

Board meeting

Minutes of the meeting of the Board
at 5:30pm on **09th November 2021**

Held at:
The Melting Pot
15 Calton Road
Edinburgh EH8 8DL
And
MS Teams video conference

Board Members

Mr I Thompson (Chair)	Ms K Kennedy (via MS Teams)	Ms P Russell
Mr T Roehricht	Mrs C Lumsden	Mr J Clyne
Mrs C Jardine (via MS Teams)	Mr D McIntosh	
Mr John Muir (via MS Teams)		

Attending

Jean Gray, Chief Executive Officer (CEO)	Esther Wilson, Director of Housing and Support (DHS)
Howard Vaughan, Director of Finance (DF)	Ann Wood, Director of Care (DC)
Helen McMorran, Director of Business Support (DBS)	Bianca Culbert, Corporate Support Administrator (Minute – via MS Teams)

Apologies received

none

Minutes

Item	Subject	Action	Due Date
00	Welcome		
a	There being a quorum present, the Chair welcomed all and opened the meeting.		
b	There were no apologies.		
c	No declarations of interest were made, or conflicts of interest noted.		
01a	Minute of previous meetings (21.09.2021 and 14.10.2021)		
a	The minutes of the meeting on 21.09.2021 were reviewed and approved as an accurate record.		
b	The minutes of the private meeting on 14.10.2021 were reviewed and approved as an accurate record, subject to the following changes: Page 1 and 2 – correct typo in "Brewin Dolphin", change "DFA" to "DF". Page 2, item 1d – change first sentence in last paragraph to "CJ suggested it <i>may be</i> irresponsible to give such interim feedback, which was misleading and potentially immature."		
c	There were no queries regarding either minute.		
01b	Matters arising and outstanding actions		

Item	Subject	Action	Due Date
a	Matters and actions arising from previous minutes were discussed and key updates provided as follows:		
b	Action 114 has been superseded.		
e	Action 128: We have submitted a response to the National Care, Service Consultation, which the CEO will share with the Board.	CEO	ASAP
d	Action 129: Communication to tenants about utility cost will be included in Newspoint.		
e	Action 130 will be progressed after OGAP meeting on Thursday.		
f	All other outstanding actions were considered to be closed.		
g	There were no matters arising not on the agenda or not included in the outstanding actions log.		
01c	RAC Meeting 12 th October 2021 (verbal update)		
a	Recommendations arising from the Treasury Management Report were already passed on to, and approved by, the Board.		
b	The Risk Register will be updated to reflect clarity regarding the Government's Zero Carbon Agenda and new risks arising from care home staffing and voids. The risk to cyber security will be reviewed at the next RAC meeting in January.		
c	Landlord H&S – lift certificates have been added to the tracker Landlord H&S following request from Indigo House (IH). Landlord H&S Policies will be reviewed at the next RAC meeting. Our new FRA assessor has identified more urgent actions for care homes. All red actions from the previous FRAs have been completed.		
d	The internal audit on our Housing Allocations Management gave a "strong" conclusion, which is the highest possible score, and there were no recommendations arising. TR congratulated the relevant teams on this achievement.		
01d	Operations Committee Meeting 28 th October 2021 (verbal update)		
a	The proposed deep dive regarding the current recruitment and retention of care home staffing will now come to the Board.		
b	The Committee reviewed and agreed its TOR for next year. In line with requirements from the TOR, CL will write a report to the Board on the effective functioning on the Committee.		
c	The Committee has requested more clarity regarding which H&S reporting should go to which committee, to ensure there are no gaps in our Governance structure.		
d	The Committee approved 8 policy reviews. CL complimented relevant teams on the strong focus on equality and diversity throughout all those policies.		
e	The DBS will bring a suggestion for future performance/improvement reporting to the next meeting.		
f	The updated HR KPI dashboard was very well received, and CL extended her thanks to KK for her input.		

Item	Subject	Action	Due Date
g	A quarterly report on customer complaints is considered at every meeting, particularly in terms of lessons learnt. CL commented on the significant improvements made and gave credits to relevant teams.		
02	Indigo House Validation Update / Operational Governance Action Plan / Annual Assurance Statement		
a	The report from IH was received by the CEO this morning. The CEO will reformat and circulate this report to the OGAP SLWG tomorrow morning for consideration at their meeting on Thursday afternoon – Karen Fitzsimmons and Angela Spence will be attending.	CEO	10.11.2021
b	The intention going forward is to close our existing operational governance action plan and amalgamate any remaining actions with actions arising from the validation exercise into a new action plan.		
c	We have received a further invoice from IH for additional work, which is out with agreed billing and will be addressed with IH after Thursday.	CEO	
3a	(PRIVATE ITEMS)		
a	Item 3 is a confidential matter subject to a private minute.		
4	Governance Report		
a	The Regulator has closed off three of our notifiable events.		
b	We have received, and responded to, one FOI request.		
c	The Operations Committee have reviewed and agreed their ToRs for the coming year with no changes.		
d	Written resolution was sought, and received, from the Remuneration Committee and Risk and Audit Committee in relation to the review of their TOR.		
e	The Board approved the Committee Calendar for 2022 as proposed. Operations Committee Meetings will be held at 5.30pm, going forward. BC will issue invitations and upload the Committee Calendar on Convene.	BC	
5	Policies		
a	<p><u>Treasury Management</u></p> <p>Although the DF does not envisage us to ever invest £15M, IH have asked us to include this. We also said we can review, rather than retender, investment managers.</p>		
b	There were no questions on any of the proposed policy reviews or Standing Orders.		
c	<p>The Operations Committee have reviewed and agreed their ToRs for the coming year with no changes.</p> <p>In the future, CJ suggested that if a policy only has minor amendment then these s could be presented to the relevant forum as a commentary/list of changes in one cover paper. A copy of the new policy can be uploaded onto Convene for reference This was agreed by the Board</p>		

Item	Subject	Action	Due Date
d	All policies were unanimously approved as presented.		
e	The TOR for the Remuneration Committee and RAC were also approved as presented.		
06	Write-off Report		
a	The Board unanimously approved the write-off of a total figure of £9980.65.		
b	TR asked about housing bad debts budget for the year. DF explained that the proposed write offs will have been previously provided for in the management accounts and that the full year budget was £20k.		
07	AOCB		
a	John Rankin was noted to have left Viewpoint on 29 th October to take up a position with Lister Housing Co-Operative.		
08	Date of next meeting		
a	The next meeting will take place on 7 th December 2021 at 5.30pm – venue TBC.		

The meeting closed at 7:42pm.

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:

07.12.2021

Iain Thompson, Chair