

FINAL Albyn Housing Society Board Meeting |MINUTES

Date: Tuesday 25 October 2022
Time: 6:00pm
Location: Virtually via 'Teams'

Members Present

Lesley McInnes,
Chair
(Teams)
Clea Warner,
Member

Carl Patching,
Vice Chair
(Teams)
David Cargill,
Member

Ian Fosbrooke,
Secretary
(Teams)
Angela Currie,
Member
(Teams)

Nile Istephan,
Member
(Teams)

Jim Convery,
Member
(Teams)

Nicola Underdown,
Member
(Teams)

In Attendance

Andrew Martin,
Director of Finance & Corporate
Services (DF&CS)

Maureen Knight,
Director of Customer Services
(DCS)
(Teams)

Audrey Murphey,
Interim Director of Governance &
Business Improvement (DG&BI)

Laurie Macleod,
Head of HR (HoHR)

Sean Currie,
Estates & Development Manager

Caroline Madden,
Repairs & Maintenance Manager
Via Teams
(Teams)

Laura Morgan,
Corporate Governance Officer
(minutes)

ACTION

1. WELCOME & APOLOGIES

- 1.1 The Vice Chair advised the Board that he would Chairing the meeting as the Chair was not feeling well.
- 1.2 The Board welcomed Nicola Underdown and Sean Currie to the meeting.
- 1.3 Apologies were noted from Fiona Mustarde and Kirsty Morrison.

2. CONFLICT OF INTEREST

- 2.1 No interests were noted.

3. STANDING ITEM

3.1 Board Remit

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

4. OPERATIONAL MANAGEMENT UPDATE

4.1 CONFIDENTIAL ITEM

5. PREVIOUS MEETING

5.1 Minute of post AGM Board Meeting: 12 September 2022

5.1.1 The minute of the meeting was agreed as accurate. This was proposed by David Cargill and seconded by Nile Istephan.

5.2 Minute of Board Meeting: 20 September 2022

5.2.1 The minute of the last Board meeting was agreed as accurate. This was proposed by David Cargill and seconded by Clea Warner.

5.3 Matters Arising

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

5.2.2 With reference to item 6.1.1 Q1 Performance Report, it was noted that this report was not approved at the last Board meeting as the Leadership Team requested that Members had an additional week to scrutinise it. No comments were received from Members following this review period. The Chair requested that the Board approve the Q1 Performance Report. This was proposed by Angela Currie and seconded by David Cargill.

6. DECISION PAPERS

6.1 Annual Assurance Statement

6.1.1 The DG&BI spoke to her paper and sought Board approval of the recommendations made within it.

6.1.2 It was noted that the Board had been provided with a self-assurance questionnaire at the end of August 2022 and had been invited to a Short Life Working Group (SLWG) to discuss the Annual Assurance Statement (AAS) evidence bank on 05 October 2022. The SLWG had identified three areas for the Society to focus improvement upon: Asset Management Strategy, equalities and human rights, and governance of Highland Residential Ltd, however, it did not determine that any of these areas resulted in a material noncompliance with the regulatory standards.

6.1.3 The DG&BI advised the Board that the improvements for each area were being managed and would be completed by the end of the financial year. Progress would be reported to Board as part of the Delivery Plan update to be brought to Board in December 2022. With regard to the Asset Management Strategy, it was noted that discussion of this would also form part of the Board Strategy Day on 15 November 2022.

6.1.4 The Board requested that the sessions held between it and Tree of Knowledge to develop the values of the Society be reflected within the AAS. The DG&BI accepted this as an **action**.

**Audrey
Murphy**

6.1.5 There was a discussion about the self-assessment scoring for 1.6 / 1.7 of the regulatory standards. The Board felt these were lower than expected and did not reflect the reality

ACTION

of the Board. The DG&BI suggested that next year the approach and methodology for scoring should be reviewed as part of the AAS process.

- 6.1.6 The Board considered all information and evidence gathered for the AAS and was content to approve the draft AAS provided as appendix B for submission to the Regulator. This was proposed by Angela Currie and seconded by Lesley McInnes.

6.2 CONFIDENTIAL ITEM

6.3 People Strategy

- 6.3.1 The HHR spoke to her paper and sought Board approval of the Albyn Group People Strategy.

- 6.3.2 The Board requested that a plan be developed to detail the key milestones to be achieved each year. The HHR accepted an **action** to develop an action plan with measurables for the People Strategy. **Laurie MacLeod**

- 6.3.3 The Board requested that an update on progress against the action plan be presented to it every six months.

- 6.3.4 The Board approved the People Strategy. This was proposed by Angela Currie and seconded by Carl Patching.

7. INFORMATION PAPERS

7.1 Analysis of Highland Service Delivery Gaps & Evidence Gathering

- 7.1.1 The Board agreed that due to time constraints, this presentation would be delivered at the Board Strategy Day on 15 November 2022.

8. APPROVED MINUTES OF COMMITTEE MEETINGS FOR NOTING

8.1 Audit & Risk Management Committee: 21 June 2022

- 8.1.1 The Board noted the minute.

8.2 Highland Residential (Inverness) Ltd: 30 June 2022

- 8.2.1 The Board noted the minute.

9. AOB

- 9.1 The Board noted that the Corporate Governance Officer would send around some information by email regarding integrating their calendars with the Govenda system.

10. DATES OF FUTURE BOARD COMMITTEE MEETINGS

- 10.1 The dates of upcoming meetings were noted by the Board.

The meeting ended.