

Decisions made by the Board at their meeting held on 14th August 2019

Noted below are the decisions taken by the Association's Board at their meeting on 14th August 2019. If you would like more information about any of these issues, please contact the Association's Office Administrator at the address below.

Minute of the Board Meeting held on 29th May 2019

Members were invited to consider the minute of the Board Meeting of 29th May 2019.

Members approved the minutes as a correct record of the meeting as **PROPOSED** by R McNally and **SECONDED** by K McIntosh

MATTERS ARISING

There were no matters arising

PRESENTATION

Annual Accounts Presentation by French Duncan

Tony Sinclair from French Duncan attended and presented the Annual Account to those present. Tony explained both the External Auditors role in the audit process and the role of the Board before detailing the extensive investigations which his staff undertook during the course of the audit and in their discussions with Bridgewater senior staff and others. He went through the accounts in detail explaining the differences between this year and last year's accounts. Tony confirmed that there was nothing material which his firm had discovered which would give them any areas of concern and that the staff had been very co-operative during the audit.

The Chief Executive, explained that the accounts had recently been considered by the Audit and Risk Sub Committee, in detail and that the Sub Committee was recommending to the Board that they accept and approve the accounts for financial year 18/19.

Annual Accounts year ended 31st March 2019

Members noted the presentation from French Duncan and the explanations given. They took the opportunity to ask questions of the Auditor and the Audit process.

Members **APPROVED** the Annual Accounts which will be presented to the membership at the AGM on 27th August 2019.

Audit Report – French Duncan for signing

Members were invited to consider a report by French Duncan, the purpose of which was to highlight the key findings arising from the audit of Bridgewater Housing Association for the year ended 31st March. It also forms part of the two way communication during the audit process to formerly report to the Board that the Association meets the mandatory requirements of International Standard on Auditing UK. .

Members **APPROVED** the Audit Report from French Duncan and this was signed at the meeting by the Chair.

Personal Relationships at Work Policy

Members were invited to consider the Policy Review for the Personal Relationship at Work Policy presented by the Corporate Services Manager the purpose of which was to provide guidance about personal relationships within the Association and ensure compliance with relevant legislation.

The CSM outlined the recommended changes to be made to the current policy as detailed within the review. He further advised that he had consulted on the policy with staff.

Members **AGREED** with the recommended changes proposed by the CSM and **APPROVED** the updated Personal Relationships at Work Policy.

Authorised Vehicles Policy

Members were invited to consider a report by the Corporate Services Manager, the purpose of which was to provide information

regarding the review of the Authorised Vehicle Users Policy, which outlines the Association's approach to authorised vehicle users.

The CSM outlined the recommended changes to the current policy as detailed within the report which relate mainly to the designation of Essential Users. The changes are intended to clarify the Association's policy and to mitigate its exposure to a more liberal use of "Essential" which attracts a higher tariff. He further advised that staff had been consulted on the new approach.

Members **AGREED** with the recommended changes and **APPROVED** the revised Policy.

Health and Safety Nov 19 – August 19

Members were invited to consider a report by the Corporate Services Manager, the purpose of which was to provide members of the Board with updates on Health and Safety information in relation to the Association's staff and office premises. This report includes minutes of the Health and Safety Group's meetings. The Corporate Services Manager explained the Health and Safety Audit and the Fire Safety Audit in detail and highlighted those areas where recommendations had been made and what had been done already with the recommendations. He indicated that an up-date would be provided to the Board on a quarterly basis.

Members **APPROVED** the information contained within the report and **NOTED** the minutes from the H&S working group and details of the recent Audits

SHR Regulatory Standards and Guidance Compliance – update April, May, June 2019

The Chief Executive indicated that this report would be available to the September meeting as a draft of the compliance register prior to the Assurance Statement declaration required for the SHR in October.

Members **NOTED** the position

Technology Enabled Care Housing Charter

Members were invited to consider a report by the Head of Housing and Customer Services, the purpose of which was to advise the Board of the new Technology Enabled Care (TEC) in Housing Charter, which aims to help housing providers to understand how to engage with TEC. In the absence of the Head of Housing and Customer Service, The Chief Executive explained what has been happening in this area over the past couple of years and the fact that Housing Associations across Scotland are being asked to show their support for a new TEC in Housing Charter which was launched in March 2019. He explained the purpose of the Charter and the 7 Pledges which the Association would be required to consider and sign up to. Members considered the pledges and **AGREED** to sign up to the Charter.

SH Local lettings Initiative

Members were invited to consider a report prepared by the Head of Housing and Customer Services, the purpose of which was to inform the Board of the findings from the review of the Local Lettings Initiative at Blantyre Court proposed changes to the process and to seek approval to reinstate the lettings initiative.

In the absence of the Head of Housing and Customer Services, the Chief Executive indicated that the recent review demonstrates that overall the initiative has worked well. There have been some concerns about some supported tenants with some of the incidents being particularly concerning, however early involvement by the

Association will ensure, before tenancy sign up, prospective new tenants have an understanding of their sheltered housing neighbours, tenancy agreement conditions and ongoing monitoring. Members **NOTED** the information contained within the report and the changes to the process and **APPROVED** the reinstatement of the Initiative at Blantyre Court.

