



MINUTES OF BRIDGEWATER HOUSING ASSOCIATION

VIRTUAL BOARD MEETING

Venue: Held Virtually via Zoom

Date: 23rd September 2020

Time: 5.30pm

Present:

Alastair Morris Chair, John Paterson Vice Chair, Heather Stirling Secretary, Aileen Naismith Board Member, Frank Bradley Board Member, Ken McIntosh Board Member, Jim Sheridan Board Member, Denise Love Board Member, Suzanne Austin Board Member, and Steven Webster Board Member.

In attendance:

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

Scott McCready, Wylie Bisset Auditors (part)

Item	Details	Action
1.	Welcome and Chairs remarks	
	<p>The Chief Executive welcomed everyone to the meeting and thanked everyone for attending the SGM and AGM.</p> <p>Prior to Scott McCready from Wylie Bisset presenting item 6 on the agenda the CE reminded members that following on from the AGM, there is a requirement for the Board to elect the Office Bearers for the coming year.</p> <p>The CE clarified that the current Office Bearers had been contacted and were happy to continue in their positions and since there had been no interest from any other members to take up any of these positions, he proposed that members agree to the following:-</p> <p>Alastair Morris continue as Chair, John Paterson continue as Vice Chair and Heather Stirling continue as Secretary of the Association for another year.</p> <p>Members AGREED to this proposal.</p> <p>The CE executive then explained that the Chairs of the Sub Committees will also stay the same for next year and there would be no change to the make-up of any of the Sub Committees. He suggested that if anyone wished to change Sub Committees that they contact him to discuss and he would try and accommodate this.</p> <p>The Sub Committee Meetings will now commence, a new Schedule for all meetings has been prepared and will be circulated to members next week along with Board Members Code of Conduct. In normal circumstances the Code of Conduct would be required to be signed, however under the current circumstances the CE suggested that members email confirmation of acceptance of the Code of Conduct to the Office Administrator.</p> <p>The CE handed the meeting over to the Chair.</p>	

2.	Apologies	
	Apologies were received from A Westrop and R McNally.	
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 Board Meeting held on 26th August 2020	
	Members were invited to consider the minute of the Board Meeting held on 26 th August 2020	
4.1	Members approved the minutes as a correct record of the meeting as PROPOSED by Denise Love and SECONDED by Jim Sheridan.	
PRESENTATION		
5.	Wylie Bisset Internal Audit Report – ARC reporting	
	<p>Scott McCready from Wylie Bisset explained that the purpose of this review was to ensure that the Association has appropriate reporting and data managements in place to supply the data required for the Annual Return on the Charter (ARC). This review sought to provide assurance to the Audit and Risk Committee that the controls in place are adequate. This audit was agreed as part of the 2020/21 Annual Internal Audit Plan.</p> <p>Due to the Covid-19 pandemic the audit was completed remotely and information was sent from the Association's ARC & ESSH validation folders. This allowed the auditor to verify the information within the Association's Return to the Regulator.</p> <p>Scott explained that the Audit revealed that the Association had a higher number of recommendations compared to those Associations it had been benchmarked against. One transcription error was also found and the Chief Executive has informed SHR who will amend the ARC submission to reflect this change and no further action will be taken.</p> <p>The Auditor has recommended that the Association improves its current practice and ARC & ESSH Timetable documents to incorporate the information noted within the summary sheet. Wylie Bisset will provide the Association with a template summary sheet which will enhance the process and will be saved in the ARC folder in preparation for the 2020/21 submission.</p> <p>Apart from this recommendation there were no major issues, or points for improvement.</p>	
	Members NOTED the information contained within the Audit Report.	
	Scott McCready left the meeting at this point.	
MATTERS FOR APPROVAL		
6.	Anti-Social Behaviour Policy	

