

FINAL Albyn Housing Society Board Meeting |MINUTES

Date: Tuesday 09 November 2021
Time: 6:00pm
Location: Virtually via 'Teams'

Present

Carl Patching, Acting Chair	Jim Convery, Acting Vice Chair	Ian Fosbrooke, Secretary
Donna Smith	David Cargill	Isabell McLaughlan
Angela Currie		

In Attendance

Kirsty Morrison, Interim CEO	Andrew Martin, Director of Finance & Corporate Services	Laurie Macleod, Head of HR
Morag Beers, Director of Assets & Subsidiaries	Maureen Knight, Interim Director of Customer Services	Brett Fletcher, Executive Assistant
Laura Morgan, Corporate Officer (minutes)		

ACTION

1. WELCOME & APOLOGIES

- 2.1 The Chair welcomed Angela Currie who had recently been co-opted to the Board.
- 2.2 Apologies were received from Fiona Mustarde, Clea Warner, Nicola Drummond, and Raymond Bremner

2. DECLARATION OF CONFLICTS OF INTEREST

- 2.1 In her capacity as the Chief Executive of Hanover Housing Society, Angela Currie noted an interest in agenda item 8.1 Customer Services Initiatives, in particular the out of hours emergency service which was provided to the Society by Hanover Housing Society.
- 2.2 The Chair noted this interest.

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: 05 October 2021
- 4.1.1 The minute and confidential minute of the last Board meeting were agreed as accurate and proposed by David Cargill and seconded by Isabell McLaughlan.

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4.2 Matters Arising: 05 October 2021

- 4.2.1 A written update on the action items had been provided and was reviewed. All actions had been completed.

4.3 Minutes of Special Board Meeting: 20 October 2021

- 4.3.1 The Board requested that the last sentence of minute 3.1.3 be removed.
- 4.3.2 Subject to the above amendment, the minute and confidential minute of the Special Board meeting were agreed as accurate and proposed David Cargill and seconded by Jim Convery.

4.4 Matters Arising: 20 September 2021

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

5. DECISION MAKING PAPERS

5.1 Q2 Management Accounts & full year

- 5.1.1 Andrew Martin spoke to his paper and sought Board approval for the recommendations made within it.
- 5.1.2 There was a discussion about the void figures quoted within the report. Andrew Martin advised the Board that spending on void repairs had been growing over the past four years and that this had highlighted issues relating to the Society's awareness of stock condition and the importance of regularly inspecting stock. Maureen Knight added that work was being undertaken to make sure that repairs required for void properties are correctly categorised and assigned to the appropriate budgets. It was confirmed to the Board that void data was reported quarterly to the Performance Committee and that the current average void letting days stood at 32 at the end of Q2.
- 5.1.3 Andrew Martin confirmed to the Board that there was provision for out of sequence component replacement depreciation within the accounts.
- 5.1.4 There was a discussion about the additional capital expenditure regarding the extension of a property. The Board requested that a business case be prepared for this proposal and be brought to the next meeting of the Board in December. The Director of Finance & Corporate Services and Interim CEO accepted this **action**.
- 5.1.5 There was a discussion about underspend for cyclical maintenance and overspend for reactive repairs at the end of Q2. Andrew Martin advised the Board that commitments were already in place to address the cyclical maintenance underspend in Q3/Q4. With regard to responsive repairs, this was generally a backloaded spend and the budget for these works was difficult to predict.
- 5.1.6 There was a discussion about welfare support for tenants and the Board enquired if a fuel poverty campaign was planned. Maureen Knight confirmed that the Society would be provided with a day of service from the Child Poverty Action Group to support it with engaging tenants with the energy redress fund.

**Andrew
Martin /
Kirsty
Morrison**

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ACTION

5.1.7 Subject to the request for a business case to be provided for the extension of the property in Talmine, the Board approved all recommendations within the report. This was proposed by Isabell McLaughlan and seconded by Angela Currie.

