

Board Meeting

Minutes of the meeting of the Board
at 3.45pm on **19 September 2023**

Held:
Colinton Bowling Club
49a, Redford Road
Edinburgh EH13 OAB

Board Members

Mr I Thompson (Chair)
Mr D McIntosh (DM)
Mr L Parry (LP)

Mr J Clyne (JC)
Mr S Robertson (SR)
Mr T Roehricht (TR)

Ms P Russell (PR)
Mr S R McIvor (RM)

Attending

Jean Gray, Chief Executive Officer (CEO)
Esther Wilson, Director of Housing and
Care (DHC)

Howard Vaughan, Director of Finance & Business Support (DFBS)
Tom Hainey, Director of Assets (DA)
Lynne Feeney, Business Support Administrator (minute taker)

Apologies received

None

Minutes

Item	Subject	Action	Due Date
0	Welcome		
a	There being a quorum present, the CEO welcomed all and opened the meeting.		
b	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 October. 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.		
1	Appointment of Chair of Board		
	The CEO asked for nominations to Chair of the Board for the forthcoming year. TR nominated IT and the nomination was seconded by DM. There being no other nominations for Chair or objections, IT was therefore elected as Chair, until the next Annual General meeting. The Chair assumed his role as Chair for today's meeting.		
2	Appointment of Vice Chair of Board		
	The Chair asked for nominations to Vice Chair of the Board for the forthcoming year. JC nominated TR and the nomination was seconded		

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	by LP. There being no other nominations for Vice Chair or objections, TR was therefore elected as Vice Chair until the next Annual General meeting.		
3	Committee Memberships		
	It was noted that Committee membership would be as follows:- FRAC – TR, PR, LP, DM Ops – PR, SM, JC, SR IT attends all Committee meeting on an ex officio basis. It was noted that PR will stand down from FRAC once alternative arrangements are in place with regard to membership of that Committee. At the first meeting of each committee, they will elect their Chair and review their Terms of Reference. The CEO stated that going forward, the Heads of Services will be the staff members reporting to the Ops Committee. This will assist the Executive Team in sharing the workload, and also as part of the organisation's succession planning. DM suggested that consideration be given to which, if any, members of the Executive Team should attend other meetings and this will be discussed at the first meeting of each Committee.		
4	Minutes of previous meetings and matters arising		
4.1	The minutes of the meeting on 8 August 2023 were reviewed. JC wished an amendment made to the wording under item 7, AOCB, b, line 2 – he asked for the word "dissatisfied" to be replaced with "concerned". With this amendment to the wording agreed, the Board unanimously approved these minutes as an accurate record.		
4.2	Special meeting of the Board held on 5 September 2023 The CEO asked if those present were happy with the Minute and this was agreed as a correct record. The CEO will sign these Minutes.		
4.2	Outstanding Actions Log The CEO gave apologies that this had not been updated as it should have been and the Board agreed it could be carried over to the November meeting.		
5	CEO Update (verbal)		
	<u>Lennox House</u> - The CEO confirmed that, as discussed at the meeting on 5 September, a letter was sent back to the Trinity Residents Group on Friday 15 September, as well as the message going out to local councillors and MSPs. The information from our PR Advisors, Perceptive Communicators, has been circulated to the Board. Perceptive Communicators will continue to monitor social media but to date there has been no further activity. We have been advised not to name the successful preferred bidder / buyer until the contractual missives are completed, which should be at the beginning of October.		

