

**MINUTES OF A MEETING OF THE BOARD OF MANAGEMENT OF ANCHO LIMITED
HELD AT SOVEREIGN HOUSE, ACADEMY ROAD, IRVINE
ON THURSDAY 6 JUNE 2019 AT 7:00PM**

Present: S Campbell-Perry (Chairperson), J Browne, Z Brawn, J Rodgers, M Allan, J Valentine, R Burley, E Mounce, M Black

In Attendance: K Henderson, Head of Service (ANCHO), P Andrews, Asset Manager, D Holligan, Head of Finance, Cairn, C Owens, Governance Services Manager, Cairn (Minutes)

	Item	Action
	Board Members only (if required) None	
1.	Apologies L Shepherd, S Hughes At the request of the Chair members agreed to take item 7.4 on the Agenda next. M Black left the meeting.	
7.4	Shareholding Membership Application Board approved the shareholding membership application received from Mary Black.	
2.	Board Member Application Following a recruitment and selection exercise the Chair proposed that Mary Black be appointed to the Board to fill a casual vacancy. The appointment was proposed by Jackie Browne, seconded by Ruth Burley and approved .	
3.	Declarations of interest M Black declared an interest in items 7.4 and 2.	
4.1	Minutes of Previous Meeting <u>Management Board – 4 April 2019</u> The Minute was proposed by J Browne, seconded by J Rodgers and APPROVED as true record. Signed by S Campbell-Perry	
4.2	Matters Arising	

	<p>Item 1 - The Chair provided an update on the integration and culture discussion at the previous meeting and advised members that following a meeting with Joyce Stewart, SHR Regulation Manager, in relation to the ANCHO pre-partnership governance review, and following a discussion with the Chair and Vice-Chair of Cairn that a full Group Governance Review for ANCHO and Cairn was also proposed.</p> <p>Board members approved the ANCHO Governance Review and full Governance Review by Ali Jarvis, Consultant.</p>	
5.	<p>Action Tracker The Chair referred to the Action Tracker circulated with the papers. Updates were provided on the following:-</p> <p><u>Item 13</u> – The Development Training session was currently being organised. A Finance training session would be arranged soon.</p> <p><u>Item 18</u> – Board members were invited to participate in the Assurance Statement Working Group meeting currently being scheduled.</p>	<p>C Owens</p> <p>All</p>
6.	GROUP UPDATES	
6.1	<p>Partnership Investment Delivery update The Asset Manager presented the report providing updates on the following items:- 4.3 Re-wires – due to changes in regulation extra detectors would be required, an additional £50,000-£60,000 unplanned spend was anticipated. 4.4 – Roofs –higher costs than in the business plan, and year on year, due to EWI grant funding issues were anticipated.</p> <p>Board members noted the contents of the report.</p>	
6.2	<p>Group Transition & Integration Plan Update The Report which had been prepared by the Director of Finance and Business Services was presented by the Head of Finance. A move from the Fusion reporting platform to a new system SQL platform which is also used at Cairn, and potential use of the Cornerstone Software system to assist with the Board member appraisals process were highlighted. It was agreed that the Organise Board Member Appraisals (pg 19) be updated to show as 'In Progress' rather than 'In Place'</p> <p>Board considered and noted the content of the Report</p>	
6.3	<p>Annual Partnership Review Report Members highlighted inconsistencies with external wall insulations figures within the Report against those noted in 6.1 – Partnership Investment Delivery update. Members highlighted that insufficient time for feedback was given following receipt of</p>	

