

# FINAL Albyn Housing Society Board Meeting |MINUTES

**Date:** Tuesday 29 June 2021  
**Time:** 10.30am  
**Location:** Virtually via 'Teams'

## Present

Carl Patching, Vice Chair	Ian Fosbrooke, Secretary	Clea Warner
Donna Smith	Jim Convery	Fiona Mustarde
Nicola Drummond		

## In Attendance

Lisa Buchanan, CEO	Andrew Martin, Director of Finance & Corporate Services	Laurie Macleod, Head of HR
Morag Beers, Interim Director of Assets	Brett Fletcher, Executive Assistant	Kirsty Morrison, Interim Director of Customer Services
Janet Dickie, SHR	Andrew Pollard ABC Consultants (item 6.1 only)	

*Minutes completed post meeting using Teams recording by Laura Morgan, Corporate Officer*

## ACTION

### 1. APOLOGIES

1.1 Apologies were received from, Maxine Smith Isabell McLaughlan, and Lisa Buchanan. Raymond Bremner

### 2. DECLARATIONS OF CONFLICTS OF INTEREST

6.22 No conflicts of interest were given.

### 3. STANDING ITEM

#### 3.1 Board Remit

3.1.1 The meeting met the quorum as set out within the Board Remit.

### 4. MINUTES OF PREVIOUS MEETING

#### 4.1 Minutes of Board Meeting: 30 March 2021

4.1.1 The minute and confidential minute of the last Board meeting were agreed as accurate and proposed by Donna Smith and seconded by Jim Convery.

#### 4.2 Matters Arising: 30 March 2021

4.2.1 A written update on the action items had been provided and was reviewed.

4.3 Minutes of Special Board Meeting: 04 February 2021

- 4.3.1 The minutes of the Special Board meeting were agreed as accurate and proposed Jim Convery and seconded by Donna Smith.

4.4 Matters Arising: 04 February 2021

- 4.4.1 A written update on the action items had been provided and was reviewed.

**5. CONFIDENTIAL**

5.1 Confidential Item

**6. DECISION MAKING PAPERS**

6.1 CRD Project Update

- 6.1.1 The Leadership Team and Andrew Pollard (ABC Consultants) joined the meeting at this point.
- 6.1.2 Lisa Buchanan sought approval from the Board of the recommendations within the CRD project update paper to the Board.
- 6.1.3 The Board discussed and approved all recommendations given. This was proposed by Jim Convery and seconded by Clea Warner

6.2 AHS Report to Board & Financial Statements 2020/21

- 6.2.1 Andrew Martin sought approval from the Board for the AHS Report to Board & Financial Statements 2020/21.
- 6.2.3 The Board were advised that the approval of the accounts at the meeting would be subject to the approval of the individual subsidiary Board accounts. Also, with regard to the auditor signing off the financial statements, the Chair of the Audit & Risk Committee would be meeting with them later in the week to discuss the recent communication from the Regulator.
- 6.2.4 The Chair of the Audit & Risk Management Committee confirmed to the Board that the Committee had scrutinised the financial statements and had recommended them the Board.
- 6.2.5 The Chair thanked Andrew and his team for their hard work in preparing the financial statements.
- 6.2.6 The Board approved the AHS Report to Board and Financial Statements 2020/21. This was proposed by Jim Convery and seconded by Nicola Drummond.

6.3 5 Year Financial Projections for Regulator

- 6.3.1 Andrew Martin sought approval from the Board of the 5 Year Financial Projections for Regulator.
- 6.3.2 It was noted that the Board had previously discussed this item at its meeting on 30 March 2021.

## ACTION

6.3.3 The Board approved the 5 Year Financial Projections. This was proposed by Donna Smith and seconded by Clea Warner.

### 6.4 Loan Portfolio 2021 and Return for Regulator

6.4.1 Andrew Martin sought approval from the Board of the Loan Portfolio 2021 and Return for Regulator.

6.4.2 The Board approved the Loan Portfolio 2021 and Return for Regulator. This was proposed by Jim Convery and seconded by Clea Warner.

### 6.5 Aviemore Biomass Plant

6.5.1 Morag Beers sought approval from the Board of the recommendation within the Aviemore Biomass Plant report.

6.5.2 The Board approved the recommendation within the Aviemore Biomass Plant report. This was proposed by Clea Warner and seconded by Ian Fosbrooke.

### 6.6 Pay Negotiations

6.6.1 Laurie MacLeod sought approval from the Board of the recommendations within the Pay Negotiations report.

6.6.2 The Board discussed and approved the recommendations within the Pay Negotiations report. This was proposed by Clea Warner and seconded by Donna Smith.

## 7. GOVERNANCE MATTERS

### 7.1 Ratification of Updated Performance Committee Remit

7.1.1 Andrew Martin sought ratification from the Board for the updated Performance Committee Remit.

7.1.2 The remit had been recommended to the Board by the Performance Committee at its meeting on 24 June 2021.

7.1.3 The Board approved the ratification of the updated remit. This was proposed by Jim Convery and seconded by Carl Patching.

