



MINUTES OF BRIDGEWATER HOUSING ASSOCIATION BOARD MEETING

Date: 16th April 2025
Time: 5.30pm
Venue: BOARDROOM/TEAMS




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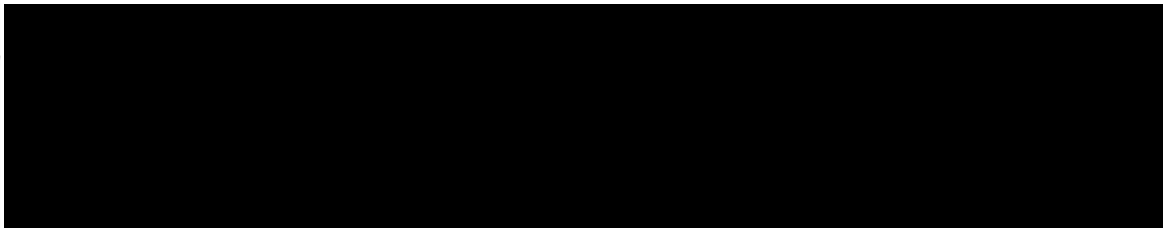
Present	Apologies	In Attendance
John Paterson, Chair Suzanne Austin, Secretary Rab McNally Gavin Dayer Derek Baker	Ken Caldwell Liz Bowden Jim O'Neil <u>Leave of Absence</u> [REDACTED] <u>Absent</u> Ken McIntosh	Andy Thomson, Chief Executive Steven Ferrie, Head of Property Services Leanne McGowan, Head of Finance Alison McManus, Head of Corporate Services Laura-Jane Richards, Head of Housing

GOVERNANCE

Item	Details	Action
1.	Welcome and Chairs remarks	
	The Chair welcomed everyone to the meeting and confirmed that members had received their papers on time. The CEO requested that Item 11 be considered at the beginning of the meeting. Members agreed for this to be considered after Item 6 on the agenda.	
2.	Apologies	
	Apologies were received from Ken Caldwell, Liz Bowden & Jim O'Neil [REDACTED]	
3.	Declarations of Interest	
	Members were invited to declare any interest in any of the items on the agenda, in terms of the Association's published policy.	
3.1	There were no declarations made by those present.	
4.	Share/Board Membership Applications and use of Seal	
	Members were invited to consider Share Member Application from Maxine Hendry	
4.2	Members APPROVED the Share Membership application as PROPOSED by Suzanne Proposed and SECONDED by Derek Baker. Share certificate No 385 – Lyndsey Breen approved at meeting held on 5 th March	

	2025 will be sealed by the Secretary at the end of the meeting.	
5.	Minute of the Board Meeting held on 5th March 2025	
	Members were invited to consider the minute of the Board Meeting held on 5 th March 2025.	
5.1	Members approved the minutes as a correct record of the meeting as PROPOSED by Derek Baker and SECONDED by Rab McNally.	
6.	Matters Arising/Outstanding Actions	
	Members were invited to consider the matters arising as detailed within the report and the update provided by the CEO.	
6.1	Members NOTED the information contained within the report and update provided by the CEO.	
11.	Data Protection Update (Presentation – Trish Knight RGDP) Presented at 17.40pm until 17.56pm	
11.1	Members NOTED the update provided by Trish Knight. The presentation would be made available for members in the Board Portal. There were no questions and Trish left the meeting at 17.57pm.	
MATTERS FOR DECISION		
7.	30 Year Financial Plan and 5 Year Financial projections	
	<p>The HOF presented a report on the 30-year financial plan and the 5-year financial projections. The projections are updated annually.</p> <p>The report and presentation provided commentary on the 5-year financial projections as well as the Association's long term financial position over the 30-year period, outlining its ability to deliver core business activities and services in respect of its current asset and customer base.</p> <p>The 30-year financial projections:</p> <ul style="list-style-type: none"> • are aligned to and reflect Bridgewater's current structure • assess anticipated income and expenditure over the period of the plan • assess whether income can support future business needs • provide outcome measures on the long-term financial position of the Association including a cashflow, covenant monitor and schedule of financial statements • reflect the Association's strategic objectives in the current year and will be revised to take account of the actions from intended reviews of service charges, sheltered housing, procurement and value for money identified in the most recent business plan. <p>The projections also support Bridgewater to risk assess and scenario test the assumptions which underpin the business plan model and measure the impact of changes to economic factors such as inflation and interest rates and operational.</p>	

