

## **BOARD MINUTES**

### **Date of Meeting - 3 June 2024**

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**Minute/information removed or edited due to information relating to personal/confidential items or being commercially sensitive.**

# Board Minutes

Name of Meeting	Board Meeting	Date of Meeting	3 June 2024
Venue of Meeting	Teams	Time of Meeting	5.15pm

## 1. Welcome

### In person

A McFarlane, Ken Gibb, W Quinn, E Walker, S Watson

### Teams

A Newlands

### In Attendance

F Smith (Customer Service Director), L Beresford (People Director), N Macholla (Director of Finance and Corporate Services), R Pollock (Interim Director of Property and Development), L Hughes (Minute)

### Teams

C Garmory (Chief Executive)

### Apologies

C Boyd, N McKay, S Dodson

The Chair confirmed that the meeting was quorate.

The Chair then reminded Members that if any points made during the meeting would indicate non assurance, then these should be raised. He also asked Members to alert him if they considered any points could result in a notifiable event.

A McFarlane advised Members that the Annual Return on the Charter (ARC) had been submitted via the Scottish Housing Regulator (SHR) portal on 29 May 2024 after approval by Audit Committee on 23 May 2024 and sign off by him as the Chair. He reminded Members that all corresponding reports can be viewed on Decision Time. He also advised Members that all reports with regards to the Engagement Plan that were due for submission at this point had been submitted on 22 May 2024 via the portal.

## 2. Declaration of Interest

- 2.1. The Chair advised Members that they could declare an interest at any point and reminded them if they wished to have a discussion without staff present then they could ask for staff to leave the room.
- 2.2. L Beresford confirmed for the AOCB agenda paper all CVHA Officers will leave the meeting with the exception of herself, C Garmory and L Hughes minute taker.

### 3. For Approval

#### 3.1. **Reactive Repairs & Void Contracts - Confidential**

**Minute/information removed or edited due to information relating to personal/confidential items or being commercially sensitive.**

#### 3.2. **New Supply Report–Confidential**

**Minute/information removed or edited due to information relating to personal/confidential items or being commercially sensitive.**

#### 3.3. **Property Disposal – Confidential**

**Minute/information removed or edited due to information relating to personal/confidential items or being commercially sensitive.**

#### 3.4. **People Report – Confidential**

**Minute/information removed or edited due to information relating to personal/confidential items or being commercially sensitive.**

3.4.1. Board **noted** the report including the Fair Work First Statement and **approved** the Onboarding and Induction Policy.

### 4. For Oversight and Monitoring

#### 4.1. **2024/2025 Corporate Plan Performance- Confidential**

**Minute/information removed or edited due to information relating to personal/confidential items or being commercially sensitive.**

4.1.1. Board **noted** the contents of this report.

#### 4.2. **5 Year Viability and Loan Portfolio - Confidential**

**Minute/information removed or edited due to information relating to personal/confidential items or being commercially sensitive.**

4.2.1. Board **noted** the submission of the 5-year Financial Viability Return and the Loan Portfolio for 2024.

#### 4.3. **Health & Safety Compliance – Non-Confidential**

4.3.1. Both L Beresford and R Pollock provided Members with assurance that relevant compliance with the health and safety policy, legislation and regulation is being adhered to, and that the health and safety of our customers and employees is treated as our priority and embedded in our organisational culture.

4.3.2. R Pollock provided clarity on point 4.2, advising that by increasing the days at the start of the 5-year EICR procedure would resolve any issues with network and national grid issues and reduce the risk for late EICRs. He confirmed that the cost implication was negligible given the five-year cycle.

- 4.3.3. A Member noted concern over the appointment of a new legionella contractor and highlighted that there had not been concerns previously in this area. R Pollock advised that he was in the process of mutually terminating the Legionella Risk Assessment contractor and he confirmed that he anticipated no issues in appointing a new contractor as there were sufficient suppliers in the marketplace.
- 4.3.4. A Member asked if we had any staff off with work-related stress in our long-term absence figures. L Beresford confirmed that no staff member is off with work-related stress in Q4.
- 4.3.5. L Beresford advised that Members should be assured that all health and safety training required is in the process of being organised and is now detailed in the report for completeness.
- 4.3.6. All agreed that good progress had been made with our health and safety position and that they were assured they have sufficient **oversight and monitoring** of health and safety compliance across CVG.

## 5. For Noting

### 5.1. Strategic Risk Register Report – Non-Confidential

- 5.1.1. N Macholla stated that the purpose of this paper is to allow the Board to review the current strategic risks to Clyde Valley Group (CVG) and consider any risks on the radar that are currently not identified.
- 5.1.2. A Member thanked the team for now ensuring that the review section is completed and dated for all changes as this assures Members that the register is being reviewed and considered regularly.
- 5.1.3. A member raised a query regarding why we had 17 strategic risks, with 17 inherent risks and 17 residual risks scored, yet only 15 target risks scored. C Garmory confirmed that there are two risks that do not currently have a target score therefore doesn't show in the target risk section. She highlighted that consideration would be given to the presentation of this going forward.
- 5.1.4. A Member asked if there were any further updates regarding the position at Watling Street. C Garmory advised that BTO watch the legal proceedings closely and will advise CVG if any changes arise that should give rise for concern.
- 5.1.5. With no further questions or comments Board:
- **Noted** the Strategic Risk Register for CVG.
  - **Noted** the potential future risks under the Risk Radar.

### 5.2. Treasury Management Report – Non-Confidential

- 5.2.1. N Macholla provided the Board with an update on the Treasury Management position within Clyde Valley Housing Association (CVHA).
- 5.2.2. With no further comments Board:

- **Noted** the bi-annual treasury management update.
- **Noted** they had assurance that treasury management across CVG is effective and that mitigating strategies are in place to reduce risk where applicable.

## 6. Minutes of Meetings and Action Log

### 6.1. Action Log

6.1.1. No points noted, and action log **approved**.

### 6.2. CVHA Minutes – 18 March 2024

6.2.1. Members **approved** the minutes as a true record of the meeting of 18 March 2024.

### 6.3. CVHA Minutes – 20 May 2024

6.3.1. Members **approved** the minutes as a true record of the meeting of 20 May 2024.

## 7. Group Parent Monitoring - Confidential

- 7.1. Audit Committee Minutes - 22 February 2024 – **Noted**
- 7.2. CVPS Minutes - 7 March 2024 – **Noted**

*All CVHA Officers with the exception of L Beresford and C Garmory left the meeting. L Hughes took the minute.*

## 8. AOCB

- 8.1. L Beresford introduced this confidential report asking Members to approve a settlement agreement, for a staff member who has been long term sick. This is being proposed following discussions with the member of staff around their inability to return to work.
- 8.2. All members agreed to the settlement agreement and recognised that it was a SHR requirement that all settlement agreements are notifiable events. C Garmory confirmed that this was standard and would be reviewed and closed
- 8.3. Board **approved** the settlement agreement and costs outlined in the report.

## 9. Assurance

- 9.1. No notifiable events were noted in the meeting and there were no incidents that Board indicated non-assurance.

## 10. Date of Next Meeting

- 10.1. CVHA Board Meeting 26 August 2024.