

Board of Management Minutes

Date of Meeting: 31st March 2022

Please note that these minutes have been edited to remove any information relating to personal/confidential/commercially sensitive or of a personal nature.



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Minutes of Special Board of Management Meeting Held on Thursday 31st March 2022 at 12:00 pm in the Association's Quayside Offices, Marina Quay, Dock Road, Ardrossan, KA22 8DA

Present	In Attendance
John Kelly (Chair)	Frank Sweeney, Group Chief Executive
June Fenelon	Fettes McDonald, Financial Consultant via MS Teams
John Nisbet	Elaine Nimmo, Minute Secretary
Elizabeth Shedden	·
Brian McCabe	
William Gibson	
Councillor Jimmy Miller	

PRIORITY RED - SECTION 1 - STANDING ORDER ITEM AND GOVERNANCE ITEMS AC		
1.	Apologies Apologies were received from Janet Strang, Lesley Keenan, Councillor Jim McMahon, Margaret Davison, Brenda Johnstone, Liam Loudon, Drew Hall and John McLaren.	
2.	Chairperson's Remarks	
	1 The Chair asked all Members to ensure that their mobile phones are switched off and welcomed the members who have joined the meeting via MS Teams.	
	2 As there were confidential items on the Agenda the Chair read out the following confidentiality statement:	
	In compliance with the Regulatory Code of Governance and Board Members' Code of Conduct all items detailed in this notice as being confidential should not be discussed with any external party either prior to or after said meeting by any Member of the Board of Management.	
	All members should note that when the Group CEO/Executive Directors/Officers are giving or presenting their report that there will be no interruptions to allow them to finish their reports. Questions can be asked after the presentation.	
3.	Declaration of Interest Staff members in attendance at meeting declared an interest with regard to item 6, EVH Wage Increase Ballot which was duly noted and will be recorded in the Association's register.	CEO
4.	Requirement of the Writing (Scotland) Act 1995 None.	

PRIC	RITY RED - SECTION 2 - IMPORTANT ITEMS MUST BE TAKEN	ACTION
5.	Budget 2022/23-Final (CONFIDENTIAL)	
	(Confidential Report is commercially sensitive therefore has been withheld because	
	disclosure would harm commercial interests.)	
	The Financial Consultant referred members to the previously circulated report on the	
	Annual Budget for 2022/23 and went over the detailed breakdown of the main	
	financial assumptions and the expected financial outturns arising from these	
	assumptions	

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PRIOR	ITY RED - SECTION 2 - IMPORTANT ITEMS MUST BE TAKEN	ACTION
5.	Members were assured that the there are no issues based on the projected figures with regard to loan covenant compliance.	
	The Board of Management were assured that the Association remains in a secure financial position with sufficient liquidity and access to funds when required.	
	The Board of Management noted there are no material concerns for 2022/23 however there are a number of ongoing matters that are likely to have implications for the longer term financial outlook. In addition the in house DLO team shall be fully operational by 2022/23.	
	The Financial Consultant advised members that updated long term projections shall be completed by May 2022 with a further update being prepared post completion of the annual accounts.	
	The Board of Management unanimously agreed the final budget for 2022/2023.	
	The Financial Consultant gave a brief update on the new building funding approved by the Board of Management on 3 rd March 2022 for the loan facility with Santander.	
	After discussion the Board of Management unanimously agreed to increase the loan facility with Santander on the previously agreed terms.	
	***The Financial Consultant left the meeting.	
6.	EVH Wage Increase Ballot (CONFIDENTIAL) (Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.) Staff members in attendance at meeting declared an interest which was duly noted and will be registered in the Association's register.	
	The Group Chief Executive referred members to the previously circulated information received from EVH which consisted of ballot forms for 2022/23 wage increase for staff. It was noted that a 4% increase has been included in the Annual Budget for 2022/23.	
	After discussion the Board of Management unanimously agreed the recommendation provided by EVH on salaries for April 2022 as follows:	
	A one year deal which will result in the following awards being made:	
	April 2022: an increase of 4.1% on all salary points. This will be applied to all allowances, bar the Long Service/Retiral Award; and the standard HMRC fixed profit mileage allowance.	
	The Board of Management authorised the Chair to sign the completed ballot form and return by the deadline of 19 th April 2022.	CEO/ Chair

