

**Willowacre Trust
Minutes
Tuesday 14th May 2019**

<p>Present: Elaine Davidson (Chair) Evelyn Lennie, Floris Greenlaw, Kirsteen Watson and David Grant.</p> <p>In Attendance: Lynne Donnelly, CEO, Colin MacCallum, Director of Finance and Corporate Services, Maisie O'Brien, Community and Support Services Manager, Jennifer Cairns, Head of Corporate Services (in part) and Kari Archibald, Executive Assistant (Minute)</p>	
<p>1. Apologies and Welcome Apologies were submitted by Angela Devine. The Chair welcomed all to the meeting.</p>	
<p>2. Disclosure of Interests Elaine Davidson and Lynne Donnelly declared an interest in West of Scotland Housing Association.</p>	
<p>4. Approval of Minutes The approval of the minutes from the Board Meeting of 26th February was proposed by Elaine Davidson and seconded by Evelyn Lennie.</p>	Approved
<p>5. Matters Arising All matters arising were noted.</p>	Noted
<p>6. Variation to Agenda The Chair informed that Item 13 Risk Report will be dealt with first and the agenda will follow there on in</p>	
<p>7.Risk Report The Head of Corporate Services presented the Risk report and highlighted that the recent Willowacre staff vacancies advertised have all been filled and one candidate starts in the post of Community Centre Officer next week.</p> <p>Members heard that the previous recruitment campaign for new Board members was unsuccessful and a relaunch of this campaign has commenced.</p> <p>The CEO mentioned that WSHA Board had recruited for members and that three people are seeking approval for appointment to the Board. One of those had showed interest in the Trust and that they may be a potential candidate for consideration.</p> <p>The Head of a Corporate Services agreed that this could be a</p>	Action

<p>possibility but would have to look into the rules to check how many WSHA board members can be on the Trust.</p> <p>The Head of Corporate Services informed that Willowacre had suffered from staff shortages but the team have really pulled together to deliver a service.</p> <p>The Chair felt comfortable that there was no material change to the Risk score since the last meeting.</p> <p>The members noted the report and The Head of Corporate Services vacated the meeting at this point.</p>	Noted
<p>8. Business Case – Community and Support Services structure</p> <p>This item has been deferred to a future meeting.</p>	
<p>9. Corporate Plan</p> <p>The CEO showcased the WSHA Corporate Plan and spoke of the highlights such as Place Standard, Value for Money and Asset Management strategy and that demonstrating good Governance and Risk Management is significant focus.</p> <p>The members heard that the financial planning included a strong focus on affordable rents.</p> <p>Floris Greenlaw asked for more clarity about the Scrutiny Panel. The CEO explained that this panel is made up of tenants who are involved with looking into policies, practice and services.</p> <p>The Chair raised that she had spoken with the CEO at Spireview and mentioned Place Standard and both felt that this would be a good link between Spireview and Willowacre and could be worth looking into funding options. The Community and Support Services Manager agreed that it is good to make connection.</p>	
<p>10. Management Accounts</p> <p>The Director of Finance and Corporate Services presented a detailed report to the Board outlining the draft financial performance of the Trust for the financial year to 31st March 2019. The Board absorbed the details of the income and expenditure account and the balance sheet information for the year.</p> <p>The members had a discussion about the deficit for the year and noted that the deficit was less than forecast due in part to repairs expenditure planned for 2018/19 slipping into 2019/20. It was noted that this would have a knock on effect on the likely outcome for 2019/20.</p> <p>After consideration the members noted the financial performance</p>	Noted

