

Board meeting

Minutes of the meeting of the Board
at 5:30pm on **28th June 2022**

Board Members

Mr I Thompson (Chair)
Mr T Roehricht
Ms K Kennedy (virtual)

Mr L Parry
Mrs C Lumsden
Mrs C Jardine (virtual)

Ms P Russell
Mr D McIntosh (virtual)
Mr J Clyne

Attending

Jean Gray, Chief Executive Officer (CEO)
John Bain, Director of Business Support (DBS)
Tom Hainey, Director of Assets (DA)

Esther Wilson, Director of Housing and Support (DHS)
Ann Wood, Director of Care (DC)
Howard Vaughan, Director of Finance (DF)
Hugh Carr, Senior Consultant, DTP – *item 1*

Apologies received

Mr J Muir (leave of absence)

Bianca Culbert, Corporate Support Administrator

Minutes

Item	Subject	Action	Due Date
00	Welcome		
a	There being a quorum present, the Chair welcomed all and opened the meeting.		
b	Apologies were received from BC. The group agreed for the meeting to be recorded to enable BC to produce minutes retrospectively. JM is currently on a leave of absence.		
c	There was a conflict of interest for LP in item 5.10 – new member applications. There were no other declarations of interest other than those already on record.		
01	Introduction to Treasury Management		
a	Hugh Carr gave a detailed presentation on Treasury Management. Comprehensive slides were circulated and uploaded onto Convene. Hugh Carr left the meeting at 18.40pm		

Item	Subject	Action	Due Date
02a	Minutes of previous meeting (24.05.2022)		
a	The minutes of the meeting on 24.05.2022 were reviewed and approved as an accurate record.		
b	There were no queries or comments.		
02b	Matters arising and outstanding actions		
a	Board Training has started with the presentation on Treasury Management today, and more sessions will be arranged for future Board Meetings.		
b	Cumulative write-off, write-on and budgeted figures will be brought to future Board Meetings.		
c	All other outstanding actions were considered closed and agreed by the Board.		
d	There were no other matters arising which were not on today's agenda.		
03	Financial Papers		
a	<u>May 2022 Management Accounts</u> Management Accounts for June will be brought to the Financial Resilience SLWG on 26 July. A Q1 reforecast will be brought to the Board Meeting in August.		26.7.2022
		DF	8.8.2022
b	The Management Accounts for May 2022 were generally in line with expectations.		
c	Void income has bounced back a bit, although not as quickly as budgeted. Voids will remain subject to continued focus.		
d	Planned Maintenance has been a bit slow over the first two months of the year and will be re-phased more accurately in the Q1 reforecast. It is still expected that all planned works will be completed this year as per budget.		
e	It was noted that CPI as at end May 2022 was 9.1%.		
f	Staffing in care homes remains challenging and we are continuing to work hard on addressing the overall cost. Sickness absence was noted to have decreased slightly in Marian House.		
g	Sustainability payments from the Scottish Government will discontinue after June, except for PPE and testing, which will be covered until September. We have advised our staff that we will revert back to our normal sickness policy in July.		
h	Sustainability payments for quarter to 31 March 2022 have been received.		
i	Turnover and cost for Care at Home has been budgeted for the whole year because when the budget was agreed, we were not yet sure how quickly we would be able to exit the service. We have discontinued the service on 31 March 2022.		
j	The Care Home Strategy and feasibility studies will be discussed again at the next Away Day.		
k	The Management Accounts for May 2022 were approved unanimously as presented.		

Item	Subject	Action	Due Date
l	(redacted)		
m			
n			
o			
p	<p>The DF will amend the Treasury Management Policy to reflect that we are considering institutions rated BBB+.</p> <p>As this was considered a minor change, and as all Board Members were present today, it was agreed by all that a further written resolution for approving the policy change was not required. The DF will circulate the updated version for information by email together with information on potential providers.</p>	DF	29.6.2022

04	CEO Update Report		
a	We are making progress in addressing the concerns about staffing. The sponsorship license and Refer a Friend scheme are now in place and are also hoped to help address staffing shortages.		
b	<p>Positive feedback has been received from the annual audit. The CEO extended her thanks to the Finance Team and all others who helped to support the audit.</p> <p>The auditors have asked us to remove the transactions relating to the Social Care Bonus from the Government, suggesting that we were acting as agents for the Government, and those were not our own transactions.</p> <p>The DF has queried the fees for the audit.</p>		
c	The SHR was noted to be satisfied with our ARC return and progress in City Park.		

Item	Subject	Action	Due Date
d	The CEO has circulated literature about the proposed National Care Service Framework, which was published last week.		
e	The Sustainability Standard for Social Housing version 2 is expected to be published in 2023. JG has requested more information on ESG data and will invite the Chair of Blackwood, who is a member on the ESG group, to give a presentation to the Board, in August.	CEO	8.8.2022
05	Governance Report		
a	2 new member applications were approved. Both applicants hope to stand for election as Board Members at the AGM, which requires them to become shareholders first.		
b	It was agreed to conduct the AGM as a hybrid meeting with options to attend virtually or in person. We will identify a venue, which can be well ventilated.		
06	AOCB		
a	There was no AOCB.		
7	Date of next meeting		
a	The next meeting will take place on 16 th August 2022 at 5.30pm – HQ Board Room.		

The meeting closed at 7:25pm.

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: 16.8.2022

Iain Thompson, Chair