

ALBYN HOUSING SOCIETY LIMITED

REPORT OF THE BOARD MEETING HELD ON TUESDAY 22 MAY 2018 AT 10:30 AM AT ALBYN'S OFFICES, INVERGORDON

Present

Mr D Russell (Chair)
Mrs J Carr
Ms M Smith (to Item 8.1.3)

Mr S Smith (Vice-Chair)
Mr I Fosbrooke

Mrs I McLaughlan
Mr J Convery

In Attendance

Mr C Macaulay: Chief Executive
Miss C Lawrie (Minutes)

Mr R Nairn: Chief Operating
Officer
Ms J Soley: Customer
Services Manager (South)

Mr A Martin: Head of Finance &
Corporate Services
Ms S Cribb: HRI Business
Development Manager

1. APOLOGIES

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

2. DECLARATIONS OF CONFLICTS OF INTEREST

2.1 Ms Smith noted any conflicts that may arise in her role as a Highland Councillor.

3. MINUTES OF PREVIOUS MEETINGS

3.1 Board Meeting: 13 March 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.

3.1.2 **Matters Arising**

There were no matters arising.

4. DECISION MAKING PAPERS

4.1 Board Member Resignation / Election of Chair

4.1.1 Mr Macaulay reported that Mrs Grant had resigned from the Board, due to her workload situation. The Chair formally recorded his thanks to Mrs Grant for all her work and support, particularly in her role as Vice-Chair.

4.1.2 As Mrs Grant had been Vice-Chair, a new Vice-Chair now needed to be elected.

4.1.3 Mr Smith was elected as the Board's Vice-Chair.

4.2 Annual Return on the Charter

4.2.1 The paper sought approval from the Board to submit the Annual Return on the Charter to the Regulator. The Chair noted that the Return had been discussed at the recent Performance Committee meeting, and the Committee members had approved its submission to the Board for final consideration.

4.2.2 Mr Nairn reported that three items relating to the approval processes were outstanding from the final validation process.

4.2.3 Mr Nairn referred to the document's information relating to the tenant satisfaction survey. This data was from the last survey which had taken place three years ago. A new survey was now due.

4.2.4 The data for the repairs information had been improved last year. The "right first time" repairs data had also improved in terms of analysis, although the actual performance had reduced due to this fact. Mr Macaulay noted that the Society was now much better placed to start to identify where service improvements can be made. This will lead to a higher proportion of "right first time" repairs. The foundations are solid and can be built on.

4.2.5 The Board approved the submission of the Annual Return on the Charter to the Scottish Housing Regulator.

4.3 Funding Strategy and Specific Loan Arrangements

4.3.1 The paper provided a summary strategy which outlined the funding requirements to meet the budgeted growth of 750 properties over five years, with potentially an additional 250 properties to be built over years three and four.

4.3.2 The Board approved the funding strategy presented.

4.4 Sunnd: Update

4.4.1 The paper provided updated information on Sunnd, the subsidiary owned by Albyn Housing and connected with the Fit Homes project.

4.4.2 Mr Macaulay reported that the Sunnd Board had been registered for some 18 months, but had lain dormant since then. The idea was to use it for the technological projects from the fit homes process which could be commercialised.

4.4.3 The Board discussed the matter and the future direction of this Board. It was hoped that a meeting would take place within the next couple of months, to which the full Board would be invited.

4.5 Approval and Authority Limits 2018

4.5.1 The paper sought approval from the Board for the Approval and Authority limits for 2018/19. It was noted that the paper proposed that the limits remain unchanged from the previous year until the Head of Corporate & Finance Services has been in post for a period of time. These limits and the Finance Regulations for the Group will then be reviewed and approval sought in the autumn of this year.

4.5.2 The Board approved the Approval and Authority Limits 2018, until review later in the year.

4.6 Evictions: Board's Endorsement

4.6.1 The paper sought the Board's endorsement for two evictions which had already received the Chair's Approval. The Board discussed both cases.

4.6.2 The Board endorsed the Chair's approval of the two evictions.

4.7 Dalmore Fit Homes: Verbal Update

4.7.1 In Ms Cameron's absence, Mr Macaulay updated the Board on the current situation with the Dalmore Fit Homes project.

4.7.2 The Board noted the verbal update.

5. **MINUTES OF COMMITTEE MEETINGS**

5.1 **Audit & Risk Management Committee: 3 April 2018**

The minutes of the meeting were noted. As Chair of the Committee, Mr Convery reported that the audit plan had been considered at the meeting. There had been two sets of recommendations from the employer and landlord health and safety audits which had subsequently been remitted to the Staffing, Health & Safety and the Environment Committee.

5.2 **Albyn Enterprises Board of Directors: 26 April 2018**

The minutes of the meeting were noted. As Chair of the Committee, Mrs McLaughlan reported that most of the meeting's discussion had related to funding. There had been a positive discussion about the fit homes project.

5.3 **Highland Residential Board of Directors: 26 April 2018**

The minutes of the meeting were noted. As Chair of the Committee, Mr Convery reported that the budgets for the next two years had been considered.

5.4 **Dalmore Fit Homes Working Group: 3 May 2018**

The minutes of the meeting were noted. As Chair of the Working Group, Mr Smith reported that a number of snagging issues had been discussed and are being addressed. A fire risk assessment is not required for the site, but the working group had agreed to carry one out as the right thing to do.

6. **HEALTH AND SAFETY**

6.1 There were no matters to raise.

7. **LEAVE OF ABSENCE**

7.1 A leave of absence was requested by Mrs Carr for the next meeting taking place on Tuesday 26 June 2018.

8. ANY OTHER COMPETENT BUSINESS

8.1 Allocation of a Property to a Staff Member's Relative

The paper reported that a property had been allocated to a staff member's relative. The Board endorsed the allocation.

9. DATES OF FUTURE MEETINGS

9.1 The next Board meeting is due to take place on 26 June 2018.

10. POLICY PROPOSALS AND REVIEW

10.1 There were no reports this cycle.

11. INFORMATION PAPERS

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