

**Meeting of the Board of Management  
to be held virtually on September 29<sup>th</sup> 2020  
at 6pm via Microsoft Teams.**

## AGENDA

	<u>LEAD PERSON</u>	<u>ACTION</u>
1. <b>Apologies, introductions and welcome to new Board Member</b>	Charles Turner	
2. <b>Declaration of interests</b>	Charles Turner	
3. <b>Composition of Board of Management to September 2021</b>	Charles Turner	For decision
4. <b>Selection of Office Bearers</b> a) Chair b) Vice Chair c) Secretary	Charles Turner	For decision
5. <b>Minute of meeting held on 22 August 2020</b>	Derek Quinn	For approval
6. <b>Matters arising from meeting of 22 August 2020</b>	Derek Quinn	
7. <b>Appointment to Sub-Committee, subsidiary companies and external bodies</b> a) <b>Audit and Risk Sub-Committee:</b> We require a minimum of three and a maximum of eight Board of Management members. In addition the Board require to approve the appointment of Robert Kelly as the Chair. b) <b>Staffing Sub-Committee:</b> We require a minimum of three and a maximum of eight Board of Management members. (Next meeting date to be agreed in November 2020). c) <b>Thenue Trust:</b> currently Chairperson, Joint Vice Chairs, Head of Finance and Chief Executive d) <b>Thenue Housing Services:</b> We require one Board Member to join John Russell, Owen Stewart, Charles Turner and Eleanor Derbyshire. e) <b>Thenue Communities:</b> proposed Board membership is Eleanor Derbyshire, Charles Turner, Betty Cosgrove, Mary McPherson, Joan Soutar, Nicola McCurdy and Thomas John McDougall f) <b>Employers in Voluntary Housing, (EVH):</b> currently Owen Stewart, deputising for George Alexander g) <b>Scottish Federation of Housing Associations (SFHA):</b> currently Charles Turner	Charles Turner	For decision

	<u>LEAD PERSON</u>	<u>ACTION</u>
<b>8. Code of Conduct, Health and Safety, and equal opportunities monitoring:</b> a) Code of conduct for Governing Body members b) Health and Safety responsibilities for Board of Management members c) <a href="#">List of authorised suppliers</a> – available on website d) Declarations of Interest e) Equal Opportunities Monitoring	Charles Turner	For noting For decision  For noting For completion For completion
<b>9. Maximising offers of accommodation to homeless applicants</b>	Gary Naylor	For decision
<b>10. Five year financial projections– Submission to the Scottish Housing Regulator</b>	John Russell	For decision
<b>11. Chief Executive’s report</b>	Charles Turner	For decision
<b>12. Subsidiary company minutes</b> 12.1 The Thenue Trust AGM minute, 13 August 2020 # 12.2 Thenue Housing Services Ltd AGM & Directors minute 13 August 2020 # 12.3 Thenue Communities AGM Minute, 17 August 2020 # 12.4 Thenue Communities Board Minute, 17 August 2020 #	Derek Quinn	For information # = draft
<b>13. Any other competent business</b>	Derek Quinn	As appropriate
<b>14. Résumé of meeting</b>		For discussion
<b>15. Date of next meeting – Tuesday 27<sup>th</sup> October 2020 at 6.00 pm</b>		

## THENUE HOUSING ASSOCIATION LTD

**Minute of the Board of Management meeting  
held on Tuesday 29 September 2020  
at 6.00pm remotely on Microsoft Teams**

**Present:** Derek Quinn (Chairperson), Pauline Casey, Maureen Dowden, Jeannette Goode, Abdifatah Hayde, David Keltie-Armstrong, Howard Mole and Florence O'Hale

**Attending:** Charles Turner, Gary Naylor, Eleanor Derbyshire, John Russell, Sharon Craig-McLeary and Ray Macleod

Charles Turner welcomed Board members to their first meeting following the Annual General meeting, briefly outlining the format of business and that he would Chair the meeting until the Chairperson was elected.

**1. APOLOGIES**

Apologies were received from Elizabeth Williamson and Owen Stewart who had technical issues joining on the night.

**NOTED**

Charles Turner advised George Alexander had verbally tendered his retirement from the Board of Management due to ill health. Board members were saddened by the news and wished George all the best. George's contribution and participation will be very much missed.

**NOTED****2. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

**NOTED****3. COMPOSITION OF THE BOARD OF MANAGEMENT UNTIL SEPTEMBER 2021**

Charles Turner confirmed there will be ten people serving on the Board of Management until September 2021 and that there were now five vacancies. A recruitment programme is required to engage and find future Board members

**DECIDED****4. SELECTION OF OFFICE BEARERS****4.1 Chair**

Pauline Casey proposed and Jeanette Goode seconded the re-election of Derek Quinn as Chairperson. Derek Quinn accepted re-election for another year and took over the Chairing of the meeting

**DECIDED**

**4.2 Vice Chair**

Derek Quinn proposed and Jeanette Good seconded the re-election and continuation of the practice of two Vice Chairs, Pauline Casey and Maureen Dowden. Pauline Casey and Maureen Dowden accepted re-election for another year.

