

**Homes for Life Board Meeting**  
**Minutes of Virtual Board Meeting held at 7pm Wednesday 27 May 2020**

<b>1.0</b>	<b>Preliminaries</b>
1.1	<u>Start time of Meeting:</u> 7.23pm
1.2	<u>Welcome:</u> All welcomed to the first virtual zoom meeting.
1.3	<p><u>Attendance:</u>  <u>Present:</u> Alan Brown (Chair); Jamila Grieg (Vice Chair); David Rose (Chair of Audit &amp; Risk Ctee); Olga Krasteva; Graeme MacGregor; Carol Widowson; Donna Wight</p> <p><u>In Attendance:</u> George Russell (Business Manager); Michelle Scott (acting Customer Services Manager); Caroline Lavery (Temp Admin Assistant); Dave Roberts (Finance Agents- Chiene &amp; Tait)</p> <p><u>Apologies:</u> Luke Bullock; Gordon Leitch</p> <p>GR advised he had omitted to put Graeme in attendance on the last minute.</p>
1.4	<u>Declarations of Interest:</u> None noted.
1.5	<u>Requests for consideration of additional items under AOCB</u> It was noted due to late start of the meeting there would be no time for AOCB.
<b>2.0</b>	<b>Items for Consideration &amp; Approval</b>
2.1	<p><u>Minutes of Board Meeting held Wednesday 19 February</u>  Amendments required to last minute:</p> <ul style="list-style-type: none"> <li>- to have date of 11 March detailed. However, to also note this meeting was cancelled due to lack of attendees;</li> <li>- previous requested Committee minutes not received;</li> <li>- Under customer services – Novus would no longer continue as our repairs contractor. GR advised that he had consulted with other potential providers before pursuing a contract with TB MacKay.</li> </ul> <p>GR to amend accordingly.</p> <p><b>Subject to these amendments the Board agreed the draft minutes.</b></p> <p>DR noted that copies of previous Committee minutes had still not been received and should be issued. GR advised that this issue had already been discussed and recorded, with a commitment given to check and provide when circumstances permitted.</p> <p>It was also noted that due to the current restrictions with Covid-19 the meeting scheduled for 25 March did not take place.</p>
2.2.1	<p><u>Finance – 4th Quarter Management Accounts – 4<sup>th</sup> Quarter to end March 2020</u>  Quarterly Management Accounts &amp; Cashflow had been circulated.</p> <p>Dave Roberts of Chiene &amp; Tait presented these. No issues. The meeting noted good overall performance against all key financial indicators and healthy set of accounts and bank balance at the end</p>

	<p>of the financial year.</p> <p>It was noted that some planned maintenance may have to be carried forward from 20/21 to 21/22 due to restrictions of Covid-19.</p> <p><b>The meeting agreed the Quarterly Management Accounts as presented.</b></p>
2.2.2	<p><u>Draft Budget for 2020/21</u></p> <p>Draft budget had been circulated. Meeting asked to look at Reconciliation on page 8. It was noted it may be a struggle to spend everything on planned maintenance in this financial year due to current restrictions with Covid-19 as not able to fit boilers/kitchens etc. GR confirmed some works may have to carry forward. Temporary Staff costs higher due to longer term use of temporary staff services but staff costs still within overall budget, as this is compensated by reduced direct staff costs. It was noted that the budgeted detailed breakdown for staffing may differ from proposal being made at the end of the meeting, but overall costs will be the same- just allocated differently.</p> <p>Question re rental income – costs likely to go up due to Covid but there is enough provision in budget to cover this? – GR advised this would be covered in the Customer Service paper.</p> <p>Question re planned maintenance being carried forward from last year and possibly some areas needing to be deferred again this year due to Covid-19 and whether this would have an adverse effect? – GR advised there were 2 key considerations - asset management needs and commitments to tenants. External paint work more of a priority in order to preserve life of windows etc.</p> <p><b>The meeting agreed the revised detailed budget as outlined.</b></p>
2.3	<p><u>Customer Service Quarterly Report 4<sup>th</sup> Quarter</u></p> <p>Paper had been circulated - The Chair asked if there were any questions.</p> <p>Question raised about repairs not meeting targets with being carried out first time? It was noted that Novus had not been providing as effective a service towards the end of their contract. It was also noted that repairs and gas performance stats were shown combined as for ARC and separately in supporting tables. It is not clear at this stage what the final performance stats will look like. It was noted that HFL send out their own satisfaction survey when jobs are carried out but there is a poor response to these being completed and returned.</p> <p>Question asked as to whether work was going well with new contactor? – GR confirmed at present it is only emergency repairs which are being dealt with and these were being carried out. Too early to give true reflection.</p> <p>Question asked re risk assessment due to current situation with Covid-19 when contractors attending jobs etc? – GR confirmed we are carrying out coronavirus questionnaires and asking people to stay in a different room whilst work being attended to. Contractors have been asked to review their risk assessments and method statements accordingly- to keep tenants and workers safe.</p> <p>The Chair asked Michelle to give an overview of paper. It was noted that we have started to see an increase in rent arrears due to Covid-19 with people being furloughed or paid off. Staff have compiled a tenant briefing sheet and have been supporting tenants in applying for UC and other available funding options. Increase in UC verifications noted. Payments now starting to come through so hopefully see arrears starting to come back down towards the end of the first quarter.</p> <p>The Chair asked for an update on the change of contractor from Novus to TB MacKay. GR confirmed he had consulted with 3 other Housing Associations (Dunedin Canmore, Castle Rock and Port of Leith) before agreeing to go with TB MacKay which are the main contractors used by Port of Leith. It was noted that materials and time charges so far are higher than anticipated, but these will be closely</p>

