

Minute
Management Board Meeting
Thursday 10 March 2022 at 7:00pm via Teams

Present

Bill Finlay (Chair)
 Angus Lamont (Audit and Performance Committee Chair)
 Colin Love
 Michael Donnelly
 Phyllis Rodgers
 Steven Travers
 Nigel Fortnum

In Attendance

Jason MacGilp, Group CEO and Company Secretary CEO
 Derek Adam, Director of Finance & People Services DFPS
 Meg Deasley, Director of Property Services DPS
 Morag Boyter, Director of Business Services DBS
 Sean Connor, Director of Customer Services DCS
 Carolyn Owens, Governance Services Manager GSM
 Catherine Bradley, Governance Services Assistant (Minute)

Report	Item	Action
1.	Board Members only Members discussed the main issues on the agenda for the day to ensure that any shared concerns were raised appropriately in the Board meeting.	
2.	Apologies Apologies were received from Zoe Brawn and Mark Cunningham	
3.	Declarations of interest Angus Lamont declared an interest as a Board Member of Cairn HA. Steven Travers declared an interest as a Board member of Cairn HA and Cairn Living.	
4.	MINUTES OF PREVIOUS MEETING, MATTERS ARISING	
4.1	Ancho Board Meeting Minute – 21/01/2022 (a) The Chair queried options for a meet the Board session with tenants. The Group CEO suggested that this could be held as part of the Development Day in May subject to timings and practicalities and customer interest The Minute of the Ancho Board Meeting held on 21 January 2022 was approved.	Approved
4.2	CHA Board Meeting Minute – 27/01/2022 (n) The Minute of the Cairn HA Board Minute held on 27 January 2022 was noted.	Noted
4.3.1	Audit & Performance Committee Minutes – 22/02/2022 (n)	
4.3.2	Recommendations from Chair and areas from Board for scrutiny	

	<p>The Chair of the A&P Committee highlighted that the performance targets for 22/23 for Ancho and CHA were approved by the committee. He reported that the 2 internal audit reports were very satisfactory also that the groups approach to all matters relating to Covid 19 had been reported very positively. The committee has approved the audit plan for the Group for the coming year; the focus will be HR management, project management, estates management and tenant engagement.</p> <p>The Minute of the Audit and Performance Committee meeting held on 22 February 2022 was noted.</p>	Noted
4.4	<p>AMDC Minute – 17 February 2022 (n)</p> <p>The Minute of the AMDC meeting held on the 17 February 22 was noted.</p>	Noted
5.	ACTION TRACKER	
5.1	<p>Action Tracker</p> <p>The Chair asked if the scheduled garage transfer to PCE timeframe of Sep 22 was early. The CEO advised that the IT delays will be resolved post ToE with PHA as PCE have a system (SDM) that can manage the accounts. A detailed report will be presented at the Joint Board meeting in May.</p>	
6.	OPERATIONAL UPDATE	
6.1	<p>Ancho Operational Update</p> <p>The DCS presented the report and highlighted key points on staffing, the hardship funds, the small steps programme, Cairn Connect, evictions, arrears and tenant engagement.</p> <p><i>Text redacted – confidential</i></p> <p>A member asked if there had been any contact with the credit unions and advised that she would pass over details of her key contacts.</p>	Action P Rodgers
6.2	<p>Pensions Update – Confidential Item</p> <p><i>Text Redacted</i></p>	
7.	ITEMS FOR DECISION/APPROVAL	
7.1	<p>Final Ancho Budget 2022-2023 to propose to CHA Board as parent</p> <p>The DFPS asked the Board to review and approve the proposed budget and the 30 year financial projections 2022/23. He highlighted the costs that have increased as well as the current inflation rates and the new inter-company recharge. He advised that because Ancho does not have a high borrowing, it is in a good position to accommodate sudden changes in the economy. He provided some background detail on the inter-company recharge.</p> <p>A member queried if the £141,000 surplus figure has been impacted by recent political/economic events, and at what point that figure was decided. The DFPS advised that it was the best estimate from the previous week. He advised that the biggest issue is cost inflation within the cyclical items. A 15% increase has been added to the planned maintenance spend and a 20% uplift to the repairs and renewals budget which does reflect current costs. Changes will be reported quarterly, but there is some headroom to accommodate increases.</p>	

