

**Meeting of the Board of Management to be held at 6pm
on Tuesday 18 June 2024 in person at 423 London Road, Glasgow, G40 1AG
or at remote locations via Microsoft Teams**

AGENDA

	<u>Lead person</u>	<u>Decision or information</u>
1. Apologies for absence	Pauline Casey	For information
2. Declarations of interests	Pauline Casey	For information
3. Minute of the previous meeting held on 28 May 2024	Pauline Casey	For approval
4. Matters arising from the meeting of 28 May 2024	Pauline Casey	If required
5. Chief Executives Report	Gary Naylor	For information
6. Major Repairs Programme 2024/25	Eleanor Derbyshire	For information
7. Risk Review Report	Gary Naylor	For information
8. CCTV Policy	Barry Allan	For approval
9. Cyclical Painting Services Tender	Eleanor Derbyshire	For approval
10. Property Services Policy Handbook	Eleanor Derbyshire	Fore approval
11. Subsidiary Companies and other minutes: 11.1 No meetings held in between Board meetings.	Pauline Casey	To note
12. Any other competent business	Pauline Casey	If required
13. Résumé of meeting	Pauline Casey	
14. Date of next meeting on 20 August 2024		To note

THENUE HOUSING ASSOCIATION LTD

**Minute of the Board of Management meeting
held on Tuesday 18 June 2024 at 6.00pm
in person and remotely on Microsoft Teams**

Present: Pauline Casey (Chairperson), Robert Kelly, Ruth Hewitt, Bryan McMahon, David Keltie-Armstrong and Linda Chelton

Attending: Gary Naylor, Michael Byrne, Eleanor Derbyshire, Barry Allan, Ray MacLeod and Nikita Watson

1. APOLOGIES

Apologies were received by Howard Mole and Maureen Dowden.

NOTED

2. DECLARATIONS OF INTERESTS

There were no declarations of interest.

NOTED

3. MINUTE OF MEETING HELD ON 28 MAY 2024

The minute of the previous Board of Management meeting held on 28th May 2024 was approved as a correct and accurate record of the proceedings. Proposed by Linda Chelton and seconded by Ruth Hewitt.

NOTED

4. MATTERS ARISING FROM MEETING OF 28 MAY 2024

There were no matters arising.

APPROVED

5. CHIEF EXECUTIVE'S REPORT

Gary Naylor overviewed the report and confirmed 5 areas to update the Board of Management on:

Investors In People

Gary Naylor provided an update on our recent Investors in People review and confirmed our reassessment for this was completed at the end of May. The latest review focused on a survey to all our staff including interviews and focus groups. The results are currently being assessed with Investors In People and we should know the outcome of the assessment in the coming weeks. Having implemented the recommendations and a new flexible way of working, we are hopeful that the feedback from this will be positive. Gary Naylor will provide the feedback from this at the next Board Meeting.

Partnership with MND Scotland

Thenue have joined The Wheatley Group in support of MND Scotland to help promote awareness of this and how we can support the needs of individuals and families post diagnosis. Gary Naylor intimated lifespan for post diagnosis averages around 18 months and that we can assist MND Scotland with rehousing, adaptations and signposting individuals with MND. It is hoped that other housing associations we speak to will be open to this approach, pledge to sign up and may also be developed. The partnership will be raised with the G8 Group and an update on this will also be presented at Thenue's next Staff Get Together.

ARC Submission and Engagement Plan Update

Gary Naylor confirmed that the ARC submission was submitted ahead of the deadline as well as the 5-year Financial Projection and Loan Portfolio submissions.

Following on from the Development Programme update provided by Eleanor Derbyshire at the May Board of Management meeting, this had also been shared with the Regulator to support our Engagement Plan Submission. There had been no feedback on this yet.

Mears Update

As presented at the May Board of Management meeting, there was a dip in Mears' performance at the year end. The 2 large storms at the end of 2023 impacted Mears's ability to maintain performance due to an issue with capacity. Therefore, we had been closely monitoring and working with Mears to move towards the 90% plus marks in all indicators that had been achieved throughout most of 2023.

Having anticipated an improvement in performance throughout Quarter 1 for 2024/25, Gary Naylor confirmed figures are showing around 89% before final verification. We will continue to monitor this, and the final figures will be presented at August Board of Management meeting along with all the Quarter 1 performance figures.

Property Acquisitions Update

Following the 24% cut to the Affordable Housing Supply Programme budget this financial year, Glasgow City Council have confirmed that they will not be providing acquisition funding for any new properties until further notice.

Glasgow City Council are seeking clarification from the Scottish Government on additional funding. The Board of Management will be kept informed of any change to the funding for property acquisitions for this year.