<p>for the 12 months to 31st March 2019.</p>	
<p>11. Review of the Reserves Policy The Director of Finance and Corporate Services gave the Board a review report of the Reserves Policy and spoke about the principal change being to reduce the minimum level of Free Reserves required to be held from an amount representing twelve months gross running costs of the Barrowfield Community Centre to three months.</p> <p>The members had a discussion about Free Reserves and agreed that the proposed three month period would provide sufficient time for reporting or highlighting anything important and for appropriate management action to be taken.</p> <p>The Director of Finance tabled an illustration of the calculation of Free Reserves and that the calculation would be added to the Reserves Policy document as an appendix. The members expressed that the information on the Reserves Policy had been presented well and understood the figures provided.</p> <p>After consideration the Board noted the content of the report and approved the revised Reserves Policy.</p>	<p>Approved</p>
<p>12. Going Concern The Director of Finance and Corporate Services presented a report outlining the work undertaken to illustrate the continued appropriateness of the preparation of the annual financial statements for the year 31st March 2019 using the going concern basis of accounting.</p> <p>The report addressed the consecutive deficits for the three years to 31 March 2019 and the budgeted deficit for 2019/20. The report noted that the reasons for the deficit were principally due to unfunded administrative posts and that WSHA had agreed that as of 2019/20 to fund the existing post within its existing commitment to the Trust and that this action should eliminate the budgeted deficit for 2019/20. The Board had previously also agreed that no future budgets would be approved which resulted in a deficit being the outcome for the year. It was therefore noted that as a result of these actions the Board did not anticipate deficits arising in future years. The Director of Finance also advised that the Trust has sufficient cash resources to continuing operating as normal and at least until August 2020 (approximately 12 months after the likely date of the approval of the 2019 annual accounts which was the period specified in the accounting guidance on going concern).</p> <p>The Board noted the report and approved that the Director of Finance and Corporate Services continue to prepare the annual financial statements using the going concern basis of accounting.</p>	<p>Approved</p>

13. Operational and Development Report

The Community and Support Services Manager gave a presentation about the highlights and objectives of Willowacre.

The Board heard about the outstanding services provided by Willowacre staff to tenants. There was a slight backlog with the debt advice service and this was due to some complex cases and the increase of Universal Credit

The members heard about upcycling and of the ongoing Place Standard consultation

The Community and Support Services Manager informed that the Handypersons service had carried out around 100 minor jobs to WSHA office.

The CEO asked if there was a cross charge to WSHA for this service and that this should be looked into going forward to gain an idea of what savings could be made if charges were applied to WSHA for this service.

The Community and Support Services Manager announced that the Trussel Trust will no longer allocate food to RSLs as they don't want multiple outlets. Due to this, a communication was issued to all staff requesting for donations and Willowacre staff will make up food parcels for tenants.

Evelyn Lennie enquired where the nearest foodbanks were in the area. The Community and Support Services Manager confirmed which areas but advised that tenants would not visit as they felt a stigma attached to them if they did. It was proven that tenants felt more dignified to rely on the support of food parcels issued directly from Willowacre.

The Community and Support Services Manager informed that the Place Standard Consultation was in progress and that 65 interviews have took place.

The CEO asked when WSHA Board would see sight of the outcome of the consultation and was told likely in the next month or so.

The Board thanked the Community and Support Services Manager and the team for all the work and noted the content of the presentation.

Action

Noted

14. Safeguarding & Health and Safety Report

The Community and Support Services Manager spoke to the report and informed all about the incidents that took place at the Barrowfield Community Centre and of the outcomes made.

The members noted the report.	Noted
<p>15. Value for Money The Community and Support Services Manager gave an overview of the current status and value of the associate membership of EVH.</p> <p>The Board heard of the benefits and costs of the membership and that as there is a significant number of areas of work to complete within the year then it would seem prudent to continue with the current arrangements without any major adjustments at this stage. It was recommended that a review of the membership be carried out in March 2020.</p> <p>The CEO encouraged for this review to be considered early as there may be a notice of leave required.</p> <p>The Board considered noted the information presented to them and;</p> <ul style="list-style-type: none"> (1) approved the continuation with the membership within the financial year 2019/20; (2) agreed a further review prior to March 2020 	
<p>16. WSHA –CEO retirement – Interim Arrangements The CEO presented a report and invited the Board to note the Parent’s decision to appoint Stewart Gibb, Director of Housing and Customer Services, to the Board pending the appointment of a new Chief Executive Officer.</p> <p>The Board agreed to the appointment.</p>	Agreed
<p>17. Health and Safety Annual Report The Board were given an update on what health & safety matters have arisen within the Trust in the last 12 months. It was noted that the Board is now receiving an update on H&S matters at each meeting in addition to the annual report. The Board was invited to note this report and to sign, Section 1.2 – Safety Policy Statement and Section 1.5 – The Board annual statement of responsibilities.</p> <p>The Board noted the content and all present signed the annual statement of responsibilities.</p>	Noted
<p>18.AOCB Kirsteen Watson enquired about the CEO retirement. The CEO informed that interim arrangements are in place.</p> <p>The members took the opportunity to thank the CEO for her work throughout the years and wished her all the best in her retirement.</p>	

Date of next Meeting 13th August 2019	