

## BOARD MINUTES

### Date of Meeting - 11 April 2022

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## Board Minutes

Name of Meeting	Board Meeting	Date of Meeting	11 April 2022
Venue of Meeting	50 Scott Street, Motherwell	Time of Meeting	5.15pm

### 1. Welcome and Apologies

C Hendry (Acting as Chair), A Baird, L Wilson, K Gibb, A McFarlane, S Watson, C Boyd, M Gilfillan

#### In Attendance

L Wassell (Chief Executive), C Garmory (Finance & Corporate Services Director), F Smith (Customer Service Director), L Forrest (Investment Director), R Pollock (Asset Manager), N Caldwell (Minute).

#### Apologies

A Murray, I McGowan, E Walker

### 2. Declaration of Interest

2.1. C Hendry advised Board Members that she and A McFarlane noted an interest in Agenda Item 6.1 (Recruitment of CVHA Chair- Presentation) and advised that they would both leave the meeting during this item.

2.2. L Wilson advised Board Members that she noted an interest in Agenda Item 9.1 (EVH Pay Ballot) and advised that she would leave the meeting during this item. All staff also noted an interest in Agenda Item 9.1 and advised they would also leave the meeting for this agenda item.

### 3. Minute of previous meeting & Action Log – Confidential

#### 3.1. Minute of previous meeting – Confidential

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#### 3.2. Board Action Log – Confidential

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## **4. Strategy Development**

### **4.1. Annual Procurement Strategy – Non-Confidential**

4.1.1. C Garmory introduced this report advising that The Procurement Strategy sets out how the Association intends to carry out its regulated procurements in line with The Procurement Reform (Scotland) Act 2014. The requirement for this document to be shared with Scottish Government annually as well as posted on our website was highlighted.

4.1.2. The Strategy includes at Appendix 1 the new procurement programme for 2022/23 and at Appendix 2 any extensions to existing contracts for that are for approval.

4.1.3. The Board queried whether the Strategy included all contracts irrespective of value. C Garmory confirmed that the Strategy is required to list the procurement for goods or services over £50k however procurement below this level is listed where known, for transparency for the Board and to seek approval for contract extensions in some instances. She advised that all contracts that are currently anticipated as being required are included but appreciates that further contracts may be identified throughout the year that are not known at this time. She confirmed that all procurement would be done within the authority levels outlined in the Standing Orders and Scheme of Delegation. A question was raised in relation to smaller value contracts in the region of £10k and Board was reminded that 3 quotes would be sought for this value of works to ensure value for money. A question arose in relation to Board approval for the procurement during the year and it was confirmed Board approval would be sought where this was a requirement of the Scheme of Delegation.

4.1.4. With no further questions or comments Board **approved:**

- the Annual Procurement Strategy 2022-23, and the submission of this Strategy to Scottish Government per our requirements and posting the strategy on the Clyde Valley Website.
- the procurement to be carried out under Appendix 1 and the extensions of existing contracts under Appendix 2 for 2022/23.

## **5. Performance, Procurement and Risk**


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

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

### **5.2. High Street, Kirkintilloch – Confidential**

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### 5.3. Annual Asset Management Delivery Plan – Non-Confidential

- 5.3.1. R Pollock introduced this report. The report provides an update to the Board on the Asset Management Delivery Plan for 2022/23. Budget approval for this year's plan was approved by the Board on the 28 February 2022. However, some projects which were forecasted for completion in 2021/22 overran due to contractor demand being greater than the supply within the sector as RSL's catch up work on investment plans which were suspended due to Covid-19. This has impacted on the ability to deliver the investment plan against which the budget for 2022-23 was set.
- 5.3.2. It is anticipated that there will be virements within the budget which will be reported at the six-month review as the contracts for 2021/22 will need to take precedence over the new programme for 2022/23.
- 5.3.3. The Board queried the report as it has been noticed that there are discrepancies in terms of cost provisions which is perhaps why we are showing overspend. An example was given that that £4k was being budgeted for a kitchen, whereas the actual cost was shown as £6k.
- 5.3.4. R Pollock explained that the kitchen contract procured through the Scottish Procurement Alliance framework is a higher specification than originally budgeted for. 
- 5.3.5. With no further questions or comments the Board **approved** the Report.