5.2 AHS Lending Agreement Migration from LIBOR

5.2.1 Andrew spoke to his paper and sought Board approval for the recommendation made within it.

5.2.3 The Board had no further queries and approved the recommendation. This was proposed by Jim Convery and seconded by Isabell McLaughlan.

5.3 Approval of Temporary Director of Governance and Business Improvement position

5.3.1 Kirsty Morrison spoke to her paper and sought Board approval for the recommendation within it.

5.3.2 The Board enquired as to why the position was not being offered on a permanent basis. Kirsty Morrison advised that it would provide the new CEO, when appointed, flexibility to change the role as they saw fit.

5.3.3 There was a discussion about whether the role would be supporting business transformation or business improvement. Kirsty Morrison confirmed that business improvement would be the immediate focus.

5.3.4 The Board approved the recommendation within the report. This was proposed by David Cargill and seconded by Angela Currie

5.4 Pay Negotiations 2021/22 & Occupational Sick Pay

5.4.1 Laurie MacLeod spoke to her paper and sought Board approval for the recommendation within it.

5.4.2 There was a discussion about the ongoing pay negotiations with the GMB Union. The Board was in agreement that the pay award being offered by the Society was fair and in line with the sector. The Board noted its support for the Head of HR in her management of this process.

5.4.3 There was a discussion about the proposal for extending occupational sick pay which the Board welcomed and recommended that it was implemented without delay.

5.4.4 David Cargill left the meeting at this point.

5.4.5 The Board approved all the recommendation within the report. This was proposed by Carl Patching and seconded by Donna Smith.

5.5 Board Action Plan Update

5.5.1 David Cargill returned to the meeting at this point.

5.5.2 Kirsty Morrison sought Board approval of the progress made within the Board Action Plan. It was noted that this would be a regular item at Board meetings going forward.

5.5.3 The Board had no queries about the report and approved it. This was proposed by Jim Convery and seconded by Ian Fosbrooke.

6. GOVERNANCE MATTERS

6.1 Society Membership Removals & Approvals

6.1.1 Andrew Martin presented a report on the Society membership removals and approvals between the 2020 and 2021 AGMs.

6.1.2 The Board had no further questions and noted the report.

7. POLICY PROPOSALS & REVIEWS

7.1 Disaster Recovery Policy

7.1.2 Andrew Martin presented the Disaster Recovery Policy and sought Board approval of it.

7.1.3 There was a discussion about the two week recovery time specified for ICT systems and if a shorter time would be more realistic. Andrew Martin advised that in reality, recovery of the ICT systems would not take two weeks, but the point was to demonstrate that if it did take this long it would not be catastrophic to the Society.

7.1.4 The Board suggested that the policy would benefit from some basic information about fall back processes that would be used. Andrew Martin advised that a key part of the implementation of the policy would be testing it; this activity would provide the information required to develop fall back processes and the policy would be continually updated as needed.

7.1.5 The Board approved the policy. This was proposed by Donna Smith and seconded by Isabell McLaughlan.

7.2 CCTV Policy

7.2.1 Maureen Knight presented the CCTV Policy and sought Board approval of it.

7.2.2 The Board had no further questions and approved the policy. This was proposed by Angela Currie and seconded by Donna Smith.

8. INFORMATION PAPERS

8.1 Customer Services Initiatives

8.1.1 Maureen Knight presented a report on Customer Services Initiatives to the Board for its information.

8.1.2 The Board welcomed the report and noted it.

8.2 Asset & Investment Update

8.2.1 Morag Beers presented the Asset & Investment Update report to the Board for its information.

8.2.2 The Board enquired if there would be a need to restate SHQS figures in light of the recent communication from the Regulator. Morag Beers advised that the Assets Team were undertaking a root and branch review of all stock condition with regard to this.

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8.2.3 The Board noted the update.

8.3 Committee Business Planner

8.3.1 The Board noted the Committee Business Planner.

9. AOB

9.1 None.

10. DATES OF FUTURE COMMITTEE MEETINGS

10.1 The dates of future Committee meetings were noted by the Board.

11. DATE OF NEXT BOARD MEETING

11.1 The dates of future Board meetings were noted by the Board.

The meeting then came to an end.