	<p>monitored and issues taken up with contractor. Contract taken initially for a 2-3 year period but it could be cancelled sooner by either party if not feasible to continue.</p> <p><b>The meeting agreed the report as presented.</b></p>
2.4	<p><u>Meetings Calendar</u> The Chair asked for thoughts from the meeting on proposal to bring Audit &amp; Risk forward to end Jun and to defer next Board till end Jul. This would allow earlier consideration of key issues and later consideration of ARC for submission by deferred deadline of end Jul.</p> <p><b>The meeting agreed the changeover of these meetings.</b></p>
2.5.1	<p><u>Staffing Update &amp; Proposal</u> To be discussed in private at end of meeting.</p>
2.5.2	<p><u>Staff Stress Policy</u> The Chair sought approval for the circulated updated draft policy.</p> <p><b>The meeting agreed the updated draft policy.</b></p>
<b>3.0</b>	<b>Items for consideration only (no approval required)</b>
3.1	<p><u>Coronavirus C19 Update and Implications</u> Update circulated. Noted. No questions.</p>
3.2.1	<p><u>Governance</u> <b>The meeting confirmed they would be happy to proceed with virtual appraisals as proposed.</b></p>
3.2.2	<p><u>Governance – FOI/GDPR Training</u> It was proposed to have FOI/GDPR training. Discussion took place whether this would be better to do at end of board meeting or a stand-alone session. It was suggested that the breakout rooms which are available on zoom could be used and it was also suggested a webinar could be held. <b>The meeting agreed a stand-alone training session would be best.</b> Dates of 8<sup>th</sup> or 16<sup>th</sup> July were suggested. <b>Wednesday 8 July was agreed.</b></p>
<b>4.0</b>	<b>For Noting Only</b>
4.1.1	<p><u>Finance – Treasury Management Update</u> A schedule was circulated confirming current investments. Question raised as to whether money is tied up for a fixed term or used every year? GR advised Nationwide and Clydesdale investments are both for 1-year fixed terms, but with different end dates. At least one account would need to be renewed soon. GR will discuss with Dave and reinvest accordingly. It was noted that interest rates were very poor at present.</p>
4.1.2	<p><u>Finance – External Audit – Scott Moncrieff</u> Visit took place w/c 11 May – GR advised appeared to be going well - no concerns raised by Scott Moncrieff so far. Accounts will be available by end June.</p>
	<i>The Chair confirmed Dave Roberts could leave the meeting if he wished. Dave left at 7.59pm</i>
4.2	<p><u>Health &amp; Safety:</u> The Chair asked for update on Prestonkirk/Kennedy Court:  Prestonkirk: GR advised that ACS Risk Management had prepared a Management Plan which had been</p>

	<p>circulated to tenants. This is based meantime on isolation and containment of asbestos rather than removal. Unfortunately, the tenant meeting that was scheduled to take place in March had to be postponed due to Covid-19. Information has however been shared with tenants. May have to try and arrange a virtual meeting with tenants. There was an issue with rainwater penetration above one of the 1<sup>st</sup> floor flats which has been fixed as a priority despite lockdown. Unfortunately, Novus would not attend to this so another contractor was used. The same contractor also carried out essential roof works required at Kennedy Court.</p> <p>Kennedy Court: GR advised no further development other than liaising with ARK and Council re legionella with regards to tank cleans. There was a recent enquiry from the Procurator Fiscal who still appears not to have determined their position. A question was asked if the regulator had asked any further questions meantime? - GR confirmed they had not. GR advised he will give more information when he has it.</p>
	<p><i>Due to the next item being confidential Michelle Scott and Caroline Lavery left the meeting at 8.50pm.</i></p>
2.5.1	<p><u>Staffing Update &amp; Proposal</u>  GR had circulated a paper and presented this to the meeting. <b>The meeting considered and agreed the immediate proposals- including permanent offer of Customer Service Manager post to Michelle Scott, permanent offer of Housing Officer post to Donna Dougal and internal only advertising in first instance of vacancy for new post of Housing Assistant.</b></p>
	<p><b>Next Meetings (likely to be virtual Zoom meetings):</b></p> <ul style="list-style-type: none"> <li>• Audit &amp; Risk Committee - proposed Wednesday 24 June 2020</li> <li>• Board Meeting – proposed Wednesday 29 July 2020</li> <li>• FOI/GDPR Training - proposed Wednesday 8 July 2020</li> </ul>