

BOARD MINUTES

Date of Meeting - 6 February 2023

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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	6 February 2023
Venue of Meeting	Scott Street, Motherwell	Time of Meeting	5.15pm

1. Welcome

A McFarlane, C Boyd, C Hendry, A Newlands, L MacDonald, K Gibb, L Wilson, S Dodson, M Gilfillan, S Watson, E Walker

In Attendance

L Wassell (Chief Executive), F Smith (Customer Service Director), L Forrest (Property & Development Director), L Hughes (Minute), James McMorrow (Harper Macleod -Minute Support)

Observer

Billy Quinn (Customer Panel Member)

Apologies

C Garmory (Finance & Corporate Services Director), L Beresford (People Director)

2. Declaration of Interest

- 2.1. S Dodson declared an interest in Agenda Item 5.2 – Election of Board Member and confirmed he would leave the meeting during this item.
- 2.2. A Newlands declared an interest in Agenda Item 5.3 – Share Membership Approval
- 2.3. Members were reminded that they can declare an interest at any point in the meeting.

3. Strategy

3.1. Customer Experience Report - Confidential

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3.1.1. Members discussed the content of the report and **approved** the action plan.

4. Performance, Procurement and Risk

4.1. New Supply Report – Confidential

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4.1.1. **Discussed** and **approved** the contents of this report.

4.2. Health and Safety Compliance Report – Confidential

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4.2.1. With no further questions Board **noted** and **approved** the contents of the report.

5. Governance

5.1. CEO Report – Confidential

5.1.1. L Wassell introduced the report.

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5.1.2. With no further questions Board **noted** the contents of the report.

S Dodson left the meeting.

5.2. Election of Board Member– Non-Confidential

5.2.1. With no questions or comments Board **approved** the appointment of Stuart Dodson as Board Member up to the AGM in September 2023, at which point he would be required to stand for election for a 3-year term.

S Dodson returned to the meeting.

5.3. Share Membership Approvals – Non-Confidential

5.3.1. With no questions or comments Board **approved** the revised Share Membership Policy and **approved** four membership applications from:

- Brenda McGurk (CVHA tenant)
- Alan Newlands (CVHA Board Co-optee)
- Janette Moran (Customer Panel Member and retired CVHA employee)
- Susanne McQuade (Customer Panel Member and CVHA tenant)

5.4. Scheme of Delegation – Non-Confidential

5.4.1. With minor changes required on page 23, to be changed to include report to Board.

Agreeing variations to individual schemes over 10% of approved work costs and to report to next Board

5.4.2. With no further comments the Board approved the Scheme of Delegation and noted that briefing and training staff on the Scheme of Delegation and adherence to would give Board further assurance.

5.5. Customer Services Policy Reviews – Non-Confidential

5.5.1. F Smith introduced the updated Policies for Board approval, advising that the changes were in line with current procedures and guidance. In response to a challenge from Board that perhaps an opportunity had been missed to complete a full review of the Antisocial Behaviour Policy to include reference to domestic abuse and other key matters. F Smith confirmed that the policy was fit for purpose and that officers were trained and involved in ongoing

training and awareness on wider issues beyond neighbour disputes. A future review would take on board the wider issues.

5.5.2. **Approved** the revised Anti-Social Behaviour and Complaints Policies.

S Dodson left the meeting.

5.6. **Appointment of External Auditors – Confidential**

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6. **Minutes and Action Log – Confidential**

6.1. **Board Minutes**

Members **approved** the contents of minutes of 28 November 2022.

Members **approved** the contents of minutes of 12 December 2022.

Members **approved** the contents of minutes of 26 January 2023.

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6.2. **Action Log**

L Wassell advised that the revised dates on the action log had been set to allow the EMT to work on priorities and ensure processes and policies were in place in a timely manner.

7. **Any Other Business**

The Chair noted that C. Hendry was retiring the Board and, on behalf of the Board and CVHA, thanked her for her very valuable contributions to CVHA during her time as a Board member. A presentation was made to C. Hendry.

All staff and B Quinn left the meeting.

8. **Chief Executive Appraisal – Confidential**

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The Chair confirmed that there was no further business, and the Board meeting was closed.

9. **Date of Next Meeting**

CVHA Board Meeting 27 March 2023