

## Board Meeting

Minutes of the meeting of the Board  
at 5:30pm on **13<sup>th</sup> December 2022**

### Board Members

Mr I Thompson (Chair)  
Mr SR McIvor (virtual)  
Mr T Roehricht

Mr L Parry (virtual)  
Ms P Russell (virtual)  
Mr J Clyne

Mr S Robertson  
Mr D McIntosh

### 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)  
Howard Vaughan, Director of Finance (DF - virtual)  
Esther Wilson, Director of Housing and Support (DHS  
- virtual)  
Tom Hainey, Director of Assets (DA)

### Apologies received

Mrs C Lumsden (leave of absence)

Ms K Kennedy

### Minutes

Item	Subject	Action	Due Date
00	Welcome		
a	There being a quorum present, the Chair welcomed all and opened the meeting.		
b	CL is currently on leave of absence. KK was also not in attendance and passed on her apologies after the meeting.		
c	There were no other conflicts of interest noted other than those presently on record.		
01	Minutes of previous meetings		
a	The minutes of the meeting on 15.11.2022 were reviewed and unanimously approved as an accurate record.		
b	The private minutes of the meeting on 15.11.2022 were also reviewed and unanimously approved as an accurate record.		

Item	Subject	Action	Due Date
01b	Matters arising and outstanding actions		
a	Matters and actions arising from previous minutes were discussed and key updates provided as follows:		
b	Action 168: The Risk Register will be considered by the DBS and the Chair by 31.3.2022.		
c	Action 170: Variations were discussed by the Operations Committee on 1.12.2022. The Assets team will undertake a deep dive in order to explore performance and issues relating to variations.		
d	Action 174 Those who have not yet done so were reminded to return their annual declarations of interest and codes of conduct to the CSA.		
e	Action 176: The DBS has circulated the report on the internal audit on our cybersecurity to RAC and the Chair. The report will be discussed in more detail at the next RAC meeting.		
f	Action 179: The DF and TR have drafted a TOR for the new Finance Committee, which will be presented to RAC in January first due to the impact on their TOR.		
g	There were no other matters arising which were not on today`s agenda.		
01c	Operations Committee Update (verbal)		
a	The Operations Committee met on 1 December 2022.		
b	PR was elected Caretaker Chair pending further discussions with CL. JC and RM joined the Operations Committee as a new members.		
c	Most items discussed were covered in today`s agenda. The group also approved updates to the Repairs Policy in terms of regulations as well as a full review of the policy next year. There also was a discussion on voids, which are continuing to improve owing to the fantastic work and teamwork between Housing and Assets teams. The Operations Committee reviewed and approved its TOR and accepted recommendations from RAC in terms of moving some items from RAC into the Remit of the Operations Committee.		
02	Finance Papers – October 2022 Management Accounts		
a	Previous trends have largely continued, and our projected surplus is now exceeding budget.		
b	Housing voids have starting to come back in line with budget and are now ahead of Q2 reforecast.		
c	Routine maintenance is well ahead of budget, which is believed to be due to a combination of inflation and increased volume of work following Covid-related delays. The overrun on Routine maintenance spend is likely to continue for the remainder of the year but may be offset by the shortfall in planned maintenance. This will continue to be monitored. As labour remains scarce, some planned maintenance may have to be rescheduled. The cost of void repairs was noted to have decreased.		
d	The figures for care homes will be impacted by the closure of Lennox House from November onwards. From early sight of the November 2022 draft		

