

Board Meeting

Held: Board Room, Viewpoint Offices

Minutes of the meeting of the Board
at 4.00pm on **18 December 2024**

Paper 0
Meeting No:7

Date of Meeting: 18 December 2024

Board Members

Mr T Roehricht (TR) (Chair)
Ms P Russell (PR)

Mr S Robertson (SR)
Mr Martyn Kerr (MK) co-opted
at beginning of formal
meeting

Mr D McIntosh (Vice Chair)

Attending

Jean Gray, Chief Executive Officer (CEO)
David Aitken, Head of Finance (HF) (via Teams)

Tom Hainey, Director of Assets (DA)
Howard Vaughan, Director of Finance and Business
Support (DFBS)

Megan Macdonald, Governance and Compliance
Officer (GCO) (minute taker)

Observing

Ms S Shone (SS)

Apologies received

Mr J Clyne (JC)
Mr L Parry (LP)

Ms L Anderson (LA)

Prior to the start of the formal meeting there was a one hour training session with Siobhan Archibald of WBG on "The Role of a Board Member"

Minutes

Item	Subject	Action	Due Date
1	Welcome to Board Meeting		
1.a.	Apologies		
	There being a quorum present, the Chair welcomed all and opened the meeting. Apologies had been received from JC, LA and LP.		
1.b.	Declarations/Conflicts of Interest		
	There were no declarations and no conflicts of interest declared.		
2	Minutes of previous meetings and matters arising		
2.a.	Minutes of previous meeting held on 13 November 2024		

Item	Subject	Action	Due Date
	There were no matters arising from the minutes of the meeting of 13 November 2024 and the Board unanimously approved them as an accurate record.		
2.b.	Outstanding actions		
	There were the following outstanding actions		
	Action 221: Review policy approval process. As mentioned in the November Board meeting this will be picked up once the DHC starts in January 2025.	Exec	Early 2025
	Action 242: CEO to meet with Board members not at Away Day. This will be covered in the Strategy Board Meeting on 14 January 2025.	CEO	Jan 2025
3.a.	Co-Option of a Board member		
	MK left the meeting at this point while the Board considered their applications to formally join the Board.		
	Following discussion the Board unanimously approved MK's application to be co-opted onto the Board.		
	MK re-joined the meeting and the Chair confirmed his appointment and welcomed him formally to the Board		
3.	Governance Report		
	The DFBS thanked the Board members for their swift response to the written resolution request and informed the Board that he was able to fix the electricity contract pricing with SSE from 1 October 2025 to 31 March 2028 at a slightly reduced rate than was originally given.		
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	The DFBS informed the committee of the SFHA conferences being held over the coming months and asked the GCO to provide login details for the SFHA portal. DM asked if there was any that Viewpoint would like them to attend, the CEO confirmed that the Governing Body Member's Conference on Friday 07 February would be a useful one to attend. DM confirmed he would attend this and asked the GCO to book him a ticket.	GCO	ASAP
	TR asked if the number of shareholders was correct as 83 was a lot lower than the previously recorded number of shareholders, the DFBS explained that some members were removed after the recent AGM due to Rule 11.1.3. He noted that the number		

Item	Subject	Action	Due Date
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would increase by one after this meeting as there was a shareholder application to be signed and stamped.

The Board had no further questions and noted the report.

4	Finance papers		
4.a.	Management Accounts to 31 October 2024		

The Management Accounts to 31 October 2024 were presented by the HF. He highlighted the housing void loss income which continues to show a favourable variance versus budget and noted this will be looked at again in Q3 reforecast. The void repairs and redecoration remains over budget but remedial actions have been implemented which are starting to reduce costs. Routine maintenance is over budget but reviews continue in team meetings [REDACTED]

Both care homes have a favourable occupancy variance. The HF noted that St Raphael's have slightly more local authority funded places versus budget but this is balanced with the Marian House ratio of private funded residents which has increased.

Central Support costs continue to show a favourable variance.

PR asked if RAAC costs were included in the budget this year and it was confirmed they were not and there would likely be more costs to come this financial year.

TR asked if planned maintenance being [REDACTED] over the budget was a continuing trend. The HF noted that this was due to timing and difficulties in predicting when the work would be carried out. He noted that this would be looked at again in the new year but currently was not a cause for concern.

5	CEO Update Report		
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The CEO briefly outlined the key details in the report, highlighting the information on the wind up of the Viewpoint Trust and the request to delegate authority to the CEO to sign the Letter of Wishes and Receipt on behalf of Viewpoint and approve the payment of any post wind up expenses.

DM asked for clarification on what would be covered during the strategic update session in January and expressed concern over the amount of borrowing previously indicated during the August away day. The CEO confirmed that work was being done to give a clear update of where Viewpoint is on Asset strategy and questions on disposals will be revisited. [REDACTED]

Item	Subject	Action	Due Date
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There were no further questions and the Board noted the CEO report and approved the delegation of authority to the CEO to sign the Letter of Wishes and Receipt on behalf of Viewpoint and approve the payment of any post wind up expenses.