**DECIDED****4.3 Secretary**

By virtue of the Chief Executive's Job Description, Charles Turner was elected as Secretary.

**DECIDED****5. MINUTE OF THE PREVIOUS MEETING HELD ON 22 AUGUST 2020**

The minute of the previous meeting held on 22 August 2020 was approved as a correct and accurate record of the proceedings. Proposed by David Keltie-Armstrong and seconded by Jeanette Goode.

**APPROVED****6. MATTERS ARISING FROM THE PREVIOUS MEETING HELD ON 22 AUGUST 2020**

There were no matters arising from the previous meeting held on 22 August 2020.

**NOTED****7. APPOINTMENT TO SUB-COMMITTEES, SUBSIDIARY COMPANIES AND EXTERNAL BODIES****7.1 Audit and Risk Sub-Committee**

Charles Turner intimated the tender to renew the audit services had been delayed due to the current COVID 19 pandemic. He envisaged it would be the next financial year before a programme of audits would be in place and proposed the next Audit and Risk Sub-Committee meeting take place on 2 February 2021. Meanwhile, that Sub-Committee would focus attention on appointing the association's Internal Auditor. Charlie advised Robert Kelly remained willing to be co-opted and Chair the Audit and Risk Sub-Committee. Board members were invited to indicate serving on this Sub-Committee.

The Board of Management noted the proposed work-plan ahead and agreed the co-option of Robert Kelly, his appointment as Chair and the serving of Pauline Casey, David Keltie-Armstrong, Florence O'Hale, Derek Quinn and Owen Stewart.

**DECIDED****7.2 Staffing Sub-Committee**

Charles Turner indicated the Staffing Sub-Committee meet at least once per year to approve the staffing structure for the Business Plan and when needed any staffing matters. The Board of Management agreed the serving of Pauline Casey, Jeanette Goode, Maureen Dowden, Abdifatah Hayde, Derek Quinn and Owen Stewart on this Sub-Committee.

**DECIDED**

**7.3 The Thenue Trust**

Charles Turner advised the Trust issued individual funding awards to tenants and the Trustees were our office bearers and key officers. The Board of Management agreed Derek Quinn as Chairperson, Pauline Casey and Maureen Dowden as Vice Chairs, Charles Turner as Chief Executive and John Russell as Head of Finance (IT and Corporate Services).

**DECIDED****7.4 Thenue Housing Services**

Charles Turner invited Board members to consider one person to join along with Charles Turner, Eleanor Derbyshire, John Russell and Owen Stewart. The Board of Management agreed Florence O'Hale as a Director.

**DECIDED****7.5 Thenue Communities**

Charles Turner outlined the composition of the Board of Directors for Thenue Communities. The Board of Management agreed the serving of Charles Turner and Eleanor Derbyshire as Directors on behalf of the parent company Thenue Housing Association Ltd along with Elizabeth Cosgrove, Mary MacPherson, Joan Soutar, Thomas John McDougal and Nicola McCurdy representing our communities

**DECIDED****7.6 Employers in Voluntary Housing (EVH)**

The Board of Management agreed to Owen Stewart as the EVH representative.

**DECIDED****7.7 Scottish Federation of Housing Associations (SFHA)**

The Board of Management agreed to Charles Turner as SFHA representative.

**DECIDED****8. CODE OF CONDUCT, HEALTH AND SAFETY AND EQUAL OPPORTUNITIES MONITORING****8.1 Code of Conduct for Governing Body members****8.2 Health and Safety Responsibilities for Board of Management Members****8.3 List of Authorised Suppliers**

Charles Turner overviewed this annual requirement to demonstrate and evidence the Board of Management's understanding and compliance of Board Members' responsibilities for governance, conduct and health and safety. The Board of Management agreed the contents of the information issued.

**DECIDED****8.4 Declarations of Interest and Equal Opportunities Monitoring Forms**

Charles Turner indicated these forms had been issued in Microsoft Word format documents for completion and electronic return by email. The Board of Management agreed to this arrangement.

**DECIDED**

## 9. MAXIMISING OFFERS OF ACCOMMODATION TO HOMELESS APPLICANTS

Derek Quinn invited Gary Naylor to overview the report for a decision on three recommendations. Gary Naylor advised in the wake of the COVID19 pandemic Glasgow City Council and the Health & Social Care Partnership had written to all Glasgow based Housing Associations requesting assistance in tackling homelessness during the current situation.

