



MINUTES OF BRIDGEWATER HOUSING ASSOCIATION

BOARD MEETING

Venue: Bridgewater Housing Association Offices, 1st Floor
Bridgewater Shopping Centre, Erskine.

Date: 27th November 2019

Time: 5.30pm (Exec to meet at 5pm)

Present:

Alastair Morris Chair, John Paterson Vice Chair, Angela Westrop Board Member, Aileen Naismith Board Member, Frank Bradley Board Member, Rab McNally Board Member, Ken McIntosh Board Member, Suzanne Austin Board Member and Steven Webster Board Member.

In attendance:

Ian McLean Chief Executive, Ruth Brogan Head of Housing and Customer Services, Gary Stapleton Technical Services Manager, Angie Kennedy Head of Finance, Scott Currie Corporate Services Manager, Lesley Carr Minute Secretary

Item	Details	Action
1.	Welcome and Chairs remarks	
1.1	The Chair welcomed everyone to the meeting and confirmed that members had received their papers on time.	
2.	Apologies	
2.1	Apologies were received from Jim Sheridan, Denise Love, Craig McGarry and Heather Stirling.	
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.	Minute of the Joint Board and Scrutiny Committee held on 30th October 2019	
	Members were invited to consider the minute of the Joint Board and Scrutiny Committee Meeting of 30 th October 2019.	
4.1	Members approved the minutes as a correct record of the meeting as PROPOSED by Angela Westrop and SECONDED by Steven Webster.	
5.	Actions	
	There were no actions to be followed up.	

MATTERS ARISING		
6.1	Item 18 - Audit Report	
	<p>The Chief Executive reported that the Audit report had now been received and this had been considered at the Audit and Risk Sub Committee Meeting on 13th November and was included in the Minute of this meeting for information.</p> <p>The minute is included in these papers for the Board to note.</p>	
6.2	Policies	
	<p>The Corporate Services Manager updated that we had previously followed Policies for Disciplinary, Recruitment & Selection, which had been developed by EVH, however due to the introduction of Freedom of Information it was thought necessary to put Bridgewater's stamp on the policies. These Policies are now being presented to the Board for their approval.</p>	
MATTERS FOR APPROVAL		
7.	Disciplinary Policy	
	<p>Members were invited to consider a Disciplinary Policy developed by the Corporate Services Manager.</p> <p>The CSM reported that there were no major material changes or additions to this Policy as it was based on the EVH Policy which we previously followed.</p> <p>The Chief Executive indicated that Section 2, which covers our compliance with Standards 4&5 of the SHR Standard of Governance, had been added along with Section 16 which details authority levels specific to the Association.</p> <p>A hyperlink to this Policy will be added to the Guide to information which complies with the Scottish Information Commissioner's Model Publication Scheme for FOI which is available via our website.</p>	
7.1	Members APPROVED the new Policy.	
8.	Recruitment & Selection Policy	
	<p>Members were invited to consider the Recruitment and Selection Policy presented by the Corporate Services Manager.</p> <p>The CSM updated that there were no material changes made to the previous EVH procedure which we have been following until now apart from the addition of Section 12 which identifies the panel members required for shortlisting purposes which will ensure that the Association is consistent during this process.</p>	
8.1	Members APPROVED the new Policy.	
9.	Freedom of Information and Environmental Information Regulation Policy	
	<p>Members were invited to consider the Freedom of Information and Environment Information Regulation Policy presented by the Corporate Services Manager. The</p>	

	<p>purpose of this Policy was to meet the requirements of the Freedom of Information (Scotland) Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004 (EIR), which place a general obligation on Scottish Public Authorities to allow the public access to information that we hold. Both FOISA and EIT are overseen by the Scottish Information Commissioner (SIC).</p> <p>The CSM reported that both Care and Repair and the Factoring Services are not required to meet these regulations. He indicated that TC Young carried out work in conjunction with SFHA to establish a standard Policy which we have adopted and personalised for our own use. This Policy will also be available via a hyperlink to the Guide to Information on the Association’s website.</p>	
9.1	Members APPROVED the Policy.	
10.	Privacy Policy Review	
	<p>Members were invited to consider the Privacy Policy, the purpose of which was to set out the Association’s duties in relation to data processing and sets out the procedure for the management of such data.</p> <p>This Policy was approved by the Board in response to the introduction of the General Data Protection Regulations in May 2018 and has operated without any problems. The CSM updated that changes had been made to the Model Policy which had been produced by SFHA along with some minor changes to wording within the document, following a review by the Leadership Team. The proposed changes have been incorporated into the revised Policy.</p>	
10.1	Members APPROVED the updated Policy.	
11.	Legionella Action Plan	
	<p>Members were invited to consider the Legionella Action Plan presented by the Technical Services Manager, the purpose of which was to set out how Bridgewater will control the risks associated with domestic water systems management. The TSM updated that the Action Plan is derived from Bridgewater’s approved Water System and Legionella Management Policy. The actions detailed within this plan have been written to ensure all reasonable steps are taken to comply with Bridgewater’s Legal duties.</p> <p>Progress on the Action Plan, including the adequacy of record keeping, will be reviewed quarterly by the Scrutiny Committee.</p> <p>A member asked how the legionella virus spreads, the TSM explained that the virus multiplies in water and can be ingested. Chlorination of water supplies generally keep the virus at bay, however there are risks where water supplies are not being used often enough.</p> <p>The TSM explained that we regularly provide advice on water management to our customers via our website and newsletters.</p>	
11.1	Members APPROVED the Action Plan.	
MATTERS FOR CONSIDERATION, COMMENT AND NOTING		
12.	Minute from Audit and Scrutiny Committee Meeting – 13th November 2019	