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PRIOR	PRIORITY RED - SECTION 2 - IMPORTANT ITEMS MUST BE TAKEN		
	he following items were carried over from 24th March 2022 Board Meeting as they were not		
1	overed due to time constraints		
14.	Health & Safety	050	
	The Group CEO advised that the regular health and safety meeting will be timetabled	CEO	
	to recommence over the next 6/7 weeks.		
15.	Policies for Ratification		
13.	The Group Chief Executive advised the Board the undernoted policy has been		
	reviewed and the proposed minor changes are highlighted in red. He asked if there		
	were any questions. No questions were asked.		
	Corporate Social Responsibility Policy - CE0037		
	Proposed: June Fenelon Seconded: John Nisbet		
	The Group Chief Executive advised the Board the undernoted policies were reviewed and accepted by the Housing & Property Services Sub Committee held on 10th February 2022 and are now recommended to the Board of Management for ratification.		
	Aids and Adaptations Policy – PSA003		
	Proposed: Elizabeth Shedden Seconded: June Fenelon		
	Estate Management Policy - PSH005		
	Proposed: Elizabeth Shedden Seconded: Brian McCabe		
	Harassment Policy – PSH008 The Board of Management raised the following corrections to document: Page 6, 7.2 insert Executive before Director of Housing & Property Services Page 7, 7.6 insert Executive before Director of Housing & Property Services Page 10, 14.1 insert Executive before Director of Housing & Property Services		
	Proposed: John Nisbet Seconded: Jimmy Miller		
16.	16. Development Programme Overview (CONFIDENTIAL) (Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.) The Group CEO advised that the next Development Services Sub Committee receive a report with regard to the financial implications of not receiving increased HAG funding. The Board of Management discussed the recent letter received from the Scottish Federation of Builders which has been forwarded to the SFHA. It was noted that a special board meeting may be required to discuss further the implications of HAG funding.		
	The Group CEO advised he will email the SFHA and David Bookbinder to raise the	CEO	

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PRIOR	RIORITY RED - SECTION 2 - IMPORTANT ITEMS MUST BE TAKEN	
	Association's concerns.	
23.	Regeneration Strategy The Group CEO referred members to the previously circulated document and advised that the strategy sets out the direction of travel in terms of our future role within community regeneration. The Board of Management accepted the strategy document as presented and agreed quarterly reports on progress with an end of year governance report no later than August.	
	Proposed: Jimmy Miller Seconded: Brian McCabe	
24.	4. Food Larders - North and East Ayrshire The Group CEO referred members to the previously circulated report. The Board of Management noted the positive feedback received from the food banks/larders. After discussion it was agreed to continue to donate to foodbanks/larders in 2022/23 with a further report at year end. The Board of Management agreed to increase the funding donation from £500 to £1,000 demonstrating that the Association is more than just a landlord. The undernoted foodbanks/larders will receive a £1,000 donation from 2022/23 budget:	
	 The Whitlees Centre, Ardrossan Church of Nazarene, Ardrossan Food Essentials for All, NWKLEUS, Onthank, Kilmarnock Netherthird Initiative for Community Empowerment, Netherthird (NICE) 	CEO
25.	Compliance Update Report (verbal) The Group CEO advised that the requested information has been forwarded to John Mulholland for this year's governance review and John will present his report to the Board of Management on 30 th June 2022.	CEO
26.	SHAPS Pension Scheme Update (CONFIDENTIAL) (Confidential Report is commercially sensitive therefore has been withheld because disclosure would harm commercial interests.) The Group CEO referred members to the previously circulated report and advised that notification has been received confirming deficit contributions continuing at present with £371k being included in the budget assumptions for 2022/23.	

RIORITY ORANGE - SECTION 3 - ITEMS TO BE TAKEN, TIME PERMITTING	ACTION
None.	



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PRIORITY GREEN – SECTION 4 – ITEMS FOR INFORMATION ONLY	ACTION
None.	

The Meeting then closed at 1.00 pm.

	Signature	Date
Approved to Proceed to		
Chairperson for Sign-Off:		
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Approved for Circulation By:		
Proposed By:		
Seconded by:		