

ALBYN HOUSING SOCIETY LIMITED

REPORT OF THE BOARD MEETING HELD ON TUESDAY 26 JUNE 2018 AT 10:30 AM AT ALBYN'S OFFICES, INVERGORDON

Present

Mr D Russell (Chair)
Ms M Smith

Mr S Smith (Vice-Chair)
Mr I Fosbrooke

Mr J Convery
Mr S Gracie

In Attendance

Mr C Macaulay: Chief Executive

Mr R Nairn: Chief Operating
Officer

Mr A Martin: Head of Finance &
Corporate Services

Miss C Lawrie (Minutes)

1. APOLOGIES

- 1.1 Apologies had been received from Mrs Carr and Mrs McLaughlan for this meeting.
- 1.2 Mr Macaulay reported that Mrs McLaughlan had resigned from the Board. The Chair formally recorded his thanks to Mrs McLaughlan for all her work and support over her very many years as a member of Albyn's Board. The Chair noted Mrs McLaughlan's vast knowledge of housing and her championship of tenants' rights. The Chair recorded the Board's huge debt of gratitude to Mrs McLaughlan.
- 1.3 Mr Macaulay commented that now that Board membership had reduced to seven, this had become a Notifiable Event to the Scottish Housing Regulator. He will report the situation, but he hoped that the recruitment process currently taking place will address this matter as soon as possible.

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: 22 May 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 Business Plan and Budget

4.1.1 The Board was asked to approve the Business Plan for submission to the Scottish Housing Regulator. Mr Nairn commented that the changes made had largely been based on feedback received from Board members.

4.1.2 Mr Nairn reported that the only change to the budget in years 1 to 5 was to increase the repairs budget. This followed the risk assessments which had been carried out on the common stairwells.

4.1.3 The other change relates to the results as shown in the statutory accounts for 31 March 2018 which are effectively the opening figures for the budget. The first draft has been completed by Mr Martin and is now being considered by the auditors prior to finalisation and sign-off. The 30 year plan will be updated and will be the backbone of the growth discussions due at the August meeting.

4.1.4 The Board approved the Business Plan and Budget for 2018-21.

4.2 Loan Portfolio 2018 and Return for the Regulator

4.2.1 The paper updated the Board on the current position with regards to the Loan Portfolio of the Society. It also sought approval from the Board for the submission of the Loan Portfolio Return for 2018 to the Scottish Housing Regulator.

4.2.2 After discussion, the Board approved the submission of the Loan Portfolio Return for 2018 to the Scottish Housing Regulator.

4.3 Five Year Financial Projections for Regulator

4.3.1 The paper sought approval for the submission of the Five Year Financial Projections to the Scottish Housing Regulator. Mr Nairn spoke to the paper. He noted that it is based on the current status of the statutory accounts.

4.3.2 The Board approved the submission of the Five Year Financial Projections to the Scottish Housing Regulator.

4.4 Governance Self-Assessment

4.4.1 The paper sought agreement to the next steps in the self-assessment process. It was proposed that Board members' views be sought via Survey Monkey on how well the Society is meeting the Regulatory Standards of Governance and Financial Management. Mr Nairn spoke to the paper.

4.4.2 Mr Smith noted that this could be an annual self-assessment, in order to ensure that any issues are identified.

4.4.3 The Chair asked the Board members to complete the survey when it is circulated. He noted that the Board members do more for governance than is reported to the Regulator.

4.4.4 The Board approved the proposal for a survey to be carried out over the next few months.

5. MINUTES OF COMMITTEE MEETINGS

5.1 Staffing, Health & Safety and the Environment (SHSE) Committee: 8 May

The minutes of the meeting were noted. As Chair of the Committee, Mr Fosbrooke reported that the main discussion had focused on the proposed revised employment of contract.

5.1.1 Health and Safety Annual Report 2017/18

The Board noted the report and thanked the SHSE Committee members for their work throughout the year.

6. HEALTH AND SAFETY

6.1 There were no matters to raise.

7. LEAVE OF ABSENCE

7.1 No leaves of absence were requested for the next meeting taking place on Tuesday 14 August 2018.

8. ANY OTHER COMPETENT BUSINESS

8.1 Staff Recognition

The Chair noted that Mr Nairn had started with the organisation in 1993. He recognised all the work carried out by Mr Nairn and the number of projects that he had been involved in over the years. He acknowledged that Mr Nairn had given the greater part of his working life to the organisation. He recognised Mr Nairn's commitment over the years with a small gift. Mr Nairn thanked the Board for their support over the years.

9. DATE OF NEXT MEETING

9.1 The next Board meeting is due to take place on 14 August 2018.

10. POLICY PROPOSALS AND REVIEW

10.1 Board Remuneration Policy: Revised Draft

10.1.1 The paper reported that the Board had agreed in 2017 to introduce remuneration for fewer than half of Albyn Housing's Board members. The amount of remuneration had not been agreed, but a process and timeline for its agreement was included in the revised policy.

10.1.2 It was agreed that payments will be made based on length of tenure. Mr Macaulay will investigate how other organisations approach this and will take advice from the independent legal consultant.

10.1.3 A further report will then be made to the August Board meeting.

11. INFORMATION PAPERS

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

At this point the meeting ended.