

ALBYN HOUSING SOCIETY LIMITED

REPORT OF THE BOARD MEETING HELD ON TUESDAY 22 MAY 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	Miss Cameron
Mr G Kelman	Mrs S Slimon	

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 Administration Assistant (Minutes)

1. APOLOGIES

1.1 Apologies had been received from Mr Summerfield for this meeting.

2. MINUTES OF THE PREVIOUS MEETING

2.1 Minutes of Previous Meeting: 20 March 2012

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

2.1.1 **Matters Arising**

Mr Macaulay confirmed that he had spoken with the consultant regarding progress on the Core Competencies works, and had received a proposal which he now needed to consider in detail.

2.1.2 Mr Macaulay confirmed that he had spoken with the Scottish Housing Regulator about Albyn's Business Plan. Mr Macaulay noted that he has not received any feedback in relation to the Business Plan to date.

3. POLICY PROPOSALS AND REVIEW

3.1 There were no Policy and Proposal papers for consideration.

4. BUSINESS PLAN

4.1 Business Plan

4.1.1 Mr Macaulay informed the Board that he had prepared a brief Executive Summary and he requested any feedback the Board members may have. A number of points were made by the Board.

4.1.2 In answer to a query, Mr Macaulay confirmed that Calbyn is a joint Board comprising both Albyn and Calman Board members. The Board was implemented to oversee the social enterprise hotel project. The Albyn members of the Calbyn Board are currently Mr Sinclair and Mr Convery. As one Board member has stepped down from the Calbyn Board, Mr Macaulay asked the Board members to consider if they would be willing to join in their place. It was agreed that this discussion would be picked up again later in the meeting to allow Board members time to consider this request.

4.1.3 The Board approved the draft Business Plan.

4.2 Organisational Review

4.2.1 The Chief Executive's paper updated the Board on the progress being made with the organisational review ahead of more detailed proposals being presented at the June Board meeting. The papers included the reports from the staff focus groups for the Board members' information and consideration. It was noted that the reports needed further discussion by the Executive Team.

4.2.2 Mr Sinclair suggested that perhaps more shared working with high performing Registered Social Landlords (RSLs) is what is needed in the first instance. The Board asked what other RSLs have done to move into a low cost, high performance group.

4.2.3 Mr Macaulay confirmed that Albyn is currently looking to take forward what was agreed last October, with a view to change the organisation to one with a Customer Service and Asset Management approach. In answer to a question Mr Macaulay noted that the content of job descriptions will come at a later stage, but staff involvement will be key throughout the process.

4.2.4 Ms Barton stated that there are more detailed reports available on the intranet, should the Board require them.

4.2.5 The Board members noted the report, and commented that they look forward to a more detailed report at the June meeting.

5. **DECISION MAKING PAPERS**

5.1 Front Funding Proposal

5.1.1 The Development Director's paper asked the Board to consider the progress needed for developments to complete by front funding the pre-contract costs. Mr Lockhart explained that front funding is needed due to changes to the grant funding, which was previously paid in stages and which is now being paid at the end of the project.

5.1.2 The Board approved the request for front funding pre-contract costs.

5.2 Milton Capital Works

5.2.1 The Finance & IT Director tabled a paper for the Board's consideration in relation to the capital works in Milton, Kildary. Mrs McLaughlan declared an interest and left the meeting before the discussion took place.

5.2.2 Mr Nairn explained that the work needed has to be completed by the end of September to be able to access the grant.

- 5.2.3 The Board approved the capital works to take place and for the installation work in Tain and Milton to commence.

Mrs McLaughlan was welcomed back into the meeting.

5.3 Evictions and Schedule 7 Approval Endorsements

- 5.3.1 The Housing & Communities Director's paper sought ratification of the Chair's Approval for evictions, approval for potential Schedule 7 allocations and a retrospective Schedule 7 declaration.
- 5.3.2 Ms Barton informed the Board that the retrospective Schedule 7 declarations related to a mutual exchange, and at the time the application form did not ask for relationship details for anyone working for the Highland Housing Register partners. The mutual exchange form has now been amended to reflect this so that any future exchanges are agreed to by the Board due to the Schedule 7 implications.
- 5.3.3 The Board ratified the Chair's approvals.