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	management accounts the DF intimated that staff costs for November have dropped in line with care home income. Most of the central overheads will continue and will have to be reallocated elsewhere in the business. The reduction of these costs will remain a key focus for the Executive Team in the coming months The Management Accounts for November will provide more information about the financial impact of the closure of Lennox.		
e	There being no questions or comments, the Board unanimously approved the management accounts for the period ending October 2022 as presented.		
03	Private Item		
a	This item was confidential and subject to a private minute.		
04	CEO Update Report		
a	The Board noted the CEO report and 2 appendices.		
b	Statement of Intent in relation to cost of living crisis: The 6.1% rent increase should be considered an average across the sector but there is an understanding that some organisations are setting a higher increase. The CEO will share a letter from the Edinburgh Affordable Housing Partnership to MSPs in Edinburgh and the Lothians highlighting the impact of a potential rent freeze on organisations.	CEO	asap
c	Letter from Regulator re damp and mould: We are aware of where we may have mould and damp in our stock and successfully addressed or are currently addressing 8 instances of dampness and condensation last year. Viewpoint has a unique portfolio of buildings many with complicated roof configurations which can result in roof leaks and cold bridging becoming a primary causes of dampness and condensation. By contracts, buildings with communal heating systems and relatively low gas costs will suffer less from condensation and mould growth as customers do not reduce heating to control fuel bills and will happily open windows to ventilate their homes. Heating and ventilation are the two most effective means of reducing the incidence of condensation and mould growth.  Improving insulation and energy performance of the building fabric of complexes will be at the heart of future planned maintenance programmes.		
d	The restructuring of the Executive Team and pay grading for all posts will be considered by the Remuneration Committee in January, with consideration of inflation and potential additional help with cost of living at the end of the financial year, depending on the budget situation at that time. It was suggested that care homes could offer meals to staff, it was noted that Meals are available at cost in care homes and also to staff in head office.  The restructuring of the Executive Team and proposed pay grading for all posts will be submitted to the Board for approval at their February meeting with the 2023/24 budget. By then, we will also know of any constraints on our proposed rent increases for the next financial year by the Scottish Government.		
e	Marian House have retained their Grade 5's, which the CEO hopes to publish as a "Good News Story" in January. This is particularly pleasing as many organisations inspected recently have seen their grades drop.	CEO	31.1.2023
f	The Board Away Day has been rescheduled for 3 <sup>rd</sup> February 2023. The Chair will consider whether or not to book a facilitator and advise the CEO.	Chair/ CEO	31.1.2023

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g	As we continue to experience delays in receiving certificates relating to fire and smoke alarm installations, there was a suggestion to withhold payment of the work until those are received. The DA will check our contract terms.	DA	asap
5	Governance Report		
a	The Board approved the revised Terms of Reference for the Operations Committee. The Governance Report was noted and raised no questions or comments.		
6	Policy Approvals		
a	<u>Procurement Strategy and Policy:</u> Both documents were approved unanimously as presented and will be revised again in February 2024 to incorporate updated thresholds expected to come into effect from January 2024.		
b	<u>Disposal of Land and Assets Policy</u> This policy will be reviewed again to include specific reference to care homes. Subject to this amendment, the policy was unanimously approved as presented.	CEO/DA	asap
7	AOCB		
a	The DA confirmed that the post repair satisfaction survey has been fully operative since the beginning of this financial year.		
b	RM passed on a compliment in relation to the most recent issue of Newspoint, which is the best he has ever seen in any Housing Association. The compliment was formally recorded and will be shared with the TPO.		
c	The CSA will be leaving Viewpoint in January. Board Members concurred in that they were sad to lose her and wished her all the best in her new role.		
d	The DC will be leaving Viewpoint on Thursday 15 <sup>th</sup> December. The Chair thanked her for all her hard work and dedication through some very difficult times. In her time with Viewpoint, she has experienced a change of CEO, a pandemic, significant staffing problems in all care homes, and then the closure of Lennox House. All concurred in that the DC has done a fantastic job, and wished her well for her future.  The DC thanked everyone for their well wishes. The DC said she joined Viewpoint because she believed in its values. Having intended to remain for a period of 2 years, she ended up staying with Viewpoint for a very interesting 4.5 years.		
8	Private Discussion among Board Members		
a	*** The CEO, DF, DA, DHS, DC and CSA left the meeting at this point. The private discussion among Board Members was not subject to a formal minute. ***		
12	Date of next meeting		
a	The next Board Meeting will take place on Tuesday 7 <sup>th</sup> February 2023 at 5.30pm in Viewpoint HQ.		

The formal meeting closed at 6:42pm.

**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:

Iain Thompson, Chair