

**West of Scotland Housing Association
Minutes of the Board Meeting
Held by Video Conference
Wednesday 28th April 2021**

<p>Present: Kelly Adams (Chair), Derek McGowan, Ruth Simpson, Elaine Davidson, Ann Reid, Nick Farrell and Paul MacNeil</p> <p>In Attendance: Brian Gannon, Chief Executive Officer, Colin MacCallum, Director of Finance, Jennifer Cairns, Director of Corporate Services; Andrew Kubski, Director of Development & Asset Management; Robert Campbell, Director of Housing & Community Services; Caroline Stobo, HR & Corporate Services Assistant & Sandy Hunter, Observer</p> <p>Apologies: Irene McFarlane, Ryan Docherty, John Muir, Christine Musasa, George Kpodo,</p>	
<p>Meeting Opening: Kelly opened the meeting by announcing two board member resignations these were Clare Newton and John Shearer. Kelly thanked them for their time and dedication over the years.</p>	
<p>Disclosure of Interests</p> <p>Ann Reid declared a conflict of interest in relation to the review of Allocations Policy (Agenda Item 7). It was agreed that Ann would leave for this agenda item and return after it had been discussed.</p>	
<p>1. Approval of the minutes</p> <p>The minutes from the meeting held on 31st March 2021 were approved by Ruth Simpson and Ann Reid.</p>	Approved
<p>2. Matters Arising</p> <p>The Board noted the update on actions from the previous meeting.</p>	
<p>3. Consolidation Strategy</p> <p>The Director of Development & Asset Management provide an overview of the new Consolidation Strategy to the Board for approval. He explained to the Board how the strategy will:</p> <ul style="list-style-type: none"> • Identify properties under our framework criteria that are suitable for disposal. • The acquisition of stock that would “add value”, strengthen ownership within one of our communities to assist with management and investment. 	

He explained that they would primarily be looking to dispose of properties that when they became void as there would then be no requirement for tenant consultation. If they decided to dispose of property that did have tenants living there they would consult meaningfully and only where there was the possibility of another RSL taking over as their landlord.

Nick Farrell asked if we have a number of properties on the disposal list in several locations, how would we do this within the 3-month timeframe specified?

The Director of Development & Asset Management explained that the preference would be to do the disposal at void stage in smaller clusters. If a new RSL is involved, we would have the consultations with the tenants and the new RSL and we didn't have to wait until void.

Ruth Simpson highlighted a group of properties where there are 3 other HAs surrounded them and a community hall where they provide social events and our tenants are included in the social aspect. She asked whether we should consider a disposal if it was the right thing for our tenants. The Director of Development & Asset Management explained that the framework identifies specifics where we do not have a large number of stock and that we would consider it where it was obvious a tenant would receive a better, more integrated service than we could provide in this type of scenario.

Ruth stated that it's better for tenants if we think what's best for them.

The Chair asked Nick Farrell if he had any follow up questions.

Nick advised that he would speak with the Director of Development & Asset Management out with the meeting as his queries are more around the practicalities rather than the overall strategy. He queried what would happen if another RSL did not want the properties. Andrew explained that we have a situation like this in Scotstoun just now which means our only disposal option is an open market sale with vacant possession.

Paul MacNeil stated that having a number of different HA's in the one block doesn't always work and it's problematic to get anything done, maintenance, repairs etc as there is no overall majority ownership. He also expressed that the report was good and will be good for us moving forward and also support our geographical and environmental footprint.

The Chief Executive echoed and agreed with Paul MacNeil that the consolidation strategy was good and that there will be occasions where we will be able to have discussions with other RSL's. The Chief Executive also explained to the Board that the 3-month target is in relation to the void properties, if we wish to stop letting these then this strategy allows the CMT to do this without coming back to the Board.

<p>The Director of Development & Asset Management shared a presentation with the Board on Net Present Value (NPV) so the Board were aware of what it is and how it works.</p> <p>The Director of Finance explained that if the NPV of the asset is low or negative we would look to dispose of this property. He explained that 7 out of the 16 properties in Douglas lay void for years so the sooner we can identify these properties for disposal the better it will be.</p> <p>Kelly Adams asked if the slides can be shared with the members and also stated that even though the value of a property is negative it doesn't mean we dispose we will look at all the factors before making a decision.</p> <p>The Board approved the recommendations of the Consolidation Strategy.</p>	<p>Action</p> <p>Approved</p>
<p>4. Annual Policy Report</p> <p>The Director of Corporate Services shared the annual policy report with the board and asked them to note the schedule of policies that are due for review this year. She explained that this annual policy reports provides the Board with assurance that our policies are up to date and scheduled for review. This is important as policies are a key tool to ensure compliance with relevant legislation and regulation.</p> <p>Kelly Adams what measures to management have in place to ensure that there no gaps in polices. The Director of Corporate Services explained that we consult with relevant staff and managers and in addition to this we often review our policies against EVH and SFHA policies. She also advised that as part of our internal audit process, the auditors review our policies to ensure that they meet regulative and legislative requirements.</p> <p>The Chief Executive advised that we also may change a policy based on a tenant complaint or situation that has required a policy change or clarification.</p> <p>The Board noted the report.</p>	<p>Noted</p>

were in relation to outline of planned procurement for the next year, inclusion of the green strategy objectives and the inclusion of a new section which details how we will measure the impact of the strategy objectives.

The Director of Corporate Services advised the a review of the Procurement Policy had also been carried out and the key change to this policy is in relation to changing terms following EU Exit.