5.4 Furniture Provision Proposal

- 5.4.1 The Housing & Communities Director's paper asked the Board to consider and approve a further two year contract regarding furniture provision. It was noted that the organisation in question does rely on donations and currently a tenant using them would only be able to obtain items that are available.
- 5.4.2 The Board approved grant funding for furniture packs for tenants.

5.5 Annual Performance and Statistical Review

- 5.5.1 The Finance & Corporate Director's paper asked the Board to approve the Annual Performance and Statistical Review (APSR), following a review which was undertaken at the Performance Committee.
- 5.5.2 The Board approved the APSR.

5.6 Contract for Lead Constructor: Chair's Homologation

- 5.6.1 The Property Maintenance Director's paper sought ratification of the Chair's action to approve contracts for the Lead Constructor for three projects.
- 5.6.2 The Board ratified the Chair's approval for the Lead Constructor's contract.

5.7 Application for Membership

- 5.7.1 An application for membership had been received from Mr Lilley who lives in Thurso.
- 5.7.2 The Board approved the membership application.

6. INFORMATION PAPERS

6.1 Successful Tenancy Strategy

6.1.1 The Housing & Communities Director's paper was provided for the Board's information. Ms Barton commented that the report was a delight to write due to the number of positive news stories. The Tenancy Sustainment Team will be piloting projects aimed at assisting the overall housing team.

6.1.2 The Board members noted the contents of the report.

6.2 Information and Communication Technology (ICT) Tender

6.2.1 The Finance & IT Director's report contained the outcomes of the recent ICT tender exercise. The contract is to renew Albyn's servers, to virtualise Albyn's applications and to adopt the Disaster Recovery Plan which will include the Inverness office. It was reported that one contractor had been awarded preferred bidder status. A further report will be prepared for the June meeting.

6.2.2 The Board members agreed to note the contents of the report.

6.3 Development Contracts Issues

6.3.1 The Chief Executive's paper noted the recent issues with one of Albyn's developments in Dingwall. The enforced completion of the development was a result of insufficiently clear instructions to Albyn's adaptations contractor, as well as other communication issues. Mr Macaulay noted that following discussions with the Executive Team, the report details what lessons have been learned from this incident. It was noted that the sub-contractor had since gone into administration.

6.3.2 Regarding a query about whether Albyn has any further contracts that could be affected by the sub-contractor going into administration, the Development Director confirmed that Albyn had met with the administrators to discuss any outstanding issues. It was noted that most of the developments that the contractor had worked on are out of the defects stage; however two sites remain in a defect period.

6.3.3 The Board noted the report.

6.4 SHR Regulatory Plan and Framework

6.4.1 The Chief Executive's paper noted that Albyn is still deemed a medium risk by the Scottish Housing Regulator due to its active developments. Mr Macaulay noted that a member of the Regulator's office will be invited to meet with the Board in November.

6.4.2 Mr Macaulay asked the Board to review the new regulation framework. There will be changes made to policies following the new framework and further information will be provided to the Board at the September meeting.

6.4.3 The Board noted the contents of the report.

7. MINUTES OF COMMITTEE MEETINGS

7.1 Audit Committee Meeting: 3 April 2012

- 7.1.1 The Board noted the draft minutes of the Audit Committee meeting, held on 3 April 2012.

8. HEALTH AND SAFETY

- 8.1 As the Director responsible for health and safety, Mr Clarke informed the Board that the Health and Safety Action Plan for 2012-13 will be discussed at the Health & Safety Committee meeting on Thursday 24 May.

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 Calbyn Board Membership

Further to the discussions earlier in the meeting, a number of Board members noted an interest in joining the Calbyn Board. It was agreed that Mr Russell will join the Calbyn Board.

11. DATE OF NEXT MEETING

- 11.1 The next Board meeting is due to take place on Tuesday 26 June at Invergordon.