

**ALBYN HOUSING SOCIETY LIMITED**  
**REPORT OF THE BOARD MEETING**  
**HELD ON TUESDAY 13 MARCH 2018 AT 10:30 AM**  
**AT ALBYN'S OFFICES, INVERGORDON**

**Present**

Mr D Russell (Chair)  
Mrs J Carr  
Mr J Convery

Mrs I McLaughlan  
Mr I Fosbrooke

Mr S Smith  
Mr S Gracie

**In Attendance**

Mr C Macaulay: Chief Executive

Mr R Nairn: Chief Operating  
Officer

Miss C Lawrie (Minutes)

**1. APOLOGIES**

1.1 Apologies had been received from Ms Smith and Mrs Grant for this meeting.

1.2 It was noted that Mr McMaster had in effect resigned from the Board, due to his workload situation. The Chair formally recorded his thanks to Mr McMaster for all his work and support, particularly on financial matters, whilst he had been a member of the Board. Mr Macaulay asked Board members to inform him of any people they thought might be suitable for membership of the Board.

**2. DECLARATIONS OF CONFLICTS OF INTEREST**

2.1 No declarations of conflicts of interest were made.

**3. MINUTES OF PREVIOUS MEETINGS**

3.1 Board Meeting: 30 January 2018

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.

**4. BUSINESS PLAN AND BUDGET**

4.1 Mr Macaulay reported that work with stakeholders, including Highland Council and tenant representatives, will take place regarding the draft business plan. Any outcomes will be captured in the revised version of the business plan due to be presented to the June meeting.

- 4.2 The Board discussed the revised Risk Management section. Mr Smith commented that the Audit & Risk Management Committee is due to consider this section in detail at its next meeting on 3 April, prior to the Business Plan being finalised for the June Board meeting. It was noted that the Society's financial institutions will also receive a copy after this meeting.
- 4.3 The Board members discussed the draft Business Plan and offered comments on amendments to be made.
- 4.4 **Budget**  
Discussion turned to the budget. Mr Nairn took the Board through the main items. There was discussion about whether the Board should consider increasing the build programme from its current target of 750 homes. This will be considered further at a future meeting.
- 4.5 The Board approved the first version of the Business Plan.

## 5. DECISION MAKING PAPERS

### 5.1 Albyn Training and Development Programme

- 5.1.1 The paper sought approval from the Board to implement an Albyn-wide staff development programme. This would comprise training for both the group of staff at officer level and for the Leadership Team. Mr Nairn made a presentation to the Board on this subject to provide more information on why this training was so important.
- 5.1.2 Mr Fosbrooke asked about training for the Board. Mr Nairn responded that if the Board did wish to be included, this could take place in a future round of the training.
- 5.1.3 The Chair asked whether a staff member will participate in "train the trainer" so that it can be rolled out to new staff members in the future. Mr Nairn will discuss with the trainers how the training can be future-proofed.
- 5.1.4 The Board approved the training and development plan.

### 5.2 Eviction Approval

- 5.2.1 The Board was asked to approve one case for eviction.
- 5.2.2 The Board considered and discussed the court decree for enforcement.
- 5.2.3 The Board approved the court decree for enforcement.

### 5.3 GDPR and Data Protection

- 5.3.1 The paper sought approval for the Breach Recording Process and the Data Retention Policy. The paper also updated the Board on the Clean Desk Guidelines.
- 5.3.2 The Chair referred to the Clear Desk Guidelines. He suggested that some guidance be given to staff to support them through the transition.
- 5.3.3 The Board approved the Breach Recording Process and the Data Retention Policy.

- 5.4 Society Membership: Application
- 5.4.1 The paper provided the Board with one application for Society membership.
  - 5.4.2 It was agreed that Mr Macaulay would meet with the applicant to discuss Society membership with them.
  - 5.4.3 The Board approved the application for Society membership, subject to the meeting due to be arranged with the applicant.

5.5 Standing Orders: One Year Review

- 5.5.1 The paper updated that the Board had considered its Standing Orders at its 14 March 2017 meeting. During that discussion, amendments had been agreed to the Orders regarding the procedure to follow, should a meeting prove not to be quorate either in advance of the meeting, or on the day. It had been agreed that this amendment would be reviewed in a year's time, and this paper therefore provided the Board with the opportunity to review the wording.
- 5.5.2 The paper noted that in the year since, only one meeting had had to be cancelled at short notice. The paper recommended that the wording now be accepted on the basis that it will be reviewed, along with the rest of the document, by November 2022, or earlier should the need arise.
- 5.5.3 The Board approved the wording of the Standing Orders.

**6. MINUTES OF COMMITTEE MEETINGS**

- 6.1 **SHSE Committee: 6 February 2018**  
The minutes of the meeting were noted. As Chair of the Committee, Mr Fosbrooke had no specific issues to raise.
- 6.2 **Performance Committee: 13 February 2018**  
The minutes of the meeting were noted. As Chair of the Committee, Mr Gracie had no specific issues to raise.

**7. HEALTH AND SAFETY**

- 7.1 **Health and Safety: Annual Adoption of Responsibilities**  
This paper requested that Board members adopt their health and safety responsibilities, as detailed in Albyn's Health and Safety Control Manual. These require to be adopted annually. It was noted that the Manual was supplied by EVH to all housing associations to assist in managing complex health and safety legislation. Albyn's Safety Policy Statement also requires to be signed by the Chair and Chief Executive on an annual basis. This latter document is displayed on health and safety notice boards at both of Albyn's offices.
- 7.2 It was agreed that the wording of some of the paragraphs will be revised to confirm that the Staffing, Health & Safety and the Environment Committee had been remitted to consider health and safety matters on behalf of the Board.

7.3 A revised form of words will be provided to the Board members. On that basis, the Board members signed the form.

## **8. LEAVE OF ABSENCE**

8.1 A leave of absence was requested by Mr Gracie for the next meeting taking place on Tuesday 22 May 2018.

## **9. ANY OTHER COMPETENT BUSINESS**

### **9.1 Lobbying Scotland Act**

Mr Macaulay advised the Board about the implications of the Lobbying Scotland Act which came into force on 12 March 2018. He will circulate the SFHA's PowerPoint presentation which provides additional information.

## **10. DATES OF NEXT MEETING**

10.1 The Board meeting is due to take place on 22 May 2018 in Invergordon.

## **11. POLICY PROPOSALS AND REVIEW**

There were no reports this cycle.

## **12. INFORMATION PAPERS**

12.1 These papers had been circulated separately by email to Board members.