

## Board Meeting

Minutes of the meeting of the Board  
At 2:55pm on 20th September 2022

Held at:  
Colinton Bowling Club  
49a, Redford Road  
Edinburgh EH13 OAB  
And  
Online via MS Teams

### Board Members

Mr I Thompson (Chair)  
Mr Roy McIvor  
Mr Stuart Robertson  
Mr J Clyne

Mr L Parry  
Mrs C Lumsden  
Mr T Roehricht

Ms P Russell  
Mr D McIntosh  
Ms K Kennedy

### Attending

Jean Gray, Chief Executive Officer (CEO)  
John Bain, Director of Business Support (DBS)  
Bianca Culbert, Corporate Support Administrator  
(minute)

Ann Wood, Director of Care (DC)  
Esther Wilson, Director of Housing and Support (DHS)  
Mr Tom Hainey, Director of Assets (DA)

### Apologies received

Howard Vaughan, Director of Finance (DF)

### Minutes

Item	Subject	Action	Due Date
00	Welcome		
a	There being a quorum present, the CEO welcomed all and opened the meeting. The meeting started with introductions for new Board Members Mr Roy McIvor and Mr Stuart Robertson.		
b	Apologies were received from the DF.		
c	There were no conflicts of interest noted other than those presently on record. Revised Declarations of Interest and Codes of Conducts will be sent to all Board members in the near future. Tenant Board Members shall not be voting on rent and service charge reviews, but they will not be asked to leave the room while these are discussed.	CSA	

Item	Subject	Action	Due Date
01	Appointment of Chair of Board		
a	The CEO asked for nominations to Chair of the Board for the forthcoming year. Mr T Roehricht nominated Mr I Thompson and the nomination was seconded by Mr J Clyne. There being no other nominations for Chair or objections, Mr I Thompson was therefore elected as Chair, until the next Annual General meeting. The Chair assumed the Chair for today's meeting.		
02	Appointment of Vice Chair of Board		
a	The Chair asked for nominations to Vice Chair of the Board for the forthcoming year. The Chair nominated Mr T Roehricht and the nomination was seconded by Ms P Russell. There being no other nominations for Vice Chair or objections, Mr T Roehricht was therefore elected as Vice Chair until the next Annual General meeting.		
01a	Minutes of previous meetings (16.08.2022)		
a	The minutes of the meeting of the Board on 16 August 2022 were reviewed and approved as an accurate record. CL proposed approving the minute, which was seconded by PR. There being no objections, the minutes of the public Board Meeting held on 16 August 2022 were approved unanimously.		
b	The minutes of the private meeting of the Board, also on 16 August 2022, were reviewed and approved as an accurate record. CL proposed approving the minute, which was seconded by PR. There being no objections, the minutes of the private Board Meeting held on 16 August 2022 were approved unanimously.		
03b	Matters arising and outstanding actions		
a	Outstanding actions were discussed and updated as required.		
b	There were no other matters arising which were not on today's agenda.		
06	CEO Update Report		
a	<p><u>Committees</u></p> <p>At the next Committee meetings, we will reappoint Committee Chairs and review the Terms of Reference for each Committee.</p> <p>SR expressed an interest in joining the Risk and Audit Committee.</p> <p>JC and RM expressed an interest in joining the Operations Committee.</p> <p>The Remuneration Committee consists of Chairs of other Committees and KK. It is not open to other elected Members.</p>		
b	<p><u>National Care Service</u></p> <p>Our comments on the proposed NCS bill have been submitted and published on Convene. We can view comments from other organisations online.</p>		
c	<p><u>Rent and Service Charges</u></p> <p>The First Minister has announced a rent freeze until at least the 31 March 2023, to assist people with the cost of living crisis. There was no distinction between the private and third sector, which may raise certain expectations from our tenants in relation to rent, and potentially service charge increases, for next year.</p>		

Item	Subject	Action	Due Date
	<p>We need to consult on a rent increase which is fair while affordable and realistic.</p> <p>While the Government could legislate a rent freeze, there appears to be more appetite in Scotland for a rent cap (3-5% suggested) than a rent freeze, the impact of which would include lack of funds to deliver affordable housing, energy efficiency standards and other investments as well as significant rent increases in the following years.</p>		
d	<p><u>November Board Meeting</u></p> <p>The November Board Meeting will start at 5pm to allow for a presentation from Smith Scott Mullen on the outcome of the feasibility study.</p> <p>We will also discuss rent increases, budget for next year, and potential salary increases.</p>		
e	<p><u>Annual Assurance Statement</u></p> <p>Our Annual Assurance Statement is due to be submitted to our Regulator by 31st October 2022.</p> <p>We have started to pull together relevant information but still require to agree a process for approving this. It was previously suggested to use the RAC meeting on 25<sup>th</sup> October, but this would only give us another 4 working days for amendments, questions, etc. The DBS will circulate a timetable of key events and invite nominations for Board members who may wish to review the Annual Assurance Statement prior to final presentation at the RAC meeting.</p>	DBS	24.10.2022
f	<p><u>Voids</u></p> <p>The Housing and Assets teams continue to work closely together to address voids; and the DHS was pleased to advise that this work has started to make a difference.</p> <p>Affected by long term voids, average relet times remain high, but rent loss has decreased from over 7% to about 4.5%, and the overall number of voids has reduced from over 90 to about 70, currently</p> <p>The CEO asked the DHS and DA to pass on her thanks to all involved. We will continue to keep our focus on voids and review performance regularly.</p>		
g	<p><u>Care Homes</u></p> <p>Staff and residents continue to test positive for Covid. Marian House is currently considered in an outbreak with 10 residents positive last week. Formal testing has stopped until people show symptoms. People no longer wear masks unless residents wish them to do so. Vaccinations for staff and residents have started again a couple of weeks ago, but the DC noted that uptake among staff appears to have decreased in relation to previous vaccination programmes.</p> <p>While there were not many new leavers, we still find it difficult to recruit new staff and currently have 17 vacancies in Lennox House and 8 or 9 vacancies between St Raphael's and Marian House.</p>		
10	AOCB		
a	No other business was raised.		
11	Date of next meeting		
a	The next meeting will take place on 15 <sup>th</sup> November 2022 at 5.00pm – HQ Board Room.		

The meeting closed at 4:20pm.

**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:

15.11.2022

Iain Thompson, Chair