6.4	<p>the draft report. The Head of Service (ANCHO) agreed to ascertain if there was any opportunity to update the report prior to circulation.</p> <p>The report was noted.</p> <p>Best Companies Results Presentation In the absence of the Head of HR & OD, the Head of Service (ANCHO) provided a verbal update advising that the staff engagement session went well and the presentation and results table would be presented to the next meeting.</p>	K Henderson
6.5	<p>Harmonisation Project The Head of Service (ANCHO) provided a verbal update advising that the Project Team had met to review Cairn and ANCHO's terms and conditions. Discussions had been positive and the group will continue to work through further areas of discussion.</p> <p>The update was noted.</p>	J Scott
7.	ITEMS FOR DECISION/APPROVAL	
7.1 & 7.2	<p>5-year Financial Projections Return, and Loan Portfolio Return The Head of Finance presented the 5 Year Financial Projections and Loan Portfolio Returns produced from the latest approved budget and 30 year financial forecast, with the Loan Portfolio update reflecting the current loan position as at 31st March 2019. In response to a question from J Valentine the Head of Finance confirmed there were no material changes to note since 31 March 2019.</p> <p>Board approved the annual Five Year Financial Plan and end of year Loan Portfolio Return for submission to the Scottish Housing Regulator.</p>	D Holligan
7.3	<p>Group Employment, Payments & Benefits Policy The report was withdrawn due to additional amendments required.</p>	
7.5	<p>Group Financial Regulations The Head of Finance presented the report advising members that pre-paid debit cards for staff/Board members were currently being explored for expenses and to replace existing credit cards. Following members' requests the professional indemnity insurance Policy document would be circulated by the Head of Finance.</p> <p>Board approved the Group Financial Regulations Policy</p>	
7.6	<p>Corporate Credit Card Policy</p>	

7.7	<p>Board approved the group Corporate Credit Card Policy subject to an amendment to exclude Board members in section 1.2 as Board Members are not issued with credit cards.</p> <p>Group Schedule of Delegated Authorities</p> <p>The Head of Service (ANCHO) presented the Report reminding members that the Scheme of Delegated Authorities had been brought to the Board previously, that J Browne had subsequently collated and submitted comments which had now been incorporated into the document presented, and advising that the Cairn Board had approved the document subject to a decision required on the ANCHO Staffing Sub-Committee approvals. The Board acknowledged and were appreciative of the hard work and effort which had gone into preparation of the document.</p> <p>Following discussions, Board agreed to delegate authority to the Staffing Sub-Committee to deal with and have final decision on any minor issues, but that any major issues would be presented to the full Board for decision/approval.</p> <p>J Browne then added that subsequent to the last meeting she had identified further issues with the document and would produce a bullet point list, including for example:-</p> <ul style="list-style-type: none"> - References to Cairn Group policies and Cairn only policies in the document, but no references to ANCHO only policies. <p>J Valentine also suggested the following changes which members agreed to:-</p> <ul style="list-style-type: none"> - Item 5.2 – the addition of ‘in consultation with the Chair of ANCHO’ added to the end of the first paragraph, (so that it was in line with the first paragraph at item 5.3, Cairn Living). - Item 2.4 – the addition of ANCHO Head of Service being a point of contact for the Board on ‘Governance’ issues. The Chair then advised members that at the recent meeting with the Regulation Manager, Joyce Stewart, had been of the understanding that this would be the case. The Chair asked members if they were in agreement with this, members agreed that it should be included. - and that they were unable to agree the document in principle until after the Governance Review as the current document did not support ANCHO Board’s wishes or expectations. 	D Adam
8.	OPERATIONAL SERVICE UPDATE	
8.1	<p>The Head of Service (ANCHO) presented a verbal operational services update.</p> <p>Office Refurbishment Project</p>	