6 Internal Management Plan 2024-25 Q2

The DFBS informed the Board that the Internal Management Plan for Q2 should have been brought to the November Board meeting but as the agenda was already very full the decision was made to bring it to this meeting instead. He noted that there was a lot of amber points but that the majority of these were longer term actions so would remain amber.

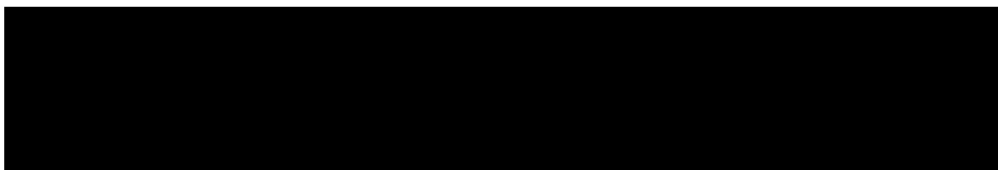
The DFBS confirmed that the Internal management Plan would be transferred over to the "One Advanced" system next year.

There were no further questions and the Board noted the Internal Management Plan 2024-25 Q2

7 Write-off/Write-back Report

The CEO informed the Board that this is the standard report, and noted that in the absence of the DHC it was written by the HH.

DM asked about the progress on recovering the funds from the large care home debt discussed in Board meetings previously, the HF noted that there was not much progress due to staffing levels at the local authority but that attempts would be made again in the new year. The CEO confirmed that now the HC is in place work is being done on reviewing the admission process so this situation cannot happen again.



8 AOCB

Fire Safety Policy

The Fire Safety Policy was brought to the Board due to recent changes around tenants keeping personal items in communal areas and Health and Safety Risks surrounding this. It was noted that there had been an article informing tenants of the changes in the Winter edition of the tenant newsletter, Newspoint. It was noted that some tenants were unhappy about these changes.

DM asked if we could tenant's items could be removed if they refused to do so themselves, or kept returning them to the communal areas. The DFBS confirmed that

Item	Subject
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they had spoken to the lawyers about this from a legal perspective we could only move such personal belongings with a court interdict. PR asked if there was any other documentation to say personal items were not allowed or permission should be sought before placing them in communal areas, the CEO noted that this is stated in the tenancy agreements.

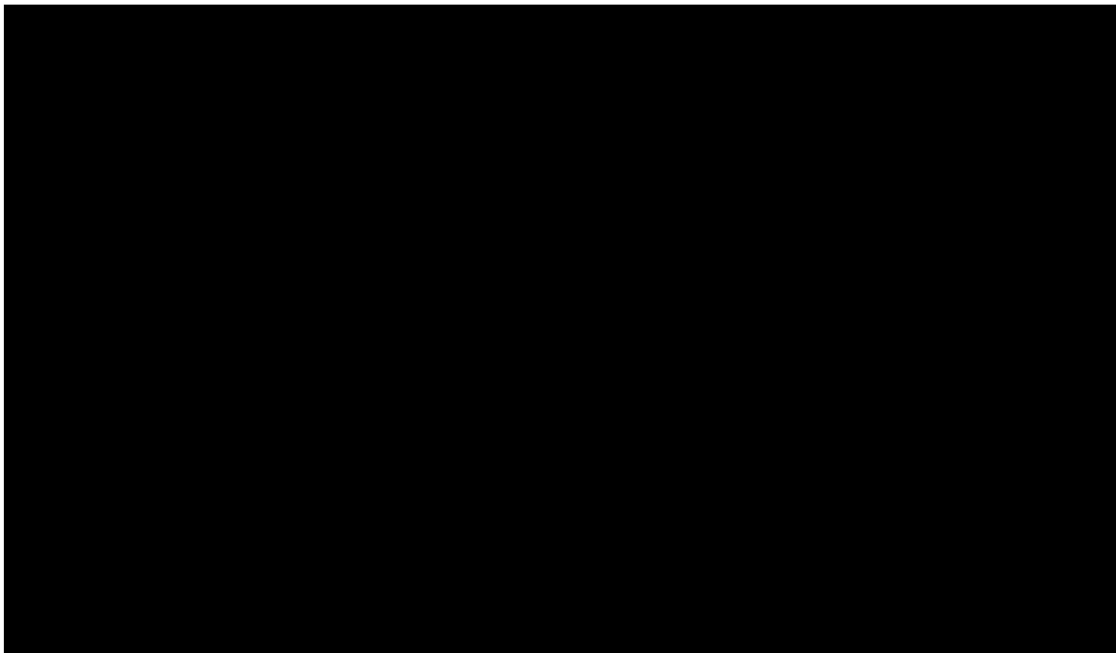
The DFBS noted the dates on the policy needed to be updated from January 2025/2028 to December 2024/2027.

The Board unanimously approved the Fire Safety Policy subject to the date changes.

Sharing Owners Rent Consultation – amended proposal

The DFBS noted that the previously approved figure for shared owners' services increase of 1.7% would not be enough and upon further consideration the Executive Team believe that the "services" service charge for sharing owners should more closely reflect the increase to be applied to the rent. He noted that there were 26 shared ownership properties that would be affected by this change.

The Board unanimously consulting with Sharing Owners on a 5.7% increase in the "services" service charge with effect from 1 April 2025.



Formal meeting closed at 17.22.

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: