

**GLEN HOUSING ASSOCIATION**  
**MINUTE OF BOARD OF MANAGEMENT MEETING**  
**WEDNESDAY 24<sup>th</sup> MAY 2023**

**PRESENT:**

- G Ross (GR)
- B Allan (BA)
- I Muirhead (IM)
- J Smith (JS)
- J McArthur (JMc)
- A Crook (AC)
- S Garrioch (SG)
- T Newman (TN)
- S Thomson (ST)

**IN ATTENDANCE:**

- M Dobson (MD), Findlays
- E Cromwell (EC), Thomson Cooper
- T Thomson (TT), Thomson Cooper
- A Dickie (AD)
- K Milne (KM)

*GR opened the meeting by welcoming Martin Dobson from Findlays and Elaine Cromwell & Tracy Thomson, from Thomson Cooper. He confirmed that Item 4.1 will be brought forward to the start of the meeting to allow Martin to leave before the remaining business.*

**1. APOLOGIES & DECLARATIONS OF INTEREST**

Apologies: P Milne (PM)

Declarations of Interest: None

**4. FINANCE AND STAFFING MATTERS**

**4.1 Approval of Annual Accounts 2022/223**

**4.1.1 Minute of Audit Committee Meeting with Auditors 17/05/2023**

The Audit Committee presented the Minute of their meeting, during which, the audited Accounts were reviewed in detail with the auditor,

Sandy Squires of Findlays. MD confirmed that the accounts had been updated with the revisions identified by the Audit Committee.

#### 4.1.2 Audited Accounts for the year ended 31<sup>st</sup> March 2023

MD took members through the headline figures and presented a summary of the pertinent outcomes of the audit:

##### Statement of Comprehensive Income

Revaluation of Housing Properties – large increase following the housing stock revaluation by JLL – this has no real effect on business other than in the accounts – helps with the covenants.

Actuarial gain/(loss) in respect of pension scheme – to be revised from £150k to £105k (no actual change to the bottom line figure as the £45k just moves up in the Statement of Comprehensive Income).

##### Statement of Financial Position

Tangible fixed assets – increase in deemed valuation of housing properties by £3.2m as a result of the housing stock revaluation.

Provision for liabilities – pension defined benefit liability – the Association's past service obligations to SHAPS pension scheme has been recalculated in the year and subsequent increase to £78k, reversing last year's decrease.

#### 4.1.3 Audit Reports & Opinion

As independent auditors, Findlays are required to carry out audit checks on the transactions and confirm the balances at the year end to confirm they represent a true and fair picture of the Association's operations and assets at 31<sup>st</sup> March 2023. They are also required to report on corporate governance matters to the extent that the Association has complied with disclosures required by regulatory standards.

MD confirmed this to be the case and gave an unqualified audit report on the accounts and corporate governance matters.

#### 4.1.4 Letter of Representation

MD referred members to the Letter of Representation which was **approved**.

#### 4.1.5 Management Letter

MD referred members to the Management Letter which was **approved**.

## Management Recommendations Arising:

Depreciation of Housing Properties – AD advised that this will be taken on board while currently reviewing the Asset Management Strategy – consideration to be given to revaluation of life span of components.

Rent Arrears & Prepaid Rent– AD concurred with these recommendations – explaining that this had inadvertently been missed due to staff turnover.

Board **approved** the assumptions in the TPT Report for inclusion in the Financial Statements. **The Accounts to 31/03/2023 were approved**, with agreed minor amendment in the Statement of Comprehensive Income re Actuarial gain/(loss) in respect of pension scheme – to be revised from £150k to £105k. Revised accounts will be re-issued to AD for signing by the appropriate Board members. AD will be in touch with members to confirm a suitable date.

*Board thanked MD for his presentation, at which point he thanked the staff of Glen and Thomson Cooper for their assistance and thereafter left the meeting.*

## **2. MINUTES**

### **2.1 Minute of Board of Management Meeting of 19/04/2023**

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

### **2.2 Matters Arising from above Minute**

#### **2.2.1 Item 2.2.1 – AD gave an update on the situation with Changeworks/Scottish Government grant award:**

As Board were advised, the grant award was confirmed. Just as that news came in, the results from the property archetype survey which had been carried out over December – Feb/Mar also came in. To summarise, this report indicated that the priority for Glen was to fix the fabric of the buildings, i.e. heat loss from windows/doors, cavity wall cold bridging/heat leakage, and that there was no point changing the heating prior to addressing those issues. AD and IB met with Changeworks who were of the same opinion and agreed to present this evidence and an alternative suggestion to the Scottish Government, i.e. prepare the properties for zero carbon heating in the first instance.

AD/IB will attend a virtual meeting with Changeworks and the Scottish Government tomorrow, Thursday 25<sup>th</sup>, just before the scheduled Net Zero Working Group meeting.

AD confirmed with SG, AC and TN (Net Zero Group members) that they would be in attendance and asked that any other members wishing to attend the meeting, either in person or remotely, would be very welcome. AD will circulate a Note of the Meeting.

Discussion ensued around the results of the property survey, with all agreeing that the sensible decision is to fix the fabric first.

JS declared an interest at this point as an owner/occupier in an area of Glen's stock, asking if consideration would be given to owners – AD confirmed there would be.

Financial implications were also discussed - in terms of match funding, there are cash reserves that could be used, as well as Triodos and CAF Bank both showing an interest in supporting Glen in 'green' projects.