Gary Naylor invited Board Members to ask questions and/or make comment. There were no questions or comments noted.

The Board of Management noted the contents of the report.

NOTED**6. MAJOR REPAIRS PROGRAMME 2024/25**

Eleanor Derbyshire explained that a programme of planned works had been developed and will be delivered in 2024/25, within the budget allowance for Major Repairs. Contingency spend had also been allowed for other areas.

Eleanor Derbyshire invited Board Members to ask questions and/or make comment. There were no questions or comments noted.

The Board of Management noted the planned Major Repairs programme for 2024-25.

NOTED

7. RISK REVIEW REPORT

Gary Naylor confirmed that the Audit and Risk Sub-Committee had reviewed the updated Risk Register. The Executive Team had reviewed all risks associated with the business and advised of two main changes. One risk being added in relation to the implementation of the Homemaster IT System. The other risk relating to the Executive Team positions remaining vacant was removed from the Risk Register, as approved by the Audit and Risk Sub-Committee.

Gary Naylor invited Board Members to ask questions and/or make comment. There were no questions or comments noted.

The Board of Management approved the changes to the Risk register as recommended by the Audit and Risk Sub-Committee.

DECIDED

8. CCTV POLICY

Barry Allan explained as part of the work carried out by our Data Protection Officer, it was recommended that Thenue develop a standalone CCTV Policy. A CCTV Policy had been developed to meet the requirements of the UK General Data Protection Regulation and UK Data Protection Act 2018.

The policy had been developed to incorporate the standards and practices from the Information Commissioner's Office Code of Practice as well as the Surveillance Camera Commissioner Code of Practice. Included in the paperwork is the Privacy Impact Assessment and Appendix 1, showing the location of the cameras.

The policy will be reviewed on a three-year cycle, subject to any changes in legislation.

Barry Allan invited Board Members to ask questions and/or make comment. The following had been noted:

- Board Members asked for confirmation on information from CCTV being deleted every 30 days. Barry Allan confirmed this is considered average for the retention period and is in line with GDPR requirements.
- Board Members asked if CCTV is monitored. Barry Allan intimated CCTV is monitored 24 hours.

The Board of Management approved the CCTV Policy.

DECIDED

9. CYCLICAL PAINTING SERVICES TENDER

Eleanor Derbyshire advised a list of five contractors from Thenue's framework were invited to Tender for the Cyclical Painting years 3 and 4. The report by Langmuir and Hay confirmed the highest ranked submission in terms of quality and price was from Mitie.

Eleanor Derbyshire invited Board Members to ask questions and/or make comment. There were no questions or comments noted.

The Board of Management approved the tender from Mitie and to progress the contract works with Mitie.

DECIDED

10. PROPERTY SERVICES POLICY HANDBOOK

Eleanor Derbyshire confirmed this is the first full review of the Property Services Policy Handbook for 3 years in line with other policies. There had been no major changes to the legislation affecting the sections documented in the Policy Handbook.

Eleanor Derbyshire invited Board Members to ask questions and/or make comment. There were no questions or comments noted.

The Board of Management approved the review of the Property Services Handbook.

DECIDED

11. SUBSIDIARY COMPANIES AND OTHER MINUTES

11.1 There had been no meetings held in between Board meetings

Chairperson advised the item was for information only and any questions or comments directed to the relevant Chair or Officer.

NOTED

12. ANY OTHER COMPETENT BUSINESS

Gary Naylor explained that the Auditors will be arriving in July to audit the Annual Accounts which require approval before the Annual General Meeting. Gary Naylor proposed to Board Members a one item agenda meeting for this on Tuesday 10th September 2024 at 6pm. This would align with the Thenue Services meeting at 5:30 that day and the Thenue Trust meeting at 5:45pm. The meeting will be held remotely on Microsoft Teams and invitations would be sent to Board Members.

Board Member raised a question regarding black mould in social housing and asked for clarification on how we monitor, review and report? Are there signs of issues rising? Gary Naylor confirmed our Policies and Procedures had been reviewed last year and we are consistently monitoring this. Gary was confident there was no cause for concern in cases rising other than through monitoring and repairs reporting the occasional case is being identified.

NOTED

13. RÉSUMÉ OF MEETING

There were no comments or observations noted.

NOTED

14. DATE OF NEXT MEETING TUESDAY 20 AUGUST 2024

The next meeting will be held on Tuesday 20th August 2024 at 6:00pm.

NOTED

The meeting concluded at 18:26pm.

I certify that the above meeting has been approved as a true and accurate record of the proceedings.

Pauline Casey
Chairperson



Date: