approved in May 2021 and was therefore due for review. He confirmed that the Strategy and Action Plan had been updated to reflect current terminology.

It was noted that there was a typo in Appendix 1 in respect of a date. This would be amended to June 2024.

Board **approved** the Tenant Involvement and Empowerment Strategy subject to the amendment.

**23/09/21 HRPR: Alcohol and Substance Misuse Policy**

The CSD talked through the report. The CSD explained that the policy was last approved in May 2019 and was therefore due for review. The CSD highlighted that it was based on the EVH Model Policy which had been updated in June 2019 and also reflected the Healthy Working Lives requirements. The CSD confirmed the Policy had been updated to reflect current procedures and terminology.

Board **approved** the Alcohol and Substance Misuse Policy.

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**23/09/22 HRPR: Prevention of Violence and Aggression at Work Policy**

The CSD talked through the report. The CSD explained that the policy was last approved in January 2019 and was therefore due for review. She confirmed that the policy had been updated to reflect current terminology.

A Board Member highlighted that the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations should be dated 2013. It was agreed that this would be amended.

Board **approved** the Prevention of Violence and Aggression at Work Policy subject to amendment.

**23/09/23 Board and Sub-Committee Meeting Dates 2024/25**

The CE talked through the calendar of meeting dates.

Board **noted** the Board and Sub-Committee Meeting Dates for 2024/25.

**23/09/24 AOB**

The CE confirmed that a Board Meeting would take place on Wednesday 25 October 2023 and that the 2023 Annual Assurance Statement would be on the agenda. He also confirmed that Linda Ewart would be present (virtually) to discuss Board Appraisals and the Board Feedback Report.

Meeting closed at 14.50hrs.