

# ALBYN HOUSING SOCIETY LIMITED

## REPORT OF THE BOARD MEETING HELD ON TUESDAY 30 JANUARY 2018 AT 10:30 AM AT ALBYN'S OFFICES, INVERGORDON

### Present

Mr D Russell (Chair)	Mrs E Grant	Mr S Smith
Mr J Convery	Mr I Fosbrooke	Mr S Gracie
Mrs J Carr	Ms M Smith	Mrs I McLaughlan (to Item 4.5)

### In Attendance

Mr C Macaulay: Chief Executive	Mr R Nairn: Chief Operating Officer	Ms J Soley, Customer Services Manager (South) Item 4.4
Miss C Lawrie (Minutes)		

## 1. APOLOGIES

1.1 Apologies had been received from Mr McMaster for this meeting.

## 2. DECLARATIONS OF CONFLICTS OF INTEREST

2.1 A declaration of conflicts of interest was made by Mrs McLaughlan regarding the rents and service charges paper at Agenda Item 4.2, along with Mrs Carr and Mr Fosbrooke. Mrs Carr also declared an interest in relation to Agenda Item 4.7 regarding her application for Society membership. Ms Smith noted any conflicts that may arise in her role as a Highland Councillor.

## 3. MINUTES OF PREVIOUS MEETINGS

### 3.1 Board Meeting: 24 October 2017

The minutes of the last Board meeting were agreed as a true record.

#### 3.1.1 **Action Items**

A written update on the action items had been provided.

#### 3.1.3 **Item 4.1.10: Membership of External Bodies**

It was agreed that Board members attending conferences, meetings or external bodies will provide any report that they thought was relevant. These reports will be circulated as information papers.

### 3.2 Board Strategy Day: 21 November 2017

The minutes of the Strategy Day meeting were agreed as a true record.

## 4. DECISION MAKING PAPERS

### 4.1 Business Plan Interim Work

4.1.1 The Board had been provided with Section 6 of the current plan, which detailed the key influences, along with risk management and risk appetite information, and financial information. At the meeting, Mr Nairn tabled section 6 with tracked changes following input from the Leadership Team, and a number of documents relating to financial matters.

#### 4.1.2 **Business Plan: Section 6 – Key Influences**

Mr Nairn took the Board through the proposed changes to Section 6 within the plan. The Board discussed the section and proposed some additions and amendments to it.

4.1.3 Mr Macaulay commented that the section will be updated following the Board's discussion, as well as taking into account comments made during his pre-Board meeting with the Chair and Vice-Chair.

#### 4.1.4 **Risk Management**

Mr Nairn reported that this document followed on from the November strategy day discussion. More work will be done on risk management by the Audit & Risk Management Committee to reach a point where the Board can approve the document.

#### 4.1.5 **Financials**

Mr Nairn took the Board members through each item within the initial financial projection for the business plan.

4.1.6 The Board noted the progress being made with the business plan.

### 4.2 Rent Increase Proposal

4.2.1 The paper sought approval from the Board to increase the rents and management fees for the year from 1 April 2018. The Consumer Price Index (CPI) figure for December 2017 is 3%. It is currently the policy that rent increases of CPI + 1% will be applied on an annual basis. Mr Nairn spoke to the paper.

4.2.2 Mr Nairn had provided information on the rent increases which are due to be applied by other registered social landlords. It was noted that the Society had to implement a rent rise which allowed it to carry out its plans for the future.

4.2.3 Mr Nairn took the Board through the financial assumption documents which included the 30 year financial plan. The Board members discussed at length what increase should be implemented.

4.2.4 The Chair stated that the Board now needed to weigh up the implications of implementing the rent increase, both on the tenant and on the Society.

4.2.5 The Board also considered the other proposals contained within the paper:

- Equalise service charges as previously proposed in November 2016
- Continue to increase the Management Fee for shared ownership properties by £6 per year
- Maintain any remaining furniture charges at current rates; and
- Maintain garage rents at £13 per month

4.2.6 By way of the vote, the Board approved an increase to the rent charged by the Society of 3.5% from 1 April 2018 (which would equate to CPI + ½%) . The Board also approved the other proposals: to equalise service charges; to continue to increase the management fee for shared ownership properties by £6 per year; to maintain remaining furniture charges at current rates; and to maintain garage rents at £13 per month.

