

Willowacre Trust
Minutes
Tuesday 26th February 2019

<p>Present: Elaine Davidson (Chair), Evelyn Lennie, Floris Greenlaw, Angela Devine</p> <p>In Attendance: Colin MacCallum, Director of Finance and Corporate Services, Maisie O'Brien, Community and Support Services Manager, Jennifer Cairns, Head of Corporate Services, Clare Bird, Community and Support Services Assistant (in part)</p>	
<p>Apologies and Welcome Apologies were submitted by Kirsteen Watson, David Grant and Lynne Donnelly</p>	
<p>Disclosure of Interests Elaine Davidson declared an interest in West of Scotland Housing Association.</p>	
<p>1. Approval of Minutes The approval of the minutes from the Board Meeting of 13th November 2018 was proposed by Floris Greenlaw and seconded by Angela Devine.</p>	Approved
<p>2. Matters Arising The Disclosure Forms and guidance notes were circulated to Board members for completion.</p>	Action
<p>3. Understanding Services – Update Clare Bird, Older People Services Officer was welcomed by the Chair and presented some insight to the Board of her duties within Willowacre Trust.</p> <p>Clare gave an overview of the services that are provided through the Older People Services Team. She explained the role of the Retirement Assistants in the sheltered complexes and the difference that this service can make to the residents. She informed the Board of the activities that the service provides including museum trips, art sessions, podiatry and a weekly lunch club called “A Blether, Brew and Course of 2”</p> <p>Clare presented the Board with photos of the art produced through the art sessions.</p> <p>The Chair thanked Clare for her great work and for presenting at the meeting.</p>	

4. Management Accounts

The Director of Finance and Corporate Services presented a report to the Board providing the details of the Management Accounts for the nine months until 31st December 2018. He advised that while income and expenditure were both below budget the Trust was showing a surplus at the nine months against a budgeted deficit.

Colin gave an overview of the expected outturn for quarter 4 and advised that the deficit is likely to be in line with the full year budget if expenditure forecast for Q4 was actually incurred.

The Board noted the Management Accounts for the nine months to 31st December 2018.

Noted

5. Budget 2019/20

The Director of Finance & Corporate Services presented the draft budget for next financial year. He highlighted that there is a projected deficit which would be the fourth consecutive deficit budget of the Trust. The effect of ongoing deficits is to reduce the Trust’s reserves and cash holdings.

Colin used a graphical illustration to show the steady decline in the Trust’s reserves and cash holdings over the four year period 16/17 to 19/20 which were a result of the recent and forecast deficits.

The key reason for the deficit is the Community & Support Services Assistant post which is not funded. The Board had previously agreed to fund this post and similar posts in the past but accepted that it is no longer sustainable unless specific external funding can be secured.

In addition to the above post, the EVH Associate membership has also been an additional expenditure for the Trust in 18/19 and recommended that a review of the value the Trust received from continued membership.

Colin advised that he needs to prepare a Going Concern note as part of the 18/19 audit. He advised that unless the Board agreed that they would not approve future budgets (post 19/20) that resulted in a deficit he may struggle to assure the external auditor that the Trust was a going concern. The Board agreed that future budgets would need to at least break even.

There was a discussion around the current Reserves Policy and it was agreed that the policy to hold reserves equal to 12 months gross running costs of the BCC was unnecessarily restrictive and exceeded reserves policies seen elsewhere. It was proposed that 3 months may be more appropriate.

Approved

<p>The Board approved the draft budget as the final budget for 19/20. It was also agreed that as it was no longer sustainable to fund the Community & Support Services Assistant post internally alternative external funding needed to be secured or the post could no longer continue. The post is currently being advertised but it is a fixed term post until 31st March 2020.</p> <p>It was agreed that the following would be brought back to the Board meeting in May for discussion:</p> <ul style="list-style-type: none"> • Review of Community & Support Services Assistant post and potential funding options • Review of Reserves Policy • Going concern paper • Value for Money Review of EVH Membership 	
<p>6. Operational Report</p> <p>The Community and Support Services Manager provided an update on the current and ongoing operation work.</p> <p>The report included an update on activities at the Barrowfield Community Centre and a breakdown of the footfall.</p> <p>The report also gave an update in relation to the Older People Services and the referrals for the Handyperson, Money Advice and Energy Advice Services.</p> <p>The members noted the content of the report.</p>	Noted
<p>7. Development Report</p> <p>The Community and Support Services Manager provided an update of the ongoing service and project development within Willowacre.</p> <p>The report gave an updaters on the Population Health Project, the PDC Thriving Places Community Consultation and work being done with local authorities in relation to sheltered housing.</p> <p>The report also gave an update on the various funding applications are being submitted.</p> <p>The Board expressed concern about the number of activities ongoing and how this would be managed without the Assistant post. Maisie advised that it was a crucial post particularly in relation to referrals to the services and that she would look at other funding options in the first place.</p> <p>Maisie advised that similar post had been explored in terms of trying to secure external funding however the challenge is that a number of functions within this post are regarded as core administration duties and not specifically about service delivery.</p>	Noted

<p>Maisie further advise that the primary focus for the rest of the team should on front line delivery of services to our tenants and not being tied up in administration. Agreement have been made for interim cover of the duties throughout the team however this will place additional pressure on the delivery of services.</p> <p>The members noted all project updates in the report.</p>	
<p>8. Safeguarding Report The Community and Support Services Manager provided a report on the Due Diligence Disclosures on incidents of safeguarding and Health and Safety.</p> <p>The members noted the report.</p>	<p>Noted</p>

<p>12. Risk Management The Head of Corporate Services gave an update on the review of the risk register. She advised that there were no proposed changes to risk scores but as per the discussion in relation to the budget for next year, the key risk for the Trust is around failure to secure funding to deliver services.</p> <p>Jennifer advised that further update on recruitment and retention would be given at the next Board meeting as we are currently recruiting for 3 posts.</p>	Noted
<p>13. Governance Report The Head of Corporate Services gave the Board an update on the Board recruitment. Following discussion regarding this, Board members requested that we seek costs for advertising the vacancies in the Metro. It was also agreed that the advert would be circulated to Board members to circulate round their own contacts.</p> <p>The Board reviewed the proposed Board Recruitment Policy and amendments were agreed in relation to both the Head of Corporate Services and the Community and Support Services Manager carrying out the shortlisting and removal of the statement mentioning share holding members as this was not applicable. The policy was approved on principle with the above amendments to be made.</p> <p>The Head of Corporate Services advised the Board that she has received the quote of £500 plus VAT to update the Memorandum & Articles. The Board agreed to this cost and agreed to proceed with this.</p>	Action Approved Approved
<p>14.AOCB The Board were advised that the Willowacre Trust Annual Report has been printed and that would all be sent a copy. Floris Greenlaw requested two copies.</p> <p>Floris suggested that the Board go on a stock tour in the summertime as it would be good to get an understanding of the WSHA stock for both newer Board members and existing Board members. It was agreed that this would be looked into.</p>	Action Action
<p>Date of next Meeting 14th May 2019</p>	