

**Meeting of the Board of Management
to be held virtually on Tuesday 11 October 2022
at 6pm remotely via Microsoft Teams**

AGENDA

	<u>Lead person</u>	
1. Apologies		To note
2. Declaration of interests	Pauline Casey	For information
3. Minute of meeting held on 27 th September 2022	Pauline Casey	For approval
4. Matters arising from meeting of 27 th September 2022	Pauline Casey	For information
5. Business Plan:-	Gary Naylor	For information & approval
5.1 2022/23 half-year review		
5.2 2023/24 Business planning session, 16 th November		
6. 2022 Annual Assurance Statement	Gary Naylor	For Approval
6.1 Annual Assurance Cover Report		
6.2 Annual Assurance Evidence Report		
7. Equality & Diversity Policy	Gary Naylor	For approval
8. Chief Executives Report	Gary Naylor	For information
9. RBS Loan Servicing Account Mandate Amendment	Helen Sutherland	For Approval
10. Any other competent business	Pauline Casey	
11. Résumé of meeting	Pauline Casey	
12. Date of Next Meeting on Tuesday 22 nd November 2022		To note

THENUE HOUSING ASSOCIATION LTD

**Minute of the Board of Management meeting
held on Tuesday 11 October 2022 at 6.00pm
remotely on Microsoft Teams**

Present: Pauline Casey (Chairperson), David Keltie- Armstrong, Allan Anderson, Bryan McMahon, Howard Mole, Linda Chelton, Robert Kelly, Maureen Dowden and Abdifatah Hayde

Attending: Gary Naylor, Eleanor Derbyshire, Michael Byrne, Helen Sutherland, Ray MacLeod and Nikita Watson

1. APOLOGIES

Apologies were received from Derek Quinn (observer) and Barry Allan (staff).

NOTED

2. DECLARATIONS OF INTERESTS

There were no declarations of interest.

NOTED

3. MINUTE OF PREVIOUS MEETING HELD ON 27 SEPTEMBER 2022

The minute of the previous Board of Management meeting held on 27 September 2022 was agreed as a correct and accurate record of the proceedings. The minute was proposed by David Keltie-Armstrong and seconded by Bryan McMahon.

APPROVED

4. MATTERS ARISING FROM PREVIOUS MEETING ON 27 SEPTEMBER 2022

There were no matters arising.

NOTED

5. BUSINESS PLAN

5.1 2022/23 Half-year Review

Gary Naylor reminded Board members the current Business Plan had been approved earlier in the year in February and the report, circulated with the agenda, was the review at the half year point. Gary intimated that 4 of the 11 business objectives had been achieved and expected 5 of the further 7 objectives to be completed by the end of the financial year. Gary highlighted 2 objectives are likely to be carried forward to the year 2023/2024 once the impact of the rent scenarios can be evaluated and the financial climate may be more stable. He also advised the review starts the process to look at and consider the potential objectives for the next Business Plan.

Gary Naylor invited Board members to ask questions or make comment. There were none noted.

The Board of Management noted the progress of the business objectives for 2022/2023.

NOTED

5.2 2023/24 Business Planning Session on 16 November 2022

Gary Naylor proposed the format and activities for the day and confirmed this will be held in the Calton Heritage and Learning Centre. Gary intimated the focus for the day will be the rent scenarios and the “round table” discussions. The Board of Management agreed the date, venue and format.

DECIDED**6. 2022 ANNUAL ASSURANCE STATEMENT****6.1 Annual Assurance Cover Report****6.2 Annual Assurance Evidence Report**

Gary Naylor confirmed that Thenue Housing Association is required to produce an Annual Assurance Statement by 31 October 2022 in order to comply with The Regulatory Standards of Governance and Financial Management and the outcomes of the Scottish Social Housing Charter. This is the fourth statement and the proposed assurance statement text is included within in the report. Gary highlighted the following from the summary:

- There had been an improvement with reactive repairs and alternative contractors secured to support the delivery if needed in the future.
- The number of EICRs had fallen due to access during Covid and the capacity of our contractor to complete the required numbers. As a result, an alternative contractor has now been procured and are currently working through the programme to ensure the Association is delivering in this key compliance area by March 2023.
- A revised FYFP was submitted in June 2022 and Gary confirmed that the lenders have been accommodating of the carry over to ensure no breach takes place. This has enabled the major repair work delayed due to Covid restrictions to commence on site. New experienced appointments to our Executive and Operational Management Teams give further assurance regarding our financial planning for the future.
- A new Equality and Diversity Policy and Procedures is in place including an equality impact assessment to promote equality objectives throughout our organisational policies, procedures and other documentation. This will also take account of human rights issues. A comprehensive equality data collection procedure is being established that is based on the themes contained in the National Guidance 2021. These procedures are also being aligned to our data protection strategy, thus ensuring compliance with data protection statutory provisions.