### 7.2 Update to Society Rules

7.2.1 Andrew Martin sought approval from the Board for the recommendations within the Update to Society Rules report.

7.2.2 The Board approved the recommendations within the Update to Society Rules report. This was proposed by Donna Smith and seconded by Jim Convery.

### 7.3 Annual Governance Report

7.3.1 Andrew Martin sought approval from the Board for the recommendations within the Annual Governance Report.

- 7.3.2 It was agreed as an **action** that future reports would include attendance of Members at training. **ACTION  
Laura  
Morgan**
- 7.3.3 The Board discussed and approved the recommendations within the Annual Governance report. This was proposed by Ian Fosbrooke and Jim Convery.
- 7.4 AGM & Office Bearer Succession
- 7.4.1 Andrew Martin sought approval from the Board for the recommendations within the AGM & Office Bearer Succession report.
- 7.4.2 The Vice Chair asked Members to contact him if they were interested in taking on any of the roles detailed in the report. **Board**
- 7.4.3 The Board approved the recommendations within the AGM & Office Bearer Succession report. This was proposed by Jim Convery and Clea Warner.
- 7.5 Confidential Item
- 7.6 Policy changes – reflecting move out of covid-19 route map
- 7.6.1 Kirsty Morrison sought Board approval of the recommendations within the Policy Changes report.
- 7.6.2 The Board approved the recommendations within the Policy Changes report. This was proposed by Jim Convery and seconded by Clea Warner

## 8. POLICY PROPOSALS & REVIEWS

- 8.4 Procurement Strategy
- 8.4.1 Andrew Martin sought Board approval of the Procurement Strategy.
- 8.4.2 The Board approved the Procurement Strategy. This was proposed by Carl Patching and seconded by Clea Warner.

*It was agreed by the Board that items 8.1, 8.2, 8.3, and the remainder of the agenda items would be considered at the Special Board meeting to take place the next day on 30 June 2021.*

The meeting then came to an end.

**ALBYN HOUSING SOCIETY LIMITED  
FINAL MINUTES OF THE RECONVENED BOARD MEETING  
HELD ON MONDAY 30 JUNE 2021 AT 11.00AM  
MEETING VIA MICROSOFT TEAMS**

**Present**

Carl Patching (Vice Chair)	Ian Fosbrooke	Jim Convery
Donna Smith	Fiona Mustarde	Nicola Drummond
Isabell McLaughlan		

**In Attendance**

Lisa Buchanan, Chief Executive Officer	Andrew Martin, Director of Finance & Corporate Service	Kirsty Morrison, Interim Director of Customer Services
Laurie MacLeod, Head of Human Resources & Operational Development	Morag Beers, Interim Director of Assets & Subsidiaries	Brett Fletcher, Executive Assistant

*Minutes by Laura Morgan, Corporate Officer, post-meeting via Teams recording.*

**ACTION**

**1 APOLOGIES**

- 1.1 Apologies received from Raymond Bremner, Clea Warner, Maxine Smith, and Laura Morgan.
- 1.2 It was noted that Fiona Mustarde would be late to the meeting.
- 1.3 It was noted that the Leadership Team and Executive Assistant would join the meeting from item four onwards.

**2. DECELARATION OF CONFLICTS OF INTEREST**

- 2.1 None were noted.

**3. PREVIOUS BOARD MEETING 29 JUNE 2021**

**3.1 Notifiable Events Procedure Ratification**

- 3.1.1 The Leadership Team and Executive Assistant joined the meeting at this point.
- 3.1.2 Andrew Martin presented the Notifiable Events Procedure to the Board for approval of its ratification.
- 3.1.3 The Board approved the ratification of the Notifiable Events Procedure. This was proposed by Fiona Mustarde and seconded by Jim Convery.

**ACTION**

3.2 Anti-Fraud Policy & Procedure Ratification

3.2.1 Andrew Martin presented the Anti-Fraud Policy & Procedure to the Board for approval of its ratification.

3.2.2 The Board approved the ratification of the Anti-Fraud Policy & Procedure. This was proposed by Jim Convery and seconded by Nicola Drummond.

3.3 Assets & Investment Report

3.3.1 Morag Beers presented to the Assets and Investment Report to the Board for its information.

3.3.2 The Board noted the report.

3.4 Confidential Item

**5. AOCB**

5.1 Confidential Item

5.2 Update on Customer Services Director

5.2.1 Lisa Buchanan updated the Board that following a recruitment process, Kirsty Morrison had been appointed Director of Customer Services.

5.2.2 The Board extended its congratulations to Kirsty Morrison.

**6. DATE OF NEXT MEETING**

6.1 Special Board Meeting: Tuesday 06 July 2021

**The meeting came to an end.**