

GLEN HOUSING ASSOCIATION
BOARD OF MANAGEMENT MEETING
6.30PM - WEDNESDAY 20th SEPTEMBER 2023

AGENDA

1. **APOLOGIES & DECLARATIONS OF INTEREST** (Report attached – *for action*)

2. **ELECTION OF OFFICE BEARERS** (Report attached – *for action*)

3. **MINUTES**
 - 3.1 Minute of Board of Management Meeting of 23/08/23 (Report attached – *for approval*)
 - 3.2 Matters Arising from above Minute

4. **FINANCE & STAFFING MATTERS**
 - 4.1 Financial Report to 31/08/23 (Report attached – *for approval*)
 - 4.2 Arrears Report to 31/08/23 (Report attached – *for information*)
 - 4.3 EVH Salaries Consultation Document (Report attached – *for action*)

5. **GOVERNANCE**
 - 5.1 Operational Responsibility & Delegated Authority (Report attached – *for action*)
 - 5.2 SFHA Governance Conference (Report attached - *for information*)

6. **POLICY REVIEW**
 - 6.1 Whistleblowing Policy (Report attached – *for approval*)

7. **AOCB**
 - 7.1 Energy Action Scotland request (Report attached – *for approval*)

GLEN HOUSING ASSOCIATION
MINUTE OF BOARD OF MANAGEMENT MEETING
WEDNESDAY 20th SEPTEMBER 2023

PRESENT: G Ross (GR)
P Milne (PM)
A Crook (AC)
B Allan (BA)
J McArthur (JMc)

IN ATTENDANCE: A Dickie (AD)
I Byers (IB)

1. APOLOGIES & DECLARATIONS OF INTEREST

Apologies: S Thomson (ST)
S Garrioch (SG)
T Newman (TN)
I Muirhead (IM)
J Smith (JS)

Declarations of Interest: None

GR handed over to AD to Chair Agenda Item 2.1

**2. ELECTION OF OFFICE BEARERS, COMMITTEE MEMBERSHIP,
FORMAL REPRESENTATIVES AND APPROVED SIGNATORIES**

2.1 Chair:

As per discussion at the August meeting, Graham Ross (GR) had confirmed his agreement to continue as Chair. No other members came forward for the positions of Chair, therefore;

GR was nominated by JMc, seconded by AC, and duly elected.

AD handed over to GR to Chair the remaining Agenda.

3. MINUTES

3.1 Minute of Board of Management Meeting of 23/08/23

The above Minute was proposed by JMc, seconded by AC and approved as a true record of the meeting.

3.2 Matters Arising from above Minute

- 3.2.1 PM noted that her apologies hadn't been submitted for the August meeting and apologised for the oversight.
- 3.2.2 Item 4.3: Staff Working Hours Changes - AD reported that this was working well so far. AD also advised that the vacant post in the Admin team had now been filled, with the new member due to start mid October.
- 3.2.3 Item 4.4.3: NZHF - AD updated that following meetings with Changeworks regarding the changes to the Scottish Government application guidance, a decision was made not to submit the application for end of September as originally planned but that Glen staff and Changeworks would attend Scottish Government workshops in late September and early October, prior to submitting any new application.
- 3.2.4 Item 5.2: AD referred to Board member recruitment advising she has not done a social media recruitment drive and was wary re advertising as this has not proven to be successful in the past. AD confirmed this was still on her radar, however, she would particularly be looking at trying to encourage new tenant members.
- 3.2.5 Item 6.1: Repairs report - IB confirmed the actual gas safety figures as being 495 total properties, with 5 properties capped, therefore; 490 serviced within timescale. IB also confirmed that our leased properties also have gas boilers that are serviced annually but not reported on in this report which refers to tenanted properties only.
- 3.2.6 Item 6.1: IB confirmed the new joinery contractor had been issued 2 jobs but too early to report on how this was working.

4. FINANCE AND STAFFING MATTERS

4.1 Financial Report to 31/07/23

In TT's absence, AD presented this item and referred Members to the detailed report accompanying the accounts. AD advised any queries staff were not able to answer at the meeting would be taken back to TT for a response. The accounts as presented were **approved**.

4.3 EVH Salaries Consultation Document

AD presented this report which was produced by EVH, with a response requested by end of September:

- 4.3.1 Board noted that the question being asked was a very 'broad' question.
- 4.3.2 Following discussions around the previous years' consolidation payments, budget pressures, time pressures for preparing budgets, balancing staff wage increases and affordable rents, likely movements in inflation figures and the possibility of multi year arrangements coming back in in the future, Board agreed the following response:

"We suggest EVH negotiators take account of November 2023 CPI when considering the 2024 salary award, and strive for a decision by early January at the latest to allow for budget and rent increase purposes".

5. GOVERNANCE

5.1 Operational Responsibility & Delegated Authority

- 5.1.1 AD presented this report, the topic of which had been raised by Board Members during earlier appraisal discussions.

AD pointed out the correction on the report, confirming that the Housing Manager and Corporate Manager are required to give 4 weeks' notice and the Director 3 months' notice, and that any retirees were expected to give at least 6 months' notice.

AD confirmed that there were clear processes in place for unexpected absences of the senior team and that we are also well supported by Finance Agents and Consultants who can help to ensure that all necessary activities are able to continue.

- 5.1.2 As part of the report, AD had included SFHA guidance notes on Getting the Balance Right and Model Scheme of Delegated Authority. AD highlighted particularly useful sections on the distinction between Strategic and Operational responsibility and the types and categories of reporting. It also mentions the positive aspects of having an annual reporting plan, which Glen does already have in the form of our Annual Board Meeting Schedule which is produced and distributed in January each year for the calendar year. On this basis, she feels the Association is covering the bases with our reporting structure.
- 5.1.3 AD advised that using the guidance and Model Scheme of Delegated Authority she would bring a Draft Scheme of Delegated Authority to Board in November, to capture existing practice and knowledge in one document.