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	<p>The CEO stated that it is the intention of the buyer to meet with residents in the area, as they want to be very clear about their proposed usage of the building. In answer to SM's query, the CEO confirmed that we would not be attending a meeting of this nature.</p> <p>We have had one local councillor contact us, who happens to be a shareholder with Viewpoint, and we have shared the same information with him as has been provided to the Trinity Residents Committee.</p> <p>In response to LP's question about being approached for comment, it was noted that the response would be that the Board has made a decision and that they have chosen a preferred bidder. If anyone is approached and unsure of how to respond, please pass this to the CEO.</p> <p>DM suggested that we respond to all residents who contacted us and it was agreed that when we have the final information we will respond to each concerned resident.</p> <p>Croft an Righ – the Board noted that Viewpoint has completed its internal review following the recent fire in which one of our residents died, but we are still awaiting notification from the Police and Fire Service. We do not have access to the property yet. As soon as more information becomes available, this will be shared with the Board.</p>		
6	<p>Management Accounts to 31 July 2023</p> <p>The DFBS presented the Management Accounts to 31 July 2023. He highlighted the key variances –</p> <p>Void loss income is lower than forecast but will remain a primary focus for the Assets and Housing Teams</p> <p>Routine maintenance is over budget and will require continued close monitoring.</p> <p>Planned maintenance is currently under budget but will be reviewed again at the next reforecast.</p> <p>The Q2 Reforecast will be prepared once September results are finalised and will be presented to the November Board meeting.</p> <p>TR queried why the property depreciation had been significantly over budget and the DFBS explained that this had been as a result of a depreciation exercise which the auditors had requested we do earlier this year and this will now be reforecast.</p> <p>DM enquired about the sale of Lennox House and it was noted that the sale is now likely to conclude in the current financial year, hopefully in October. When these papers were prepared we forecast that it would conclude in March 2024, as we did not have a closing date for the sale at that point.</p> <p>The Board approved the Management Accounts for the period to 31 July 2023.</p>		
7	<p>Internal Management Plan Q1 2023-24</p> <p>The CEO started off by saying a lot of work has gone into making this document easier to understand, and she wanted to thank the Executive Team for their input in achieving this.</p> <p>Asset Management – The DA highlighted the AM objectives, most of which were progressing well. He is meeting with Scottish Government</p>		

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tomorrow to discuss moving this forward on the evaluation matrix (AM3). Also waiting to hear from Scottish Government re the Zero Carbon Plan milestones, and funding for net zero pilot project.

Customers – the DHC outlined the Customer objectives, highlighting that we are working with Heriot Watt University looking at how new technology can assist with caring for the elderly. TR stated that he is involved with the Robotarium project at Heriot Watt and will pass on a copy of the study when he receives it.

People – the Board noted that towards the end of this year, we hope to carry out job role evaluations. We will form a panel of staff to look at benchmarking, and this will form part of the Workforce Planning strategy.

Board membership – this has been discussed as part of the meeting today. The CEO has identified two potential people through the SFHA, and it is hoped they will attend forthcoming Board meetings as observers.

The CEO asked that if any member knew of anyone who may be interested to pass their details on, and she assured RM that we would bear in mind his suggestion at the last meeting regarding advertising within the Big Issue.

With regard to developing a hybrid model of working, this would inform any space requirement for a new Head Office.. DM commented on the number of empty offices available at the moment. The CEO noted that we need to carry out a proper evaluation in order to ensure we get exactly what we need.

Systems and Processes – the DFBS pointed out that we had two more internal audits starting next week. He highlighted that we have a new Data Analyst who is producing high quality data which will in turn assist in informing future Strategic decisions.

TR commented on the quality of this report, and the Chair thanked the staff involved in producing it.

The Board noted the contents of this Report.

The Chair and the CEO had attended an Environmental Social & Governance Conference. The subject of ESG will become more important and will be discussed further at future Board meetings, for example when discussing the possibility of new build developments. Viewpoint will need to provide more data around ESG, and the SFHA are producing a template for organisations to enable consistent collection of data (a lot of which we already collect e.g. for the ARC).

The Chair mentioned that Link have already produced an ESG report, which is on their website and worth looking at. The CEO will share the slides from the conference on Convene, and the Chair will prepare a brief report of the day for the Board.

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	The CEO said that we would continue to monitor the service level we receive from Aareon as this is a key business tool for Viewpoint.		
8	AOCB		
	Retiring Board members – it was noted that Viewpoint will be sending tokens of appreciation for their considerable contributions to the two retiring Board members.		
	Date of Next Meeting		
	The next meeting will be held at 5.30pm on Tuesday 14 November 2023.		

The formal meeting closed at 4.40pm.

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:

14 Nov 23

Iain Thompson, Chair