#### 4.3 Dalmore Fit Homes Update

4.3.1 The paper advised the Board on the current situation following on from the meeting of the Fit Homes Working Group on 5 December. Mr Macaulay provided a further update on progress.

4.3.2 A meeting of the Board working group will be arranged during February or early March to provide a further progress report. Key targets will be identified to show movement towards contract completion.

4.3.3 The Board noted the update.

#### 4.4 Eviction Approvals and Chair's Endorsements

*Ms Jenny Soley, Customer Services Manager (South) joined the meeting for this item.*

4.4.1 The Board was asked to endorse the Chair's approval to enforce two court decrees for eviction.

4.4.2 The Board considered and discussed the two court decrees which had been approved for eviction by the Chair.

4.4.3 The Board was also asked to approve further court decrees for enforcement. In addition, two further requests were tabled at the meeting. Ms Soley provided information on the evictions under consideration.

4.4.6 The Board endorsed the Chair's approval to enforce court decrees for two evictions. The Board also approved the decrees for repossession for the remaining cases.

*At this point, Mrs Soley left the meeting.*

#### 4.5 Board Members' Survey

4.5.1 The paper updated the Board on the results of the survey regarding the conduct and administration issues for Board meetings. This followed on from the self-assessment exercise completed by the Board during 2017. Based on the survey results a series of recommendations were proposed in the paper.

4.5.2 The Board approved the recommendations contained in the paper.

*Mrs McLaughlan left the meeting at this point.*

#### 4.6 Data Protection and GDPR

4.6.1 The paper sought approval for the Data Protection Policy and for the Data Collection Notice. The paper also updated the Board on the action required for the new General Data Protection Regulations which come into force in May 2018.

- 4.6.2 The Board members discussed the information that had been provided and suggested amendments to the documents.
- 4.6.3 Further information will be provided to the March Board meeting.
- 4.6.4 The Board approved the Data Protection Policy with the amendments discussed at the meeting.

#### 4.7 Society Membership Application

*Ms June Carr left the meeting for this item.*

- 4.7.1 The paper sought approval for one application for Society membership from the new Board member, Ms June Carr.
- 4.7.2 The Board approved the Society membership application from Mrs Carr.

#### 4.8 Bank Mandate: Authorised Signatories

- 4.8.1 The paper updated the Board on authorised signatories for the bank mandate held for the Royal Bank of Scotland. This was a housekeeping exercise to bring the documentation up to date.
- 4.8.2 The Board approved the updated list of authorised signatories for RBS.

### 5. **MINUTES OF COMMITTEE MEETINGS**

#### 5.1 **Performance Committee: 14 November 2017**

The minutes of the meeting were noted. As Chair of the Committee, Mr Gracie commended the work carried out by the staff involved in supporting tenants with Universal Credit.

*At this point Mrs Carr re-joined the meeting.*

### 6. **HEALTH AND SAFETY**

- 6.1 There were no health and safety matters to note.

### 7. **LEAVE OF ABSENCE**

- 7.1 There were no leaves of absence to record for the next meeting taking place on Tuesday 13 March 2018.

### 8. **ANY OTHER COMPETENT BUSINESS**

#### 8.1 **Invergordon Property**

In answer to a query from Mr Gracie, Mr Nairn confirmed that the Society had purchased the property on Clyde Street in Invergordon. Some repairs are needed and it is hoped that these will be completed shortly.

**9. DATE OF NEXT MEETING**

9.1 The Board meeting is due to take place on 13 March 2018 in Invergordon

**10. POLICY PROPOSALS AND REVIEW**

There were no reports this cycle.

**11. INFORMATION PAPERS**

**11.1 Key Actions and Future Activity**

This paper had been circulated separately by email to Board members.

**12. PRESENTATION ON BOARDBOOKIT**

12.1 Ms Helen Boath joined the meeting to provide the Board members with a presentation on BoardBookIt. This software was being considered for the electronic provision of documentation for Board and Committee meetings. It was agreed that three Board members will trial this for the March Board meeting.