	<p>Members were invited to consider the Anti-Social Behaviour Policy presented by the Chief Executive, the purpose of this Policy was to describe the Associations approach to dealing with anti-social behaviour. We believe that tenants have the right to live peacefully in their own homes and we take the issue of unacceptable and anti-social behaviour very seriously. By having a detailed written Policy we are able to ensure that uniform and professional approach is adopted through the organisation and the service deliver, is compliant with the law, best practice and our internal Policy.</p> <p>The CE pointed out that one significant difference with the new Policy was that it explained what is considered Anti-Social Behaviour and what is not. This is particularly timely at this time since there has been an increase in reports of Anti-social behaviour. There have been numerous complaints in connection with Car Parking throughout Erskine and the CE reminded those present that the Association does not have any powers to deal with parking complaints.</p> <p>There is also a separate section now included which refers to the specific parts of the Housing (Scotland) Act 2001 which are most relevant to antisocial behaviour along with the section included in the Tenancy agreement which confirms contractual responsibilities and rights in the case of antisocial behaviour by our tenants.</p> <p>A members asked whether this Policy could be used to deal with complaints from Owner Occupier, the CE explained that we would only deal with a complaint from and an Owner if one of our tenants was involved in the complaint.</p> <p>A member asked how many tenants have had action taken against them due to Anti-social behaviour and the CE explained that there is only a small number of complaints made each year. This information is reported in the KPI reports and he can arrange for this to be sent to members.</p> <p>A member then asked if there was something that the Association can do about the parking issues in the area, the CE explained that since the Feu Superior had been removed by the Scottish Government the Association has no powers to enforce parking restrictions. He reminded those present that although we maintain the parking areas people are not entitled to a private parking space and the car parks are there for anyone to use. The member then went onto ask about lock-ups not being used to accommodate cars and instead being used for storage. The CE explained that cars are getting bigger and some cannot accommodate cars therefore people are allowed to use these for storage.</p> <p>This Policy is a standard Social Housing Anti-Social Behaviour Policy and has been updated to reflect changes in Legislations and Regulation and will be reviewed every five years or earlier to reflect any changes in law or if changes in guidance occur. We may also decide to make changes requested by our tenants.</p>	
6.1	Members APPROVED the Anti- social behaviour Policy.	
MATTERS FOR CONSIDERATION, COMMENT AND NOTING		
7.	Covid Impact Report – September 2020	
	Members were invited to consider a report by the Chief Executive, the purpose of which was to provide the Board with up-to-date information about the impact of Covid-19 on services provided by the Association specifically and more generally the way the	

	<p>Association carries out its business.</p> <p>The CE outlined the specific impacts the pandemic has had on areas of service delivery. This has been an extremely challenging time for the Association both in terms of Governance and service delivery. However staff have met these challenges with enthusiasm and with willingness to do things differently. In the fullness of time there will be an opportunity to examine what has worked for us and what has not and specifically what permanent changes the Association should make in the way it carries out its business going forward.</p> <p>The CE took this opportunity to record his gratitude to Board Members for their support and forbearance during the past six months, to the Leadership Team for their support, skills and abilities which has meant the Association continuing to function at a good level during a particularly difficult time and to the Staff for the resilience and flexibility during a time when they have also had to experience uncertainty in their own personal lives.</p>	
8.1	Members NOTED the content of this report.	
9.	SHR – Covid Monthly Update Return August 2020	
	<p>Members were invited to consider the report prepared by the Chief Executive, the purpose of which was to provide the SHR with an update on the impact of Covid 19 on Social Landlords.</p> <p>This report has already been submitted to the SHR.</p>	
9.1	Members NOTED the information contained within the report.	
10.	Financial Conduct Authority – Annual Return 2020	
	Members were asked to consider the Annual Return to the Financial Conduct Authority. This return must be completed by all societies under the Co-operative and Community Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965).	
10.1	Members NOTED the Return.	
11.	SHAPS Annual Risk Assessment	
	Members were invited to consider the Annual Risk Assessment submitted to SHAPS.	
11.1	Members NOTED the information contained within the Risk Assessment.	
12.	SHR Financial Statement Return 2020	
	Members were asked to consider the Financial Statement Return for 2020 which was submitted to SHR.	
12.1	Members NOTED this return.	
13.	OSCR Annual Return 2020	
	Members were invited to consider the Annual Return to OSCR.	

13.1	Members NOTED the return.	
14.	Digital Participation Charter	
	<p>Members were invited to consider the Digital Participation Charter, which aims to help organisations to support digital participation. Organisations across Scotland are being asked to show their support for the Charter, which was launched on 12th March 2019. The Charter has been developed and funded by the Scottish Government and hosted by the SCVO.</p> <p>By signing up to the Charter, Bridgewater would be signalling support for the promotion of digital participation for staff, volunteer Board members and within our Communities by assisting tenants and residents who are digitally excluded.</p> <p>The CE outlined the 5 pledges which the Association must make when signing up to the Charter. He also explained that by signing up to the Charter it may positively influence the outcome of our application for funding to support the development of telecare services, including the upgrade of the Sheltered Housing Warden Call system.</p>	
14.1	Members NOTED the 5 pledges and AGREED for the Association to sign up to the Charter.	
REGULATORY ISSUES		
15.	Notifiable Events	
15.1	There were no notifiable events for consideration.	
ADMINISTRATION		
16.	Issues which the Chair has agreed as urgent	
16.1	There were no urgent issues for consideration	
17.	<p>Meeting concluded - 18.12pm</p> <p>Date of next meeting - Meeting Schedule will be circulated. This will include dates for Sub Committee Meetings.</p>	



Signed: _____ (Chair)