

TRUST HOUSING ASSOCIATION LIMITED

Minute of the Board Meeting held on Thursday 21 September 2023
at 12:30 at 12 New Mart Road, Edinburgh

PRESENT:

Board Members

Dr Norval Bryson
Gordon Laurie
Ali Ross

Mary Niven
David Knight
Laura Bornatici

Ian Mitchelmore
Kyle Ruparelia

Sharron Elsdon
Graham Curran

Officers in Attendance

Rhona McLeod, Chief Executive
Jenny Wallace, Director of Customer Experience

Zoe Purdie, Director of Finance & People
Neil Ferguson, Director of Business Development & Digital
Jackie McIntosh, Director of Assets & Sustainability
Claire Mottram, Governance & Business Support Manager (*Company Secretary*)

CLAIRE MOTTRAM IN THE CHAIR FOLLOWED BY DR NORVAL BRYSON

Agenda Item	Detail
1.	Appointment of Office Bearers
1.1	Claire Mottram, Company Secretary, opened the meeting and reminded the Board that at the first meeting following the AGM the Company Secretary is in the Chair to ask for nominations for office bearers. The following appointments were made:
1.2	Chair of Board – Mary Niven proposed Dr Norval Bryson and Kyle Ruparelia seconded this proposal.
1.3	Vice-Chair of Board – Laura Bornatici proposed Gordon Laurie and Ali Ross seconded this proposal.
1.4	Chair of Audit & Performance Committee – David Knight proposed Ali Ross and Ian Mitchelmore seconded this proposal.
1.5	Vice-Chair of Audit & Performance Committee – Gordon Laurie proposed David Knight and Graham Curran seconded this proposal.
1.6	Decision: Dr Norval Bryson was appointed Chair of Board.
1.7	Decision: Gordon Laurie was appointed Vice-Chair of Board.
1.8	Decision: Ali Ross was appointed Chair of Audit & Performance Committee.
1.9	Decision: David Knight was appointed Vice-Chair of Audit & Performance Committee.

Agenda Item	Detail
2 2.1 2.2 2.3	Chair's Opening Remarks <p>Norval, Chair, welcomed everyone to the meeting today and invited comments on the presentation and logistics of the virtual AGM earlier in the day. Gordon advised that he felt the AGM ran smoothly, had valuable content and the new brand in the presentation was colourful and modern. Ali remarked on the interesting questions to the panel which were well answered. David queried how the virtual AGM compared with the previous in person AGMs pre-pandemic. Rhona McLeod, CEO, commented on the large-scale event, which was combined with a tenant conference and, overall, required additional cost with transport, venue hire and other associated expenses. Considering the cost-of-living crisis, and coupled with the green agenda, Rhona noted that the virtual AGM delivered monetary savings for tenants and lessened Trust's carbon footprint. Rhona added that the new Customer Engagement Strategy will provide new opportunities for tenant participation.</p> <p>Norval noted the importance of board engagement with tenants. Jenny agreed and confirmed that the Strategy will capture these opportunities, from Board engagement to the new customer group, to how Trust offers participation opportunities across all customer demographics, looking at flexible times and location offerings.</p> <p>Laura queried if tenants were able to watch the virtual AGM at developments. Claire advised that all Trust members are invited to the AGM and that support with technology is offered to members at developments where required. Claire added that the AGM is recorded and posted on the website for the public. Mary queried if membership was promoted to tenants. Rhona confirmed that this is promoted in the tenant newsletter Trust Talk. Claire added that this was also on the website and forms can be posted out as well.</p>
3.	Chief Executive's Opening Remarks – <i>please see private minutes</i>
4. 4.1	Declaration of Interest <p>Declaration of interest recorded for our Board Member who is a Trust tenant in relation to items today relating to rent and service delivery.</p>
5. 5.1	Apologies <p>Apologies were received from Paul McFarlane, Steve McGowan, Ian Gunning and Karen Cawte.</p>
6.	Financial Review Update 23-24 – <i>please see private minutes</i>
7.	Approach to 23-24 Rent Setting, Budget and 30 Year Plan – <i>please see private minutes</i>
8.	Service Change Update – <i>please see private minutes</i>
9.	RAAC Briefing Note – <i>please see private minutes</i>
10.	Reactive & Void Repairs Glasgow & West Contract – <i>please see private minutes</i>

Agenda Item	Detail
11.	Fair Work First Proposal - <i>please see private minutes</i>
12.	Arran Property Acquisitions - <i>please see private minutes</i>
13.	Asset Strategy & Action Plan Update – <i>please see private minutes</i>
14.	HR016 Redundancy Policy – <i>please see private minutes</i>
15.	FP25 Anti-Fraud, Anti-Money Laundering and Anti-Bribery Policy
15.1	Zoe Purdie, Director of Finance referred to the new policy included within the boardpacks and invited questions.
15.2	Gordon queried if there had been any previous fraud, money laundering or bribery incidents at Trust. Zoe confirmed that there have not been any cases to note.
15.3	Laura referred to point 6.4 on page 104 in the packs and queried why the question, 'Has the policy been communicated on all levels' is a score of 2. Zoe advised that the policy will be communicated at all levels, and this will become a score of 1. Zoe confirmed this was a work in progress and the policy will be put onto Learn Pro for employees to read and tick to accept. Zoe confirmed that when this policy is refreshed, she would expect the score to become a 1.
15.4	Decision: Approved the newly expanded policy, FP25 Anti-Bribery, Anti-Money Laundering and anti-Fraud Policy.
16.	Commercial Energy Procurement 24-25 – <i>please see private minutes</i>
17.	Audit & Performance Committee Annual Review
17.1	Ali Ross, Chair of Audit & Performance Committee referred to the report and advised that she had no comments to add. Zoe confirmed she also had no additions or comments. Ali invited questions.
17.2	No questions raised.
17.3	Decision: Noted the contents of the report.
18.	Board Meeting Dates 2024
18.1	Claire advised that the proposed meeting dates for next year were shared within the Board pack. Today she was seeking approval for the meeting schedule for 2024. All were happy to support the proposals, based on a small tweak to two Chairs Support Group dates which were discussed.
18.2	Claire will circulate the finalised calendar alongside the minutes of this meeting.
18.3	Decision: Approved the meeting dates and arrangements for 2024

Agenda Item	Detail
19.	Board Minutes – 26th July 2023
19.1	The minutes of the Board Meeting held 26 th July 2023 were approved. Proposed by Ali, seconded by Gordon.
20.	Action Tracker
18.1	Discussion around what items can be moved to completed on tracker.
21.	Any Other Business
21.1	Norval noted that this was the final meeting of Karen Cawte, Board Member who is stepping down after 7 years' service for personal reasons. Norval recognised her contribution to the Board and wished to record his thanks to Karen.
21.2	No other issues raised.
22.	Date of next meeting
22.1	(Special Board Meeting) Wednesday 18 th October 2023 (in the Glasgow office).