

**MINUTES OF A MEETING OF THE BOARD OF MANAGEMENT OF ANCHO LIMITED
HELD AT SOVEREIGN HOUSE, ACADEMY ROAD, IRVINE
ON WEDNESDAY 22 JANUARY 2020 AT 7:00PM**

Present: M Black, Zoe Brawn, B Finlay, R Burley, E Mounce, M Allan, K Arrol, L Stirling, C Love and S Travers

In Attendance: J MacGilp, Group CEO and Company Secretary; K Henderson, Head of Service (ANCHO); D Adam, Director of Finance and Business Services; J Davidson, Director of Customer Services; D Holligan, Head of Finance; P Andrews, Asset Manager ANCHO; C Owens, Governance Services Manager, Cairn (Minutes); M Donnolly (observer); N Fortnum (observer)

	Item	Decision
	<p>The Group CEO and Company Secretary confirmed that resignations had been received from Sonya Campbell-Perry, Chairperson, on 17 January 2020 and Lesley Shepherd, Board member, on 22 January 2020. Thanks were extended to both for their service and time on the Board and it was agreed it would be nice to do something for those standing down to show our appreciation of their hard work over the years.</p> <p>Following a Board recruitment exercise four new Board members, K Arrol, L Stirling, C Love and S Travers, previously approved by ANCHO Board and CHA Board (as parent), were welcomed to their first meeting.</p> <p>M Donnelly and N Fortnum were welcomed to the meeting as observers.</p> <p>Nominations for Chairperson were sought. M Black was proposed by R Burley, seconded by Z Brawn and unanimously approved. M Black then Chaired the meeting. M Black thanked everyone for their confidence in electing her as Chair and went on to carry out introductions for everyone present at the meeting for the benefit of the new members. She also advised that she felt more encouraged and confident following the recent recruitment for new members and was looking forward to working with everyone in the best interest of ANCHO and its tenants.</p>	Approved
1.	<p>Apologies</p> <p>Jackie Browne (LOA)</p>	
2.	<p>Declarations of Interest</p> <ul style="list-style-type: none"> - Michael Allan declared an interest in item 7.3 Board Remuneration. 	

	<ul style="list-style-type: none"> - All staff members present declared an interest in Item 7.5 Rowan. - E Mounce declared an interest in Item 7.6 as a current tenant. 	
3.	<p>Minutes Of Previous Meeting</p> <p>The Minute of the Board of Management Meeting held on 10 October 2019 was proposed by Mary Black, seconded by Bill Finlay and approved.</p> <p>The Draft Minute of the Annual General Meeting held on 29 August 2019 was noted.</p> <p>The Note of the Board of Management Meeting held on 28 November 2019 was proposed by Mary Black, seconded by Bill Finlay and approved.</p>	<p>Approved</p> <p>Noted</p> <p>Approved</p>
4.	<p>Action Tracker</p> <p>M Black advised the members that a request had been made at the last meeting to alter the Tracker and that the amendments had made it so much easier to understand and thanked staff for this.</p> <p>Following a request from B Finlay, The Director of Finance and Business Services agreed to circulate the content of the Finance Training Session scheduled for 27 February 2020.</p> <p>Action 17, the Head of Finance advised that a Pensions liability update would be circulated via email.</p>	
5.1	<p>Shareholding Membership Approvals</p> <p>Shareholding Membership applications received from Michael Donnelly and Nigel Fortnum were proposed by B Finlay, seconded by E Mounce and approved.</p>	Approved
5.2	<p>Board Membership Approval</p> <p>The Governance Services Manager provided a verbal report advising that following a Board recruitment exercise Michael Donnelly and Nigel Fortnum had been recommended for Board membership. It was proposed that Michael Donnelly would fill a casual vacancy and Nigel Fortnum be co-opted onto the Board. The Board memberships were proposed by B Finlay, seconded by E Mounce and approved. Final approval would be proposed to the CHA Board (as Group Parent) at their next meeting on 30 January 2020.</p>	Approved
6.	OPERATIONAL UPDATE	
6.1	<p>Office Refurbishment Project Update</p> <p>K Henderson advised that he was currently liaising with Solicitors regarding the Lease for 10 years with a break clause at 5 years, and was awaiting final proposals from Space Solutions. Members were advised that no problems were anticipated.</p>	