New Tenant Questionnaire 18/19

Members were invited to consider a report by the Head of Housing and Customer Service, the purpose of which was to provide the Board with the findings from the new tenancy questionnaires completed during 2018/19 and to recommend additional areas for questions.

The completed questionnaires (44) represent 68.75% of all new tenants during the year. This is a slight increase on 2017/18 return of 64%. Access difficulties and broken appointments make it difficult for the Housing Officers to achieve 100%.

95% of tenants who completed a questionnaire were satisfied with the standard of their home when moving in. Levels of satisfaction with the allocations process could be better, offer of housing and signing up process are high, giving no cause for concern.

Members **NOTED** the information contained within the report and the additional questions.

Care and Repair 19/20 Quarter 1 report

Members were invited to consider a report by the Corporate Services Manager, the purpose of which was to provide the Board on progress of the current Care and Repair Contract and other relevant Care and Repair team issues. The Corporate Services Manager spoke about; the statistical report, income levels, the integration of the Inverclyde Contract, a £15,000 donation from a charitable trust, which he believes would be useful in purchasing an electric van and the ongoing workload.

Members **NOTED** the contents of this report.

Covenant Compliance Letter from Lender

Members were invited to consider the letter, the purpose of which was to provide members with comfort that the Association is complying with the covenants from its lending agreements with the Nationwide. He explained that this is crucially important because breaches of covenants could lead to the Lender asking the Association to renegotiate its loan with consequential financial penalties.

Members **NOTED** the letter

Letter of Representation from French Duncan

Members were invited to consider the letter of representation from French Duncan, the purpose of which was to set out the basis on which French Duncan are to act as auditors for the year ending 31 March 2019. French Duncan have already been confirmed, (at last year's AGM) as the Association's Auditors for this year and the letter has already been signed by the Chair of the Association.

Members **NOTED** the letter

Management Letter from French Duncan

Members were invited to consider the management letter from French Duncan, the purpose of which was to summarise for the Board the issues arising from their audit of the financial statements for the year ended 31 March 2019. Members **NOTED** the position

Rule 68 Report from Secretary

The purpose of this report was to provide information to Board Members in relation to Rule 68 of the Association's rules and the requirement of the Secretary of the Association to report on the existence and maintenance of various Registers.

Each year at the last Board Meeting prior to the AGM, the Secretary must confirm in writing to the Board that Rules 62 to 67 have been followed or, if they have not been followed, the reasons for this and the Secretary's confirmation or report must be recorded in the Minutes of this meeting.

On 1st August 2019, the Secretary of the Association attended the

offices and was satisfied that everything was in order and confirmed that the relevant rules are being complied with.

Members **NOTED** the content of this report.

Board Development Interview Report and 9 Year Rule decisions – Verbal update

H Stirling declared an interest in this item.

The Chief executive update that he and the Chair had now completed all of the Board Development Interviews with all members. The report explains how Board Members felt, in general about their participation on the Board, about their continuing commitment to the Association's vision and objectives and about their specific contributions to the work of the Board, together with any barriers in terms of process or information which might affect their effectiveness as Board Members. The report also listed a number of issues which Board Members highlighted as possible improvements to the effectiveness of the Board.

Members **NOTED** the information provided by the Chief Executive, **INSTRUCTED** him to deal with the suggestions for improvements as appropriate, and **AGREED** that those members affected by the Nine Year Rule and standing for re-election should be permitted to do so.

Minute of Housing Support Services Sub Committee Meeting held on 5th June 2019

Members were invited to consider the minute from the Housing Support Services Sub Committee Meeting held on 5th June 2019.

Members **NOTED** the minute.

Minute of Scrutiny Sub Committee Meeting held on 31st July 2019

Members were invited to the minute of the Scrutiny Sub Committee meeting of 31st July 2019.

Members **NOTED** the minute.

Antonine Housing Association & Kincardine Housing Co-operative – Intervention Reports

Members were invited to consider the reports by the Scottish Housing Regulator, the purpose of which was to provide members with details of the SHRs intervention at Antonine and Kincardine. He indicated that he would include any lessons to be learned in the papers for the Audit and Risk Committee.

Members **NOTED** the information contained within these reports.

Arrangements for AGM – 27th August 2019, Bargarran Community Centre at 5.00pm

The Chief Executive provided members with an update on the arrangement for this year's AGM and indicated that a full turnout by members of the Board would be encouraged. Members **NOTED** the details for the AGM.

Notifiable Events

There were no notifiable events for consideration.

Issues which the Chair has agreed as urgent

Members **APPROVED** a membership application from A MacLeod, 9 Aytoun Drive.

Members considered a report from the Chief Executive, the purpose of which was to provide information about the Association's current Lending Agreement requirement to carry out full Stock Valuations every five years and Desk Top Valuations every three years. He explained that the Head of Finance has been in discussion with the Nationwide, (our current Lender) who have been keen to clarify the requirement for the Desk Top valuation, (something which the Association has never carried out).

Members **NOTED** the position and **DELEGATED** to the Head of Finance to negotiate as appropriate with the Nationwide and report back any subsequent agreement.

Date of next meeting - 25th September 2019