

**Willowacre Trust Board
Hybrid Meeting via Microsoft Teams and Camlachie Boardroom
Minutes
Tuesday 20th August 2024**

<p>Present (In Person): Robert Campbell</p> <p>Present (Online): Elaine Davidson (Chair), Lauren Grant, Shayron Young, Chris Milborrow</p> <p>In Attendance (In Person): Linda Allan (Community & Support Services Manager), Valerie Wilson (Director of Finance)</p> <p>In Attendance (Online): Brian Gannon (CEO), Jennifer Cairns (Director of Corporate Services), Susan Speirs (Senior Corporate Services Assistant), Stuart Beattie (CT – until item 3)</p>	
<p>Apologies Apologies were received from Angela Fulton, Nairn McDonald, Angela Devine.</p>	
<p>Disclosure of Interests Elaine Davidson and Robert Campbell declared an interest in West of Scotland Housing Association.</p>	
<p>1. Approval of Minutes The minutes of the previous meeting were approved as a true and accurate record. They were proposed by Lauren Grant and seconded by Robert Campbell.</p>	Approved
<p>2. Matters Arising The Board noted the matters arising.</p>	Noted
<p>3. Annual Financial Statements Stuart Beattie of CT introduced himself to the Board and advised that that he is the Audit Manager for WT and WSHA.</p> <p>He advised that it was a clean audit report and that there were no modifications. He advised that it had been a positive year and there was a surplus of £23,470 on funds prior to the gain on revaluation. Both the income and expenditure levels were also up on the previous year.</p> <p>Stuart commented that there had been a gain on the revaluation of a property. This increased the reported surplus to £43,470.</p> <p>Chris Milborrow stated that it was a very positive revaluation.</p>	

Robert Campbell asked if there was any concern over the reduction in cash. Valerie Wilson confirmed that this was a timing issue and that the Management Accounts provided an up to date position which shows that cash has since increased.

The Board noted and approved the following:-

1. Confirmed that the going concern basis of accounting is appropriate for the preparation of the annual financial statements.
2. Noted that each of the trustees has confirmed that there are no matters of which they are aware of that should be brought to the attention of the auditor.
3. Approved the letter of Representation and authorised the Chair to sign the letter on behalf of the Board.
4. Approved the annual financial statements.
5. Authorised the Secretary to sign the Directors' Report on page 11 and the Chair to sign the balance sheet on page 17.

Noted & Approved

4. Operational Report

Robert Campbell advised that this was the first month that we were using the new layout of the agenda to bring it in line with the WSHA Board.

The Community & Support Services Manager presented this report and that it covers the period from April to June 2024.

She advised that two new social work students are due to start at the end of August. There will be ongoing recruitment for the various posts that are vacant.

There have been 56 referrals for tenancy sustainment this quarter. Most of the referrals are for tenants of working age. We are also referring people internally for assistance as well as to outside organisations.

The number of referrals for energy advice has increased again most of these are from working age tenants. There have also been 33 referrals for money advice.

There have been 38 referrals for food parcels and again it is the working age group that are looking for support.

27 starter packs have also been issued within this quarter.

Shay Young commented that there seems to have been an increase in the amount of referrals from working age tenants for money and energy advice.

<p>Shay Young asked if WT was bracing itself for an influx of older people who will be looking for support following the removal of the winter fuel allowance.</p> <p>The Community Support Services Manager advised that she has held a meeting with the energy and money advisors regarding this. She advised that we are going to be taking a proactive approach to this and are currently in the process of devising a campaign to deal with this. She is looking to get additional funding to pay out to tenants who don't get the winter payment. We will also be looking at tenants who have energy debt and will be trying to get this written off.</p> <p>The Board noted the contents of this report.</p>	<p>Noted</p>
<p>5. Development Report</p> <p>The Community & Support Services Manager presented this report.</p> <p>She advised that support has been secured from Glasgow Kelvin College to run a series of community based taster courses from the Hub at Charing Cross. A photography course is due to start this week and there will be further courses in September.</p> <p>We have also received £41,475 in funding through Energy Action Scotland to help us make payments to tenants.</p> <p>The Community & Support Services Manager advised that we are converting a flat in Cowlairs into a community flat which will help us deliver services in Springburn.</p> <p>The Board noted the rest of this report.</p>	<p>Noted</p>
<p>6. WSHA Update Report</p> <p>The Director of Housing & Community Services presented this report which provides the Board with an update on key WSHA activities.</p> <p>The Board noted the contents of this report.</p>	<p>Noted</p>
<p>7. Business Plan Update Report</p> <p>The Director of Housing & Community Services presented this report.</p> <p>He advised that 56% of the actions in the action plan are underway and there are currently no actions overdue.</p> <p>The Board noted the contents of this report.</p>	<p>Noted</p>

8. Risk Management Report

The Director of Corporate Services presented this report which gives an update on each of the strategic risks.

With regard to “unable to manage our financial position” this risk still remains high due to the constant challenges with regard to receiving funding.

There has been no change to the score for “fail to build on to maintain the confidence, satisfaction and trust of our tenants and communities” and also “fail to identify or maximise opportunities, partnership and collaboration”.

Under “fail to have effective governance arrangements in place” Lauren Grant was appointed to the Board at the last meeting and we are still trying to recruit someone with a finance background.

There is no change to “fail to embed the organisation’s culture, vision and values” due to continued turnover.

The Board noted the contents of this report.

Noted

9. HR Report

The Director of Corporate Services presented this report.

She advised that there has been a higher than average turnover in staff but we will keep an eye on this and will report back to the Board. There has been a reduction in absence but the Board will be kept updated on this.

The Director of Corporate Services advised that 85 responses had been received from the staff engagement survey. 92% of the Community & Support Services staff responded to the survey.

Chris Milborrow asked if there is a worrying trend with regard to the survey results and are there any concerns.

The Director of Corporate Services advised that we will be following up on some areas of the survey and more consultation will be carried out. There was some concern around turnover but this will feature as part of the review of Community & Support Services and we will report back to the Board.

The Community & Support Services Manager advised that some of the community support services staff had reported that they don’t meet enough in person rather than online. She advised that we will look at tying this in with the staff T&D.

The Board noted the contents of this report.

Noted

<p>10. Management Accounts The Director of Finance presented the management accounts for the period from April to June 2024.</p> <p>She advised that there was a surplus of £3.3k which is £700 up against the budgeted figure. The income and expenditure figures are below budget but this is still the early part of the year. Staff vacancies have resulted in lower costs and corresponding lower grant and recharge claims.</p> <p>The cash at the end of June was up £81k from the start of the year to £390.3k.</p> <p>The Director of Finance advised that there were no concerns with cash flow at the moment.</p> <p>The Board noted the management accounts for the period up to 30 June 2024.</p>	<p>Noted</p>
<p>AOCB There was no other business.</p> <p>Elaine Davidson advised that this would be her last meeting as Chair as she was standing down. Elaine confirmed she will remain on the Board. Board Members and staff thanked Elaine for her service.</p> <p>The meeting ended at 17.15 pm.</p>	
<p>Date of Next Meeting The date of the next meeting will be Tuesday 19th November 2024</p>	