6.2	Small Steps Project Update K Henderson explained the funding process and recent changes to the Small Steps Project, advising that funding had now been received from the Scottish Government and a Counsellor appointed to deliver a two year project commencing February 2020 subject to recruitment.	
6.3	Other Current Operational Matters None.	
7.	ITEMS FOR DECISION/APPROVAL	
7.1	Annual Risk Report, Strategic Risk Register and Risk Management Policy The Director of Finance and Business Services advised that the report had been presented at the previous meeting and subsequently approved by the CHA Board (as parent) on 5 December 2019. Board endorsed the Annual Risk Report, Strategic Risk Register and Risk Management Policy.	Endorsed
7.2	Governance Improvement Plan The Group CEO and Company Secretary re-presented the Report presented at the previous meeting advising that it had subsequently been approved by the CHA Board (as parent) on 5 December 2019. Board approved the Governance Improvement Plan.	Approved
7.3	Board Remuneration Report The Group CEO and Company Secretary re-presented the Report for retrospective approval, advising that the CHA Board (as parent) had approved the recommendation for CHA Chair and Vice-Chair to receive payment as set out in the Report. Members were also advised that the recommendations came from the Independent Consultant, Freya Less, to avoid any conflicts of interest arising from the exercise. In response to members' questions the Group CEO and Company Secretary advised that views previously expressed by the ANCHO Board that they did not wish to remunerate ANCHO office bearers had been incorporated into the recommendations and decision, and that comments made at the ANCHO meeting in November 2019 had also been related to the CHA Board, however, this could be revisited for further consideration if they so wished. Board approved the Report and agreed to revisit it at the 5 March 2020 meeting to further consider the recommendations and preferred option for ANCHO Board.	Approved Agreed
7.4	Board Training and Development Plan The Governance Services Manager presented the Plan advising that an IT Support session would be added in prior to the Finance	

	session on 27 February 2020. Board approved the 2020 Board Training and Development Plan.	Approved
7.5	<p>Mental Health Support To Staff - Rowan</p> <p>The Director of Finance and Business Services presented the report. In response to a member's question it was confirmed that the extension of the service was ahead of full T&C's harmonisation.</p> <p>The Board approved the increase to the Rowan service as detailed within the Report.</p>	Approved
7.6	<p>Rent Increase Consultation Feedback and Agree Rent Increase</p> <p>The Head of Service (ANCHO) presented the report. In response to a member's question it was explained that a 1.7% increase was based on September 2019 CPI and the rent guarantee agreed as part of the partnership with CHA.</p> <p>In response to a question from the Chair it was confirmed that all tenants who responded would receive a letter to thank them for their responses and comments.</p> <p>In response to a member's request, an overview of the Mortgage to Rent Scheme operated by the Scottish Government was provided.</p> <p>Following consideration of customer consultation feedback, the application of a 1.7% rent increase to base rents for 2020/2021 effective from 1 April 2020 was proposed by M Black, seconded by R Burley and approved.</p>	Approved
7.7	<p>Draft Business Plan 2020-23</p> <p>The Director of Finance and Business Services presented the draft Business Plan for Board to note progress made to date advising that it would be presented to the next meeting for approval and would be circulated once available.</p> <p>The raw and residual risk scores were explained and members were advised that further detail would be provided as part of the Induction session for new members.</p> <p>Members were advised that this was a new Business Plan and invited members to contact M Boyter if they wished to feed into the process.</p> <p>Board noted the progress with the developing 2020-23 Business Plan.</p>	Noted
7.8	<p>Draft Budget Proposals 2020/21</p> <p>The Head of Finance presented assumptions and main drivers used in the development of the draft 2020/21 budget, highlighting movements between the 2019/2020 and 2020/2021 Budgets, confirming covenant compliance and advising that spend was on target and within the Budget. A copy of the presentation would be</p>	