Gary Naylor summarised the request, highlighted the duty we had to the 2,000 plus people on our current waiting list and clarified the current agreement to rehouse S5 applicants. In principle Gary Naylor agreed to the request, proposed the recommendations and invited Board members to ask questions and make comment.

The Board of Management discussed and considered the following:

- Under occupation in relation to the ability of people to pay rent and sustain their tenancy.
- Speed of payments and access to the Social Welfare Fund.
- The high S5 refusal rates and supporting a better matching process for the homeless team.
- Legal definition of one reasonable offer.
- The timescale until the end of March 2021 and flexibility to extended.
- Perceptions of our own tenants and applicants, communicating and promoting the reasons for participating in such a request.
- Publish clarity of the exemption of new build and supported housing properties.

The Board of Management:

- Approved the recommendation for a temporary change to our S5 letting target to make 80% of the first offers on voids to S5 cases for the remainder of the year, until 31st March 2021, net of transfers. Also, communicate to GCC/HSCP the exclusion of the letting of any new build developments and supported accommodation.
- Approved a temporary amendment to our Allocations Policy to consider greater flexibility over under occupation of 3apt properties due to Covid-19. Also, that offers of this nature only take place once a robust affordability check has taken place and been passed to reduce risk of failed tenancies.
- Approved to continue our existing stance of working with GCC/HSCP to facilitate the flipping of flats from Temporary Furnished Flats to permanent tenancies where it is appropriate and possible to do so.

**DECIDED**

## 10. FIVE YEAR FINANCIAL PROJECTIONS – SUBMISSION TO THE SCOTTISH HOUSING REGULATOR

John Russell referred to the report which included a summary of the key changes proposed to the current 5 year business plan financial projections. Most of the changes related to the short term impact of the COVID19 pandemic on specific areas of the projections. The key changes incorporated in the projections were highlighted:

- Changes to the timings of various development projects where later completion dates have been assumed. 23 additional units added into the Transport Mall project and additional £1.5m in borrowings.

- Additional wider role grant secured in 2020/21 and corresponding increase in wider role salary and project costs.
- Anticipated saving of £80k in office overhead costs in 2020/21 due to the impact of Covid19.
- Some slippage/savings in planned maintenance (i.e. cyclical) costs over 2020/21 and 2021/22 reducing costs here by £94k again due to Covid19.
- £398k additional revenue major repair costs carried forward from 2019/20 into 2021/22.
- Increased allowance for bad debts in 2020/21 and 2021/22 of £73k in each year to reflect potential rise in write offs due to Covid.

John invited Board members to ask questions or make comment. Board members welcomed the summary of the changes and clarification of the bad debt amount.

The Board of Management approved the five year financial projections to be submitted to the Scottish Housing Regulator and that a copy of the projections will be posted on the Board members portal.

**DECIDED****11. CHIEF EXECUTIVE'S REPORT**

Charles Turner overviewed the contents of the report with the Board of Management:

- Approving the one new Membership application.
- Noted the correspondence between the association and the Scottish Housing Regulator, and in particular the revised date for lodging the 2020 Annual Assurance Statement.
- Approved the approach we are making to the eventual re-opening of the office at 423 London Road.
- Noted the 6th October for the Value for Money event as requested by the Board.
- Retrospectively approved the two decisions made in between meetings relating to the fire at Landressy Place and the tender for work at 129 Green Street.
- Noted the completion of the St Thenue mural at 374 Abercromby Street.
- Decided on the re-cycling arrangements for previously issued Board IPads.
- Noted the small staff redundancy programme arising from the expiry of the grant for our CLIC programme.

**DECIDED****12. SUBSIDIARY COMPANY MINUTES****12.1 The Thenue Trust AGM 13 August 2020****12.2 Thenue Housing Services Ltd AGM & Directors 13 August 2020****12.3 Thenue Communities AGM 17 August 2020****12.4 Thenue Communities Board 17 August 2020**

Derek Quinn intimated the minutes were for information and question were to be directed to the relevant Chair and/or Officer.

**NOTED****13. ANY OTHER COMPETENT BUSINESS**

There was no other competent business.

**NOTED**

**14. RESUME OF MEETING**

Derek Quinn invited Board members to comment on how well the meeting went. The consensus from Board members indicated the meeting flowed well with good information contained in the papers and the summary sheet very useful. The new Surface Go devices were much easier to navigate and jump back and forth between software. One or two people had difficulty joining however audio was significantly better.

**NOTED**

**15. DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 27 October 2020 at 6.00pm remotely on Microsoft Teams.

**NOTED**

Derek Quinn thanked Board member for their attendance and contributions to the meeting which concluded at 19:05.

I certify that the above minute has been approved as a true and accurate record of the proceedings.

A handwritten signature in black ink, appearing to read 'Derek Quinn', is written over a horizontal line.

Derek Quinn  
Chairperson

Date: 27 October 2020