	<p>A member asked if the recharge cost could be broken down to show all the staff working full time on ANCHO activity and the % of time spent of others working on Ancho to allow more transparency to the £500k.</p> <p>The CEO reminded the Board that the principle of a detailed inter-company recharge was specifically recommended by the auditors.</p> <p>The Chair asked for more detail on the budgeted planned maintenance spend for 2022/23 compared against the promise to tenants spend for 2022/23</p> <p>The Board advised that they would approve the proposed budget and the 30 year financial projections 2022/23 when they have seen the breakdown of the management charges and the detail of the maintenance spend against the promise to tenants.</p>	<p>Action DA</p> <p>Action MD/DA</p>
7.2	<p>Meetings, Agendas and Planning</p> <p>The CEO asked for Board approval for the recommendations arising from the recent Task Group, with various changes to the administration, planning of agendas and management of board meetings across the Group. He highlighted that the proposal following member feedback, is to move to Joint Governing Bodies meetings for Ancho and Cairn HA as the default from May.</p> <p>A member queried why the Board were asked to approve an extra days holiday for the Queens Platinum Jubilee. The CEO advised that usually any employment/HR matters would be brought to the Board for approval, but that the Board can delegate authority to the directors on any matters.</p> <p>The recommendations, as set out in the report, for improvement to the preparation and management of board meetings and agendas were proposed by Steven Travers, seconded by Bill Finlay and Approved.</p>	<p>Approved</p>
8	<p>GROUP UPDATES</p>	
8.1	<p>Partnership Investment Delivery update</p> <p>The DPS provided a verbal update in support of her written report. She highlighted the good progress being made with the kitchen program and advised that promising discussions are ongoing with North Ayrshire Council on larger scale works at the Castle Parks estate. With regards to the budget, existing contracts and the planning work for the contracts coming forward are being monitored closely. Further labour shortages and supply chain issues are expected. With regards to the riverbank, she is waiting for options from the engineers.</p> <p>A member asked if it would be possible to visit the riverbank as well as have a tour of some of the properties. The DPS suggested that this could be included as part of the development day on the 28th of May. Agenda still to be prepared</p> <p>A member highlighted shortages of Siberian Larch and asked if it was a material that is used much within the group as it is a popular building material in the north east. The DPS did not believe that it is included in any of the projects.</p>	<p>Action DPS</p> <p>Action CEO</p>
8.2	<p>Pentland Transfer – update</p> <p>The CEO provided a verbal update. He advised that the team is very busy with the integration program. All being well, and subject to final lender consent, the</p>	

	ToE will be the 1 st of April when the Pentland stock and the 13 employees will transfer into the Cairn Group.	
9.	ITEMS FOR DISCUSSION/EARLY VIEWS	
9.1	-	
10.	ITEMS FOR NOTING/PROGRESS MONITORING	
10.1	<p>KPI's</p> <p>The DBS presented the report and welcomed any questions or comments.</p> <p>A member asked for more detail on the Health and Safety KPI. The DBS advised that she will provide a report which details near misses/injuries/behaviours of concern etc into the Teams channel. She advised that a lot of work has been done on the Lone Working policy due to the increased 'behaviours of concern' instances. There have been 13 incidents YTD. Investigation is ongoing as to the reasons behind the incidents. She confirmed that de-escalation training and lone working training was conducted last year, remotely. The next round of de-escalation training will include training on managing behaviour from tenants with early onset dementia and other health conditions.</p> <p>The Chair asked if there was any evidence of deterioration of rent collection since the KPIs have been published. The DCS advised that it is still on target for 100% at year end.</p>	Action DBS
10.2	<p>Risk Register and any new risks</p> <p>The DBS advised that the register was approved by the A & P Committee pre- the Russia/Ukraine war outbreak. The Exec will undertake a full review with this in mind and go back to the A & P committee in May.</p>	
10.3	<p>Board Meetings Schedule/Forward Planner – in Teams</p> <p>The GSM advised that the meeting schedule is being updated and will be uploaded to the Teams channel once finalised.</p>	
11.	GOVERNANCE & REGULATION	
11.1	<p>Recent SHR publications/guidance for information</p> <p>The GSM advised that the quarterly dashboard on the SHR website is an interesting read.</p> <p>The CEO advised that the regulator has been in touch recently regarding the groups fire risk assessments. The approach on fire safety issues have been reported back.</p>	
11.2	<p>Governance Update</p> <p>The GSM presented a verbal update in support of the written report. It was confirmed that there had been no nominations for the position of Vice Chair yet. Self-nominations welcome.</p> <p>The report was noted.</p>	Noted
12.	Decisions taken by Exec team under delegated authority (Policies available on request)	

12.1	<p>The CEO advised that a new hybrid working policy has been approved by the Executive team following staff consultation.</p> <p>A member asked about the long-term plans for having office space. The CEO advised that there would be work over the next year on the future of the office portfolio across the Group</p>	
13.	<p>DATE OF NEXT MEETING</p>	
	<p>Joint Governing Bodies Meeting and Development Day</p> <p>Friday 27 May and Saturday 28 May 2022 (tbc)</p>	