

Board Meeting

Minutes of Board Meeting
at 9am on **29th October 2021**

Held via:
WebEx video conference

Board Members

Mr I Thompson, Chair	Mr T Roehricht	Ms P Russell
Mrs C Lumsden	Ms K Kennedy	Mrs C Jardine
Mr D McIntosh	Mr J Muir	

Attending

Jean Gray, Chief Executive Officer (CEO)	Bianca Culbert - Notes
Helen McMorran, Director of Business Support (DBS)	
Esther Wilson, Director of Housing and Support (DHS)	

Apologies received

Howard Vaughan, Director of Finance and Assets (DFA)	Mr J Clyne
Ann Wood, Director of Care (DC)	

Minutes

Item	Subject	Action	Due Date
00	Welcome to Board Meeting		
Intro	There being a quorum present, the Chair welcomed all and opened the meeting.		
a	Apologies were received from the DF, DC and JC.		
b	No declarations of interest, other than those already on record, were made.		
01	Indigo House Validation Exercise and Annual Assurance Statement		
a	An updated draft of the report from IH was circulated. We expect a further draft by Friday 5 th November, which IH asked to be signed off by the OG SLWG prior to presentation to the full Board for final approval.		
b	IH have highlighted items in green, light amber, deep amber and red, depending on how much development is required.		
c	IH consider there to be a material, "red" risk for the organisation in terms of compliance with Health & Safety regulations. This is predominantly arising from items we know to be outstanding, mostly due to Covid restrictions – electrical work, actions arising from FRAs, and outstanding WRAs and de-icers. IH feel there is not enough information on our contractor programme for them to be satisfied that the work will be completed. There is some information we can still provide, but they were looking for confirmation from contractors that they were asked to complete work on time.		

Item	Subject	Action	Due Date
d	<p>The CEO and DBS met with IH again this morning to discuss our revised Annual Assurance Statement.</p> <p>IH recommend listing areas of non-compliance and explaining where those are due to the pandemic.</p> <p>The CEO has spoken to some peer organisations, who experienced similar delays caused by the pandemic. The Regulator's guidance about Covid related delay from last year was to include any relevant information in our Annual Assurance Statement.</p>		
e	<p>Today's Board Meeting was arranged to consider the revised Annual Assurance Statement.</p> <p>We already agreed to say we are working towards compliance, which we will not change. We will add a note about Health & Safety compliance areas which we will be working on.</p>		
f	<p>KK stated that she was happy with the revised Annual Assurance Statement as proposed, which CJ concurred with.</p>		
g	<p>KK also confirmed that she will be happy to provide further support as a Board to the Executive Team with further work required in relation to the Annual Assurance Statement.</p>		
h	<p>IH have considered, and complimented us, on our evidence bank. They mentioned tenant involvement in policy making and also suggested tenant involvement in the development of performance indicators and ARC.</p>		
i	<p>IH have stated an intention to invoice us for additional work incurred, which the CEO will address with them separately.</p>		
j	<p>In the final report, the recommendations will be classified short term, medium term and long term recommendations, depending on how soon they require to be addressed.</p> <p>CJ would also welcome clarification on whether the recommendations are necessary to be compliant, or needed to be perfect. We will need to make this clear in our action plan, particularly if this is to be shared with the Regulator.</p>		
k	<p>The Board unanimously approved the revised Annual Assurance Statement.</p>		
08	Any Other Competent Business		
a	None Raised.		
09	Date of next meeting		
a	The next Board Meeting will take place on Tuesday, 9 th November, 5.30pm.		

The meeting closed at 9.18am.

Approval of the minutes

Signed as a true record of the meeting, following the approval of the draft minutes by a meeting of the Board.

Signed:

Date:
9.11.2021

Iain Thompson, Chair of the Board