Gary Naylor intimated the evidence report had been split into seven sections and each section refers to one of each of the seven regulatory standards that the association is required to adhere to. The evidence report also hyperlinks to the relevant documentation. Gary overviewed the summary and contents of the report confirming last year’s statement identified 11 areas of development improvement with this year’s identifying 9. Our areas of improvement have emerged as a result of dips in performance resulting from consequences of the financial environment/cost of living crisis and how that has impacted on maintaining our usual standards of services and responding to the difficult circumstances for our customers. Gary confirmed some areas of the 9 entries overlap and are a duplication of last year.

Gary Naylor invited the Board Members to ask questions and/or make comment. The following had been noted:

- Board members agreed an excellent report and appreciated the effort and contents.

- Board Members suggested and agreed the 9 areas for development improvement highlighted in the report were harsh and undersold the robust systems that are in place. Board members proposed reducing them to 5. Gary Naylor agreed this was a fair point.

The Board of Management approved the Annual Assurance Statement to be submitted to the Scottish Housing Regulator by the end of October 2022.

DECIDED

7. EQUALITY AND DIVERSITY POLICY

Gary Naylor advised a new Equality and Diversity Policy required approval covering relevant legislation, regulatory standards, key objectives and the Association's commitment to equality and diversity. This had been progressing over the last year and a slight delay of a couple of months. Training will be given to all staff with Lynne McKenzie-Juetten overseeing implementation.

The Association had been working with Dr Stewart Montgomery, to review Thenue's Equality and Diversity Policies and Procedures to ensure data collection and best practice is followed. Gary Naylor advised training will be completed by the end of this year.

Gary Naylor invited the Board Members to ask questions and/or make comment. The following had been noted:

- Board Members asked if training was aimed at staff or if it included Board Members, Area Associations and the wider community. Gary Naylor advised training was aimed at staff, however, agreed to look at this to include the wider community.
- Board Members asked about the wording of the policy and how it differs to what was already in place as it's important that everyone understands the wording of the document. Gary Naylor confirmed he would look at this and respond.
- Board Members asked if we had an up to date profile of our customers as it would be helpful for the Board to understand the context at high level. Gary Naylor advised we have a profile and would respond.
- Board Members asked question about the referencing and technique we are using. Gary Naylor confirmed the referencing will be amended or tweaked to ensure clarity.

The Board of Management approved the Equality and Diversity Policy.

APPROVED

8. CHIEF EXECUTIVES REPORT

Gary Naylor overviewed the report and highlighted the following:

Business Plan 2023/24 - advising work has already begun for a new Business Plan being ready for Board consideration by February 2023 with an event to take place in the Calton Heritage & Learning Centre on the 16 November 2022 with a Staffing Sub-Committee meeting afterwards to approve changes to the staff structure for addition to final budget setting.

Rent setting - the legislation to implement a rent freeze up until 31 March 2023 began its journey through Parliament on Tuesday 4 October 2022. Gary confirmed the rent freeze will take place until end of March 2023. Gary will know more information about any proposed extension to this by 14 January 2023 which has implications with the rent consultation timeframe. The Scottish Housing Regulator has written to RSLs advising the consultation process still needs to take place. The

Executive Team is preparing scenarios for the Business Planning session and consultation including 0%, 3% and 5%.

Michael Bryne advised he had been in touch with the Area Associations regarding the rent freeze and had met with Netherholm Area Association to explain the rent freeze, proposed rent consultation and revised allocations policy. Michael advised Area Association members were confused and frustrated as to how and why we are consulting during a rent freeze period. Michael reported some valid points were raised at the meeting and understood the frustrations. Gary Naylor intimated there will be good communication with the Groups and update them as much as possible.

Code of Conduct and Equal Opportunities Monitoring Forms - Gary Naylor thanked Board Members for completing the Code of Conduct and Equal Opportunity Monitoring forms and confirmed one more was awaited. Gary asked for this to be done this week.

Gary Naylor invited the Board Members to ask questions and/or make comment. The following had been noted:

- Board members asked if there was an Annual Assurance Statement wording that they can view. Gary Naylor advised the statement in full was in the summary report in Agenda Item 6.1.

The Board of Management noted the contents of the report.

NOTED

9. RBS LOAN SERVICING ACCOUNT MANDATE AMENDMENT

Helen Sutherland advised that the current Authorised Signatories are no longer employed by the Association and therefore require to be removed. The following signatories will be added:

- Gary Naylor
- Barry Allan
- Michael Bryne
- Eleanor Derbyshire

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

The Board of Management approved the signatories as above.

DECIDED

10. ANY OTHER COMPETENT BUSINESS

There was no other competent business.

NOTED

11. RÉSUMÉ OF MEETING

There were no comments or observations noted.

NOTED

12. DATE OF NEXT MEETING ON TUESDAY 22nd NOVEMBER 2022

The next meeting will be held on Tuesday 22nd November 2022 at 6:00pm

NOTED

The meeting concluded at 18:38pm

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



Pauline Casey
Chairperson

Date: November 2022