	<p>circulated to members who were requested to make contact if they had any further questions.</p> <p>In response to members' questions the Head of Finance provided an overview of Employers in Voluntary Housing and discussed the Responsive Repairs budget, contract, cost per job and review of reporting formats to improve transparency in the figures.</p> <p>Board noted the Draft Budget for the year ending 31st March 2021</p>	Noted
7.9	<p>VAT Review</p> <p>The Head of Finance gave an update on the VAT position advising that Scott Moncrieff were currently awaiting determination from HMRC and confirmed it is dependent on the nature of the funding and wording of the contract.</p> <p>Board noted the content of the report and agreed to a further update once a final report is available.</p>	Noted & Agreed
7.10	<p>Financial Procedures And Levels Of Delegated Authority</p> <p>The Director of Finance and Business Services presented the report. In response to a member's question on BACS the differences in accounting policy for CHA and ANCHO which impact the Group were explained further.</p> <p>Board endorsed the Financial Procedures and Levels of Delegated Authority as detailed in the Report.</p>	Endorsed
8.	GROUP UPDATES	
8.1	<p>T&Cs Harmonisation And Job Evaluation Projects</p> <p>The Director of Finance and Business Services gave a verbal updated advising that the job evaluations and benchmarking process was still ongoing within CHA with a Working Group currently working through benchmarking to gain a suitable proposal. T&C's harmonisation with ANCHO was on hold until it had been completed.</p> <p>Board noted the report</p>	Noted
8.2	<p>Partnership Investment Delivery Update</p> <p>The Asset Manager, ANCHO, presented the report explaining monthly variances and advised that he would circulate an update prior to the next meeting.</p> <p>In response to a member's question it was explained that the £30,000 environmental works budget was allocated for specific projects in local areas after consultation with tenants, and was part of the partnership tenant promises.</p> <p>Board noted the report.</p>	Noted

8.3	<p>Group Transition & Integration Plan Update</p> <p>The Director of Finance and Business Services gave a verbal update advising that a new format for the report was currently being devised by the Head of Business Services and Head of Service (ANCHO) to align 150 actions with the business plan process and project plans.</p> <p>In response to a member's question it was confirmed that cultural aspects eg; vision and values and developing combined group values over the coming year, in conjunction with the recent governance review recommendations and issues prior to the partnership were incorporated into the Plan.</p> <p>Board noted the report.</p>	Noted
9.	ITEMS FOR DISCUSSION/EARLY VIEWS	
9.1	<p>Internal Audit Plan Discussions 2020/2021</p> <p>The Governance Services Manager updated members on the new accounting rules whereby Scott Moncrieff would be unable to provide both internal and external audit services, and the requirement to begin a tender for Group Internal Audit Services from 1 April 2020.</p> <p>Members were requested to make any suggestions for the 2020/2021 Internal Audit Plan.</p> <p>Board approved Z Brawn and B Finlay to join the Group Audit & Performance Committee, (in addition to the current member M Black).</p>	Approved
10.	ITEMS FOR NOTING/PROGRESS MONITORING	
10.1	Board Meetings Schedule/Forward Planner - noted	
10.2	<p>Health and Safety Update</p> <p>The report by the Health & Safety Manager was presented by the Group CEO and Company Secretary. It was explained to new members that the H&S Manager was only recently appointed and this planner was as a result of this appointment.</p> <p>Following consideration of the content, Board noted the proposed changes to the previously agreed health and safety action plan for 2019/20 and the proposed actions as identified in Mark Taylor's objectives for 2019/20.</p> <p>Board noted concerns about fire safety at retirement courts and related actions.</p>	Noted Noted
11.	GOVERNANCE & REGULATION	
11.1	<p>Recent SHR Publications/Guidance For Information</p> <p>The Governance Services Manager updated members on the review of SFHA Model Rules and advised members to regularly visit SFHA and SHR websites for which the links would be forwarded.</p>	
12.	DECISIONS TAKEN UNDER DELEGATED AUTHORITY	
12.1	Recruitment Of Part-Time Welfare Right Advisor – noted	

12.2	Staffing Matter Confidential.	
13.	AOCB	

The meeting closed at 9:00pm