- 2.2.2 Item 2.2.2 – AD advised that IB was unexpectedly absent due to illness and she was unable to confirm at this point whether he had ensured the Allocations Policy had an option for change of use, if required. Carried over to next meeting.

AD confirmed that one of the 3 vacant flats had been allocated and there were still positive lines for the remaining 2, with Aberlour continuing to pay the rents on the vacant flats.

### **3. CORRESPONDENCE**

Nothing of note.

### **4. FINANCE AND STAFFING MATTERS**

#### **4.2 Approval of Five Year Financial Projections**

AD presented this report which was **approved** for submission to the Scottish Housing Regulator, with the following slight amendments:

##### **4.2.1 Page 8**

Surplus(Deficit) on ordinary activities before tax – figure should be 3,744 not 3,717.

Total comprehensive income for the year – figure should be 3,639, not 3,717

Net Assets should be 16,920 not 17,048

#### **4.3 Approval of Annual Loan Portfolio Return to 31/03/2023**

AD presented this report which, although not due for submission until 30 June, was felt appropriate to put to this meeting. The report was **approved** as presented with delegated authority for AD to complete the submission by 30<sup>th</sup> June 2023:

#### **4.4 Financial Report to 30/04/23**

TT presented this item and referred Members to the detailed report accompanying the new style accounts. The accounts as presented were **approved**.

- 4.4.1 AC referred to the planned maintenance budget and asked, if after 3 years of little expenditure, what the prospects are for getting back on track as the year runs away when you have to factor in tendering etc. AD confirmed that she is quite confident in catching up this year, with Changeworks working with 3 large contractors who have confirmed they have the capacity for putting in bids for the work.

SG referred to the investment spend this month on a new door and asked if the spec had been updated to take account of the property survey results – AD confirmed that the policy has always been to replace with better, where possible.

#### **4.5 Arrears Report to 30/04/2023**

AD presented this report which was **approved**.

- 4.5.1 AD referred to the present tenant arrears and advised that included within this arrear is the property we have decree for, but await paperwork from the Sheriff Court.

### **5. GOVERNANCE**

#### **5.1 Approval of ARC 2022/23**

AD presented this report which was **approved** with the following discussed/clarified:

- 5.1.1 Indicator 2, Page 32/33 – major Tenant Satisfaction Survey carried out every 3 years – due to do one this year.
- 5.1.2 Indicator 10, Page 42 – BA referred to the disappointing figure this year in Right First Time repairs AD agreed, advising that the main factors

were with one small contractor suffering long term illness and another contractor still struggling with shortage of materials.

- 5.1.3 AD confirmed that the majority of figures had been taken from the housing management software, Homemaster this year, with manual cross checks carried out by staff to ensure validation of the figures.

## **5.2 Business Strategy & Delivery Plan 2023-2023**

AD presented this report, explaining that the first Board review is pencilled in for the June meeting. The 30 year business plan will form part of the full Business Strategy and Delivery Plan.

Board will be apprised of updates to the delivery plan at quarterly intervals.

It should be noted that there is a level of flexibility built into the delivery plan to allow for rapid changes.

## **5.3 Health & Safety Committee Report**

AD presented this report which was approved.

- 5.3.1 GR confirmed that he had now signed the Health & Safety Policy Statement.

## **6. POLICY REVIEWS**

### **6.1 Risk Management Policy (New)**

AD presented this new policy which was **approved** with the following discussed/clarified:

- 6.1.1 There will be a 4 monthly report to Board, where outstanding actions will be flagged up. Anticipate the first report in June, where Board can see how the format works and whether it is acceptable.
- 6.1.2 IM considered the policy to be overly 'wordy' and asked if this really necessary and if it could be considered value for money. AD explained that she felt it was a good way for staff responsible to remain disciplined and consider the Association's approach to risk as more than just a paper exercise. BA suggested this format covers all bases in terms of the Regulator's requirements.

### **6.2 Recruitment & Selection**

AD presented this reviewed policy for approval. After much discussion and debate, it was agreed that the Policy required some additional revisions prior to Board being content to approve:

### 6.2.1 Section 7 – Internal Recruitment

Change the word holidays to sabbaticals.

### 6.2.2 Section 8 – Temporary Recruitment

Board unhappy with the ambiguity of the suggestion that temporary posts could be filled without external advertising or employment agencies being approached.

Suggested re-wording:

In exceptional circumstances, Management has the authority to recruit staff on a temporary basis, to allow time to recruit through the normal processes – this will be reported to Board at the next meeting.

### 6.2.3 Section 15 – Job Offer

Reword as follows:

Unsuccessful candidates (that matched the shortlist criteria) will be asked for permission to keep their details on record for 1 year, so that they may be contacted in the event of any future vacancy/opportunity arising with the Association.

Board asked that the above amendments were presented in **red text** for ease of review.

## 6.3 Arrears Policy

AD presented this policy which as **approved** with the following small enhancement:

6.3.1 JS referred to Section 2 Leal and Regulatory Requirements and suggested that these be hyperlinked – KM to amend.

## 7. AOCB

7.1 GR advised that the annual Board appraisals were due and that his intention is to carry out a collective one this year, with the facility for members with individual concerns to also feed those back. He has reached out to Linda Ewart for assistance with the aim to have this complete before meeting in July for a board membership training/appraisal event.

7.2 GR also confirmed that he has approached Linda Ewart with some suggestions on AD's appraisal which is also due.

*The meeting concluded at 8.45pm.*