	performance.								
7.1	Members RECONFIRMED approval of a minimum cash balance of £1.5m								
7.2	APPROVED the Financial Plan and APPROVED the Five-Year Financial Projections for submission to the Regulator.								
7.3	As PROPOSED by Gavin Dayer and SECONDED Derek Baker.								
MATTERS FOR APPROVAL									
8.	Insurance Tender Renewal - update								
	<p>Members were invited to consider a report by the Head of Finance, the purpose of which was to provide members with an update on the Associations Insurance Renewal for 2025/26. The renewal process was conducted in collaboration with our appointed insurance broker, Howden Scotland Ltd, to ensure comprehensive coverage aligned with the Association’s risk profile and operational needs.</p> <p>We are pleased to report that Howden Scotland has successfully engaged with a broader range of insurers for this year’s renewal. Following discussions and market engagement with over 30 insurers over the past 18–24 months, they were able to access multiple new quotations. While premium levels are expected to remain on an upward trajectory, these increases should now reflect broader inflationary trends rather than the steep rises seen in recent years.</p> <p>Four quotes were received for the Housing Stock/Buildings Insurance, details of the quotes are below: -</p> <table><tr><th>Insurer</th><th>Quoted Premium</th></tr><tr><td>Aviva</td><td rowspan="4"></td></tr><tr><td>Avid</td></tr><tr><td>NIG</td></tr><tr><td>AXA</td></tr></table> <p>The recent re-instatement valuation that was undertaken in 2024 on the tenanted and factored flatted properties. With the new values now in place this has resulted in the increase of approximately £43,000 in the buildings insurance premium.</p> <p>Therefore, the recommendation from our broker is: Based on value and long term commitment, Aviva is the preferred option, offering the most competitive terms on a 3-year Long Term Agreement (LTA). This includes a level of protection against future increases, subject to claims performance.</p> <p>Given the significant variation between quotations, the upcoming market exit of our current provider in 2026, and our responsibility to secure the best value for our factored owners, we have decided to accept the renewal terms offered by Aviva.</p>	Insurer	Quoted Premium	Aviva		Avid	NIG	AXA	
Insurer	Quoted Premium								
Aviva									
Avid									
NIG									
AXA									
8.1	Members APPROVED the recommendation to accept the renewal terms offered								

	by Aviva as PROPOSED by Suzanne Austin and SECONDED by Gavin Dayer.	
9.	Board Satisfaction Questionnaire & Report	
	<p>Members were invited to consider a report by the Head of Corporate Services, the purpose of which was to seek approval from Members for the implementation of a Board Members' Satisfaction Survey.</p> <p>The survey will be conducted online via the board portal and aims to assess board members experiences, identify areas for improvement and support ongoing governance enhancements. To increase efficiency and essential data collection, equalities data will be collected simultaneously within the same survey. This integration ensures that board members need only complete one survey, reducing administrative burden and maximising response rates for equalities data collection.</p> <p>The results of this survey will also provide valuable insights for the board appraisals, giving a better picture of the board's overall performance.</p> <p>Agreement was reached that a general comments box is added for Members to provide additional information.</p>	
9.1	Members APPROVED the new survey as PROPOSED by Suzanne Austin and SECONDED by Gavin Dayer.	
MATTERS FOR ASSURANCE		
10.	Notifiable Events Register	
	<p>Members were invited to consider a report by the CEO, the purpose of which was to provide members with an update on Notifiable events.</p> <ul style="list-style-type: none"> • <u>NE30941 – Performance and service delivery – Changing Sheltered Housing to Amenity Plus Model</u>. The CEO updated that there is an update report being to members at tonight's meeting and once this has been considered and the final report sent to SHR it is hoped that this NE will be closed. • <u>NE31080– Health and Safety– Potential RAAC Presence in BHA Stock– Investigation-</u> The CEO updated that he had received an email from SHR on 1st April 2024 confirming that since the RAAC issue is now being handled via the engagement plan as with other landlords in the same positions this NE has been closed. <p>There are no new NE events.</p>	
10.1	Members NOTED the update provided by the CEO.	
MATTERS FOR OVERSIGHT AND MONITORING		
12.		

12.1	Members NOTED the content of the report and update provided by the Head of Property Services and APPROVED the ongoing approach for RAAC Management.	
12.2	Members ENDORSED the continued inspections and legal consultations.	
13.	Supported Housing Review Update	
	<p>Members were invited to consider a report by Housing Support Coordinator and the CEO, the purpose of which was to provide an update on the progress towards de-registering our sheltered support service with the Care Inspectorate and SSSC and re-classifying the properties as Independent Living.</p> <p>The Action Plan tracker appended to this report has been updated to show the progress that has been made to date and additional tasks have been added to the tracker as the project evolved. All outstanding actions have been completed except for the final report to the Housing Regulator and the publication of the Duty of Candour Report.</p> <p>There are eleven policies pertaining to the Sheltered Housing Developments and the Board are being asked to approve the removal of these policies from the policy schedule and to approve the 2024–25 Duty of Candour Report for publication.</p> <p>The Housing Support Co-ordinator will oversee the pilot period. After a six-month period, an interim report will be submitted to the Board. This report will provide an overview of the effectiveness of the service to tenants and include recommendations for necessary adjustments. Any issues or concerns which arise prior to this will be highlighted to the Board within this period.</p>	
13.1	Members NOTED the content of the report.	
13.2	APPROVED the removal of the sheltered housing policies from the policy schedule and	
13.3	APPROVED the Duty of Candour Report for publications. as PROPOSED by Derek Baker and SECONDED by Suzanne Austin	

