

ALBYN HOUSING SOCIETY LIMITED
REPORT OF THE BOARD MEETING
HELD ON TUESDAY 20 MARCH 2012 AT 10:30 AM
AT ALBYN OFFICES, INVERGORDON

Board Members Present

Mrs I McLaughlan (Chair)	Mr D Russell	Mrs E MacRae
Mr G Sinclair	Mr J Oag	Ms M Smith
Mr J Convery	Mrs M Cairney	Mr B Summerfield
Mr G Kelman		

Staff Members in Attendance

Mr C Macaulay: Chief Executive	Mr J Clarke: Property Maintenance Director	Mr R Nairn: Finance & Corporate Services Director
Mr D Lockhart: Development Director	Ms H Barton: Housing & Communities Director	Corporate Officer (Minutes)

1. APOLOGIES

1.1 Apologies for this meeting had been received from Mrs Slimon and Miss Cameron.

2. MINUTES OF THE PREVIOUS MEETING

2.1 Minutes of Previous Meeting: 24 January 2012

The minutes of the previous meeting were agreed as a true record.

2.1.1 **Matters Arising**

The Chief Executive updated that he is due to discuss the Confidentiality and Openness Procedure with the Community Co-ordinator in relation to consultation with tenants.

2.1.2 The Chief Executive reported that an all staff meeting had taken place on Monday 5 March. An update on progress made regarding organisational change is contained later on the agenda.

2.1.3 Board members' core competencies will be discussed with the consultant to ensure they are included in the work that she is currently carrying out for Albyn regarding staff members' competencies.

3. POLICY PROPOSALS AND REVIEW

3.1 Finance Regulation Policy

3.1.1 The Finance & Corporate Director's paper provided the revised Financial Regulations Policy for the Board's review and adoption.

3.1.2 With some minor amendments the Board approved the policy.

3.2 Treasury Management Policy

3.2.1 The Finance & Corporate Director's paper provided the revised Treasury Management Policy for the Board's review and adoption.

3.2.2 The Board approved the policy.

4. **BUSINESS PLAN**

4.1 Business Plan

4.1.1 The Chief Executive confirmed that the Business Plan remained in draft and further work was required on it, particularly in relation to the organisational review currently taking place.

4.1.2 Mr Macaulay will discuss the draft Plan with the Regulator at his meeting with them next week.

4.1.3 The Chief Executive and Executive Team were congratulated for their work on the Business Plan to date. It was agreed that a summary of achievements against last year's targets should be added to the plan.

4.1.4 It was noted that some of the targets depended on external factors as well as internal ones. In addition, some of the targets were more aspirational than perhaps achievable.

4.1.5 The Board approved the draft Business Plan.

4.2 Budget

4.2.1 The Finance & Corporate Director reported that the budget had been prepared in tandem with the Business Plan work. The budget will be resubmitted to the Board in June once the impact of component accounting has been included.

4.2.2 The Board agreed that there should be flexibility for monies to be moved slightly within the budget to ensure best use of funding is obtained. Any changes would be reported back to the Board.

4.2.3 A question was asked if there was flexibility within the budget in case Albyn was required to build more shared equity properties. Mr Nairn confirmed that this was the case, although it would depend on the level of risk.

4.2.4 The Board approved the budget.

4.3 Risk Management

4.3.1 The Finance & Corporate Director reported that this information was based on last year's data but included an assessment of the current position. The document contained an action plan to address the risks.

4.3.2 The Board approved the risk management document.

4.4 Organisational Review

4.4.1 Following the all staff strategy meeting on 5th March, staff had been invited to join one of four focus groups which were tasked to concentrate on specific aspects within the organisational review. Mr Macaulay reported that work was progressing well within these staff focus groups and they were working within the deadlines set.