<p>8.2</p> <p>8.3</p>	<p>Following further negotiations with Space Solutions to bring the project in within budget, work would commence once the Lease had been finalised.</p> <p>Small Steps Project Update Funding from the Scottish Governments (SG) People & Communities Fund (PCF) had been extended to cover project activities until the end Q2 (September 2019). The Big Lottery were still considering the funding application submitted to them earlier in the year. An application for the SG's new Investing In Communities Fund (ICF), which replaces the PCF was also being prepared.</p> <p>Other Current Operational Matters Cairn HA have extended the Employee Counselling service provided Rowan Consultancy Services to close family members of staff. This is in recognition of the detrimental impact that poor mental of a family member can have on staff. The Board were asked if they would be supportive of a similar approach for ANCHO staff.</p> <p>Members discussed the potential benefits for ANCHO and requested that additional information about the services (Rowan, Able Futures, Mental Health First Aiders etc) be provided including user feedback and impacts on staff absence be brought to a future meeting.</p> <p>Members were advised that a photographer would attend the next meeting to take portraits for the website.</p> <p>Board members noted the report.</p> <p><i>John Rodgers and Ruth Burley left the meeting.</i></p>	<p>J Scott</p> <p>All</p>
<p>9.</p>	<p>ITEMS FOR DISCUSSION/EARLY VIEWS</p>	
<p>9.1</p>	<p>None</p>	
<p>10.</p>	<p>ITEMS FOR NOTING/PROGRESS MONITORING</p>	
<p>10.1</p> <p>10.2</p>	<p>Q4 Management Accounts The Head of Finance presented the Q4 Management Accounts advising they were still subject to final audit but that no material changes were anticipated.</p> <p>Board noted the Management Accounts to 31 March 2019.</p> <p>Q4 KPI Review The Head of Service (ANCHO) presented the report advising overall strong performance, highlighting further work on complaints handling was being carried out, and clarifying to a member's query that evictions and write-offs are an operational</p>	

	<p>matter approved by Directors/Managers under delegated authority then reported to the Board.</p> <p>Board noted that the Annual Return on Charter (ARC) (including the Energy Efficiency Standard for Social Housing (ESSH) indicators) were submitted to the Scottish Housing Regulator (SHR) by the Group Chief Executive following approval from ANCHO Chair.</p>	
10.3	<p>Development Update</p> <p>The Report was presented by the Head of Service (ANCHO). J Valentine requested additional information on membership of the Asset Management Working Group which would be followed up with the Head of Customer Services (Property).</p> <p>The report was noted.</p>	W Clarkson
10.4	<p>Health & Safety Update / Group H&S Policy and Action Plan</p> <p>The Head of Service (ANCHO) provided an update on the Health & Safety review carried out by Bruce Stevenson across Cairn and ANCHO. The Report had been presented to Senior Management Team and an Action Plan to resolve any issues identified would be completed. The Asset Manager added that work had been carried out to address any gaps in Fire Risk Assessments. Members discussed the EVH Health and Safety Manual and potential H&S Training once a training needs analysis had been completed as part of the annual appraisals process for 2019, risks and budgetary implications.</p> <p>The Asset Manager reported that alternative contractor provision was currently being explored following a recent case which resulted in a RIDOR notification.</p> <p>The Report was noted.</p> <p>Group Board Meetings Schedule and Work Plan</p> <p>The Board Remunerations Project presentation had been added and the Report was noted.</p>	
11.	GOVERNANCE & REGULATION	
11.1	<p>Recent SHR publications for information</p> <p>None</p>	
12.	DECISIONS TAKEN UNDER DELEGATED AUTHORITY	
12.1	- ARC submission to SHR by CEO with approval from ANCHO Chair	
12.2	- ESSH submission to SHR by CEO with approval from ANCHO Chair	
13.	AOCB	

13.1	<p>Pension Provision Members were advised that David Davison, Pensions Consultant, would be attending the next meeting to advise on Pension provision options.</p>	
13.2	<p>Group Strategic Options Information on the Group Strategic Objectives updates would be circulated to Board members.</p>	K Henderson
13.3	<p>Eydent Training event Members to advise if available to attend the Eydent training event on the Regulatory Framework/Assurance Statements at Atrium Homes on 22 August 2019 (two sessions, once starting at 3:30pm and repeated at 6:00pm), Head of Service (ANCHO) would circulate information.</p>	All / K Henderson
13.4	<p>Eydent Conference Members to advise if available to attend the Eydent Conference at Seamill Hydro on 24 October 2019, Head of Service (ANCHO) would circulate information.</p>	All / K Henderson
13.5	<p>Gift Members approved a gift and card for R Burley.</p>	
14.	DATE OF NEXT MEETING	
	Thursday 1 August 2019 at 7:00pm (Preceded by a Finance Training Session at 6:00pm)	