14.	Care and Repair Update (Verbal)	
	Members were invited to consider a verbal updated on the Care and Repair Service provided by the CEO, the purpose of which was to provide members with an update on the Care and Repair Service.	
14.1	Members NOTED the update provided.	
15.	Donations Report	
	<p>Members were invited to consider a report by the Head of Corporate Services, the purpose of which was to provide members with an update on Donations and sponsorship made by the Association in 2024/25.</p> <p>Bridgewater has allocated £1000 this financial year from its surplus to support charities, individuals, and/or community groups. Applications are made to the CEO, who decides on who should receive the money, based on our Donations and Sponsorship Policy.</p> <p>In the last financial year, the following donations have been made:</p> <ul style="list-style-type: none"> • £300 donated to Capability Scotland for providing a bus service for the Gala Day. • £207.69 donated to The Giving Tree Initiative by Kids Out. • £200 donated to SAMH via Skye Quinns Kilt Walk • £250 donated to Erskine Swimming Club to support hall hire and healthy activities for residents of Erskine. <p>A total of £957.69 has been donated out of this year's budget.</p>	
15.1	Members NOTED the information contained within the report.	
MATTERS FOR CONSIDERATION		
16.	CEO Report	
	<p>Members were invited to consider a report by the CEO, the purpose of which was to provide an update on regulatory engagement, legislative changes, governance, and staffing matters.</p> <p>Key Highlights include: -</p> <ul style="list-style-type: none"> • <u>Regulatory/Legislative/Sector Updates</u> - The Scottish Housing Regulator's (SHR) updated Engagement Plan confirms Bridgewater HA's compliance, while noting ongoing engagement regarding RAAC. The SHR's annual risk assessment highlights sector-wide challenges in homelessness, housing quality, and Gypsy/Traveller site standards. Other SHR publications include a report on RSL empty homes and a new BSL Plan, which Bridgewater HA is reviewing. • <u>Governance/Board updates</u> – This includes details of a Board member resignation and ongoing recruitment efforts, alongside details of a successful "Getting to Know You" Board session. • <u>Staffing/HR</u> - The report confirms the outcome of the EVH Employers' ballot, approving a 4% pay increase for April 2025, with future year increases linked to CPI. 	

16.1	Members NOTED the information contained within the report.	
17.	Development & Acquisitions	
	<p>Members were invited to consider a report by the CEO, the purpose of which was to provide an update on current property development opportunities.</p> <p>The CEO updated that following discussions with Cala Homes in connection with the Florish Road development, this has resulted in a revised proposal for 18 flats. Initial cost estimates indicate a £2m investment requirement by the Association, which is currently deemed unviable. The CEO is actively engaging with Cala Homes to reduce costs and will present a revised financial appraisal to the Board when available.</p> <p>The CEO explained that the progress on the Development Strategy has been limited due to a narrow response to the consultant tender. Options for segmenting the work to encourage broader participation are being explored.</p> <p>The CEO updated that the Association has successfully completed the acquisition of four open market properties under the Renfrewshire Council's ROTS initiative before the March 31st deadline, adding valuable units to our stock portfolio with a total Association contribution of £240,000.</p> <p>A member asked if the Association would continue to purchase open market stock without ROTS funding. A general discussion ensued about there being an appetite for these purchases, and this option being included in the Asset Management Strategy. It was noted that there will be further discussion around this scenario should it arise.</p>	
17.1	Members NOTED the content of the report and	
17.2	NOTED the acquisition of four properties as outlined within the report with the Association contributing £240,000.	
ADMINISTRATION		
18.	AOCB	
	<p>A member updated the meeting that they had attended a seminar on changes to the benefit system – particularly in relation to entitlement to disability benefits. The member enquired if the Association had plans to support tenants should they be affected by these changes. The CEO advised that we are preparing to support tenants in this position. The current Housing Support Co-Ordinator will be widening her scope within her role to support tenants impacted by these cuts. Like all RSL's, we will keep an eye on any impact this white paper has on the Scottish Govt budget planning for benefits.</p>	
19.	Issues which the Chair has agreed as urgent out with Meeting Cycle	
	There were no urgent issues for consideration.	
20.	Update from Members who have attended training sessions or events since the last meeting.	

	Members who attended the board dinner reported back to the meeting that the event was beneficial and very positive. Raised awareness of members skillset was beneficial.	
21.	Meeting concluded - 19.00 Date of next meeting – 28th May 2025	

Signed:  (Chair)