4.4.2 The Board noted the update.

5. **DECISION MAKING PAPERS**

5.1 Approval Limits

5.1.1 The Finance & Corporate Director's paper sought agreement from the Board for the Approval and Authority Limits for 2012-13. The Executive and Management teams had both had input to the document.

5.1.2 The Board approved the Authority Limits for 2012-13.

5.2 Employers in Voluntary Housing (EVH) Wages Ballot: 2012

5.2.1 The Finance & Corporate Director's paper sought approval from the Board to adopt and implement the results of the wages ballot that EVH are undertaking with their full members.

5.2.2 The Board approved the proposal to adopt and implement the results of the wages ballot that EVH are undertaking.

5.3 Insurance Tender

5.3.1 The Finance & Corporate Director's paper sought approval from the Board to undertake an insurance tender operation under EU procurement rules.

5.3.2 The Board approved the undertaking of an insurance tender operation under EU procurement rules.

5.4 Printing and Photocopying Proposal

5.4.1 The Finance & Corporate Director's paper sought approval to provide appropriate printing and photocopying facilities at both the Invergordon and Inverness offices. Due to the time constraints, approval had already been obtained from the Board Chair.

5.4.2 The Board approved the provision of appropriate printing and photocopying facilities.

5.5 External Paintwork Contracts: Chair's Homologation

5.5.1 The Property Maintenance Director's paper sought ratification of the Chair's action to approve contracts for delivery of the external paintwork programme for 2012.

5.5.2 The Board approved the homologation for the total value of the contracts.

5.6 Scottish Government Consultation

5.6.1 The Housing & Communities Director referred to the Government consultation regarding “Affordable Rented Housing: Creating Flexibility for Landlords and Better Outcomes for Communities”.

5.6.2 Ms Barton asked the Board to identify which proposals were of most interest to the members. The Board was asked to let Ms Barton know before the deadline of end April.

5.6.3 It was agreed that a separate session on this issue be arranged. This will take place on 29 March at 12.30pm in the Board Room at Invergordon.

5.7 Eviction Approval

5.7.1 The Housing & Communities Director tabled an eviction report and explained the background to this case. Ms Barton requested the Board approve the request for eviction. The Tenancy Sustainment Team is brought in to try and help with these cases, but this is for a specified amount of time, after which their approach is deemed unsuccessful and cannot be pursued further. Housing and Social Work departments are involved as part of the process and this is the case whether children are involved or not.

5.7.2 After discussion, the Board approved this eviction.

6. **INFORMATION PAPERS**

6.1 There were no reports this cycle.

7. **MINUTES OF COMMITTEE MEETINGS**

7.1 Performance Committee Meeting: 7 February 2012

7.1.1 The draft minutes of the Performance Committee meeting held on 7 February 2012 were noted.

7.2 Health and Safety Committee Meeting: 16 February 2012

7.2.1 The draft minutes of the Health and Safety Committee meeting held on 16 February 2012 were noted.

7.3 Staff Consultative Forum: 13 March 2012

7.3.1 The minutes of the Staff Consultative Forum meeting held on 13 March were tabled at the meeting. These were noted.

8. **HEALTH AND SAFETY**

8.1 Verbal Update

There was no verbal report made.

9. LEAVE OF ABSENCE

9.1 There were no requests for a leave of absence for the next Board meeting.

10. ANY OTHER COMPETENT BUSINESS

10.1 Future Conferences and Events

This list was tabled at the meeting. Board members were asked to return the list to Corporate once they have indicated which events they wish to attend.

10.2 Staffing Committee

Mr Sinclair queried whether this Committee had regular meetings during the year. It was confirmed that there were two training days set aside for this Committee on an annual basis. In addition, the Committee could meet on an ad hoc meeting when required. The Committee would also be asked to approve the Terms and Conditions on an annual basis, once considered by the Staff Consultative Forum (which is a sub-committee of the Staffing Issues Committee).

11. DATE OF NEXT MEETING

11.1 The next meeting will take place on Tuesday 22 May at Invergordon.