Derek McGowan liked the strategy especially the best practice demand management – he asked has there been any thoughts on the demand longer term? The Director of Corporate Services explained that there is a process before every procurement to look at the demand and the best way to deliver the outcome. It was agreed that this approach should be detailed in the Strategy.

Action

The Board approved the revised Procurement Strategy and Procurement Policy.

Approved

7. Tenancy Management Policy & Allocation Policy Amendment

Ann Reid left the meeting for this agenda item as she had previously declared a conflict of interest.

The Director of Housing & Community Services informed the Board the purpose of this policy is to set out a framework for the management of tenancies not covered in other policies such as the Anti-social Behaviour and Estate Management Policies. It covers the guiding principles related to the management of a tenancy from sign-up through to termination, including areas such as assignation and sub-letting to permission requests and succession of tenancy.

The Director of Housing & Community Services then went on to explain a current situation they are dealing with where there is a lifestyle clash, with an older person living in amenity housing and her neighbour has a young child living in the house. This has led to discussions in relation to the age of tenants living in amenity housing. Our current policy is not clear on this. The Director of Housing & Community Services outlined the changes proposed to the Allocation Policy to provide further clarity on this.

Ruth Simpson queried what age should it be specified for living in amenity housing and the Director of Housing & Community Services advised that it does tend to be 60 and our solicitors have confirmed this is allowed within the legislation. He clarified, however, that the policy does now allow flexibility where there are particular circumstances.

The Board approved the new Tenancy Management Policy and the amendments to the Allocations Policy.

Approved

<p>8. Board Briefing</p> <p>Ann Reid re-joined the meeting at this agenda item.</p> <p>The Chief Executive presented the Board Briefing and announced the verbal offer made to the new Director of Finance and that references have been sought, He stated that we have a good candidate who is coming with great experience. We are hoping for a four week handover period with our current Director of Finance.</p> <p>The Chief Executive also informed the Board that the new ground maintenance contract was due to start next month.</p> <p>He informed the board that a formal request has now been received from the HSCP to provide 60% of lets to the homeless.</p> <p>Sandy Hunter stated that there has been an 80% rise in homelessness for longer term tenants as there is a lack of substantial support.</p> <p>The Chief Executive advised the Board that an email was sent to the Chairperson of EVH regarding our disappointment about the response of EVH to our concerns about the recent JNC hearing and as yet there had been no reply. It was agreed that this would be followed up by the Chair and Chief Executive.</p>	
<p>9. Subsidiary Report</p> <p>The Director of Corporate Services presented the subsidiary report to the Board. She advised the Board that we have made some progress in terms of the governance of Westscot Living and the first Board meeting would take place at the end of May.</p> <p>Paul MacNeil asked what mid market rent properties were in comparison to social rent properties. The Director of Corporate Services explained that with mid market rent the rent is higher than social rent but less usually less than the private rented sector rent – it is ideally for people who are unable to buy their own home but are not eligible for social housing.</p> <p>The Director of Corporate Services advised the Board that she would arrange an information session for Board members regarding mid market rent in the coming months.</p> <p>The Board noted the Subsidiary Report.</p>	<p>Noted</p>

<p>10. Risk Management Update The Director of Corporate Services provided the Board with an update in relation to the risk register and the actions that are underway to mitigate relevant risks.</p> <p>The Board noted the risk management update.</p>	Noted
<p>11. Action Plan Update The Chief Executive presented an update on the Staff Engagement Plan and Organisational Improvement Plan and highlighted that progress had been substantial despite the pandemic.</p> <p>The Board noted the Action Plan update.</p>	Noted
<p>12. Minutes for Noting The Board noted the following minutes:</p> <ul style="list-style-type: none"> • Audit Committee, 16th March 2021 • Tenant Advisory Group, 25th March 2021 	Noted
<p>13. Resolutions There were no resolutions to report.</p>	
<p>14. Notifiable Events The Board noted current open notifiable events and also the Annual Review of notifiable events.</p>	Noted
<p>15. Review of meeting The Board agreed that the meeting had gone well and there had been a lot of good discussion and pace.</p>	
<p>16. AOB</p> <p>16.1 Note of Interest, Faifley Housing Association The Chief Executive advised the Board that the CMT have submitted a note of interest in the transfer of engagements for Faifley Housing Association. He advised that the Board would be required to make the final decision about whether we submit a bid. He advised that timescales were tight and there may be a requirement to call a Special Board Meeting to discuss further. He advised that he would keep the Board updated on this matter.</p> <p>Ann Reid queried what type of stock it was. The Chief Executive explained that much of the stock was tenements and cottage flats that were built in the 50's.</p>	

<p>Nick Farrell asked what other Housing Associations have stock in that area. The Chief Executive Brian confirmed that there are a number of community based RSLs such as Clydebank HA. Ann Reid queried how many staff were employed. It was confirmed that there were 6 staff but some of them were temporary.</p> <p>The Board noted our expression of interest and also the special board meeting that may be needed.</p> <p>16.2 Civica Financials</p> <p>The Director of Finance gave an update in relation to the implementation of CX Financials and advised that dealing with service charge and rent implementation has caused a delay. He advised the Board that Civica would not be getting their final payment until we are completely satisfied with the end product.</p>	
<p>Date of Next Meeting – 26th May 2021</p> <p>The Board also noted the change to the June meeting which is now being held on the 23rd June instead of the 30th June.</p>	<p>Noted</p>