	Members were invited to consider the Minute from the Audit and Scrutiny Committee Meeting held on 13 th November 2019.	
12.1	Members NOTED the minute of this meeting.	
13.	Minute from Health & Safety Group Meeting – 2nd October 2019	
	Members were invited to consider the Minute from the Health and Safety Group meeting held on 2 nd October 2019.	
13.1	Members NOTED the minute of this meeting.	
14.	Care and Repair 2019-20 Quarter 2	
	<p>Members were invited to consider the Care and Repair Quarter 2 report, the purpose of which was to provide an update on the progress of the current Care & Repair Contracts and other relevant Care & Repair Team issues.</p> <p>The CSM reported that the quarterly statistical report has been amended to incorporate Inverclyde figures and summarises completions for all services showing the year to date progress against contractual targets. This report includes statistics up to 30th September 2019.</p> <p>The CSM updated that there was nothing of great concern and targets are currently being exceeded in all areas except for adaptations in East Renfrewshire, as has been reported throughout the past year. Despite the numbers, it looks likely that the budget could be fully utilised before the end of the financial year.</p>	
14.1	Members NOTED the information contained within this report.	
15.	Schedule/Calendar of Board and Sub Committee Meetings 2020	
	Members were invited to consider the proposed Schedule/Calendar of Board and Sub Committee Meetings for 2020.	
15.1	Members NOTED the Schedule of Meetings. Paper copies of the meeting schedule will be distributed to Board Members.	
MATTERS FOR BRIEFING AND INFORMATION ONLY		
16.	GWSF briefing on Housing Associations – Annual Assurance Statement November 2019	
	Members were invited to consider a briefing from GWSF regarding the Annual Assurance Statement, the purpose of this briefing was to provide members with a quick snapshot of what 157 housing associations said in their first Annual Assurance Statements. It then goes into more detail by showing what information was provided by those associations who either declared non-compliance or said there were no material issues but specified particular improvement areas.	
16.1	Members NOTED the information contained within this briefing.	
17.	Freedom of Information Model Publications Scheme – Information Note	

	<p>Members were invited to consider a note prepared by the Corporate Services Manager in relation to item 12 of the minute of the Board Meeting held on 25th September 2019. The purpose of this note was to provide an update on the Guide to information for FOI, which has now been posted to our website and provides hyperlinks to most of the common information held by the Association which is likely to be the subject of FOI requests.</p> <p>The note also provided members with an update on the appointment of a Data Protection Officer. The CSM updated that following on from a recent Flair Data Protection training session, it had been decided that due to the potential for conflict of interest in appointing a member of the Leadership Team to carry out duties of the DPO, an external company called “Really Good Data Protection” (RGDP) have been appointed at a cost of £300 per year. The contract includes a half day training session for staff along with 30 minutes of telephone support per month. This service will be reviewed at the end of the year and a decision made as to whether we need to continue with this service or not.</p>	
17.1	Members NOTED this information	
REGULATORY ISSUES		
18.	Notifiable Events	
	[REDACTED]	
ADMINISTRATION		
19.	Issues which the Chair has agreed as urgent	
19.1	<p><u>Share Membership Application form for –</u> [REDACTED] was presented to the Board for their consideration.</p> <p>Members APPROVED this application for membership.</p>	
19.2	<u>Confidential Item</u> – Pension Provision	
	[REDACTED]	

20.	Meeting concluded at (6.45pm) Date of next meeting - 18th December 2019	
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Signed: _____(Chair)