### 5.4. Gas Safety Action Plan – Confidential

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

### 5.5. Electrical Safety Action Plan and Procurement – Confidential

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

## 6. Governance



### 6.1. Recruitment of CVHA Chair- Presentation – Non-Confidential

- 6.1.1. M Gilfillan conducted the presentation which covered the proposed process and briefing summary. She explained that a recruiter had been appointed and that interview panels had been finalised.
- 6.1.2. M Gilfillan explained that we are going to arrange candidates to be given the option for a short informal chat with A Murray. The full interview process

was still to be finalised; however, it is likely that candidates will be asked to conduct a presentation at the final stage.

- 6.1.3. It was discussed that the main competency questions for the interviews need to be finalised. The Recruitment Pack will be shared with Board and progress communicated. Action Log
- 6.1.4. L Wassell advised that we hope to conclude the recruitment process by end of May, however due to holidays it might fall into June. She advised that we need to start the recruitment process for the non-executive vacancies before the Chair has been appointed to enable election in time for the AGM.
- 6.1.5. M Gilfillan asked for Board's opinion in terms the recruitment process for internal and external candidates. It was agreed that they should all go through the same process to ensure impartiality and fairness in line with the Panel Members' recommendation.



## 6.2. Governance Report

- 6.2.1. C Garmory introduced this report. C Garmory explained that she felt it was important for the AGM to be held face to face with a virtual meeting being the standby position. The Board agreed with this.
- 6.2.2. C Garmory moved on to discuss a matter that was not highlighted in the report. She advised that she was suggesting the Board to meet on 12 May 2022 from 4pm – 5pm to discuss and approve the Business Plan. This could be a hybrid meeting to accommodate availability. The Board agreed to this meeting going ahead.
- 6.2.3. The Board have previously discussed the changes to the Regulatory status to Compliant (under review) but noted the Engagement plan is included in the resource library within Decision Time and that this was now published as the annual engagement plan.
- 6.2.4. C Garmory explained that the Insurance Renewal will have some impact on the budget for 2022/23 and the Business Plan. An additional £100k was included for the year to account for the volatility in the market as well as our recent claims history, however the renewal premium is £320k higher than the previous year and this is likely to be the case for the next couple of years whilst the claims are being processed and third parties are being pursued. R Pollock will keep on top of claims with insurers and will stay connected with the broker.
- 6.2.5. The Board raised the importance of equality and inclusion in relation to the equalities policy and highlighted that this needs to consider the wider definition of inclusion for example dementia and deafness. It was highlighted to the Board that the equalities working group was considering the policy in the wider sense and the action plan will reflect this.
- 6.2.6. With no further questions or comments the Board:

- **Approved** the AGM on Monday 19 September 2022 is to be held face to face
- **Noted** our regulatory status with the SHR and the new Engagement Plan
- **Approved** the changes to policy and the policy register
- **Noted** the progress on the health and safety remit of the Audit Committee
- **Noted** the Notifiable Event submitted to SHR
- **Approved** that a Board meeting would take place on 12 May 2022 from 4pm – 5pm to discuss the Business Plan

## 7. Group Parent Monitoring – Confidential

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## 8. Committee Minutes – Confidential

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

## 9. Any Other Business

9.1. None.

## 10. Date of Next Meeting

10.1. The date of the next scheduled Board meeting is stated on the agenda as Monday 20<sup>th</sup> June at 5.15pm. However, the date of the next meeting as agreed under agenda item 6.2.3 is 12 May 2022 at 4pm. This meeting will be a hybrid meeting to accommodate those not able to travel to Scott Street for that time. The Audit Committee members also noted the Audit Committee will also be hybrid to allow for the additional Board meeting

*L Wilson left the meeting.*

*All staff left the meeting.*

## 11. Salary Negotiations – Confidential

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*L Wilson returned to the meeting for check out.*