

CALEDONIA HOUSING ASSOCIATION LTD

MINUTES OF THE MANAGEMENT BOARD MEETING HELD ON TUESDAY 28 APRIL 2020 VIA VIDEO CONFERENCING

Present:	Penny Coburn Alan Nairn Helen Archibald Lindsay Darroch Veronica Lynch Graham Logan Alex McDougall Andrew Richmond	Chair Vice Chair
Apologies:	Martin Harkness	
Special Leave of Absence:	Ian Gray	
Absent:	Mary Clark	
In Attendance:	Julie Cosgrove Leigh Grubb Garry Savage Tim Calderbank Andrew Kilpatrick Barry Johnstone Jenny Dalton	Chief Executive Director of Finance & Governance Director of Strategy & Innovation Director of Customer Services Director of Assets Director of People Governance Officer (Minute Taker)

39.20 Apologies

Apologies were **NOTED** from Martin Harkness. The Chair advised that Ian Gray had requested a three month leave of absence. The request was **APPROVED** by the Management Board.

40.20 Declaration of Interest

There were no declarations of interest

ITEMS for DISCUSSION and/or APPROVAL

41.20 Minutes of the Management Board Meeting held on Tuesday 25 February 2020

The minutes were **AGREED** as a true and accurate record of the meeting and were **APPROVED** by the Management Board.

42.20 Matters Arising

There were no matters arising that were not dealt with elsewhere on the Agenda.

43.20 Chief Executive's Report

The Chief Executive explained that her report focussed on the business continuity arrangements implemented following the lockdown measures imposed as a result of the COVID19 pandemic and provided updates on service delivery and performance, staff

welfare and tenant and staff safety. The Chief Executive highlighted a number of areas in her report as follows:

- Repairs – contractors continued to deal with emergency repairs only with all other reported repairs being recorded for completion once social distancing measures were relaxed.
- Allocations – following guidance that people should not be moving house at this time, no allocations were currently being made. The number of voids was below normal figures as a result of people not being able to move house, and it was hoped that the loss of income from empty properties could be kept to a minimum. Discussions had been held with the local authorities within the Group's areas of operations with regards to using void properties for homeless lets and hospital discharges. To date only West Dunbartonshire Council had expressed interest in using properties for this purpose.
- Rent Payments – weekly income was being monitored against projected income in order that any significant variances could be identified at the earliest opportunity. Front line staff were offering tenants appropriate advice and guidance and directing those in financial difficulty to the relevant agencies.
- New Developments – construction on sites had stopped in accordance with government guidance.
- Tenant Safety – four annual gas services had not been carried out within the regulated timeframe, all were recorded as being related to COVID-19. Servicing of these four properties would be carried out as soon as possible, either when the lockdown guidelines were eased or if a tenant's symptoms improved. In the meantime the Scottish Housing Regulator (SHR) had been notified of the failure to gain access to carry out these annual gas services.

Homologation of Urgent Decision

This section of the minutes has been classed as confidential as publication of the information it contains would breach applicable data protection legislation.

Management Board members also **APPROVED** the minor revisions to the Group Probation Policy outlined in the report.

44.20 Update on Bellsmyre HA Transfer of Engagements Ballot

The Director of Strategy & Innovation (DoSI) presented the report and advised that 42% of tenants had taken part in the ballot with 97% of voters supporting the transfer proposals. Given the current lockdown measures, this was a good result and validated the work the local staff team had undertaken to encourage the Bellsmyre residents to vote.

The next step of the Transfer of Engagements process involves holding two Special General Meetings (SGMs) to consider and approve appropriate transfer resolutions. The current lockdown measures prevent these SGMs being held in the normal manner. As Bellsmyre's Rules do not allow online voting or postal votes, discussions were being held with the Group's solicitors to find a way to hold the SGMs and a report mapping out the suggested process would be submitted to both the Bellsmyre and Caledonia governing bodies in May 2020. The DoSI advised that the Caledonia Management Board would also be required to approve the acceptance of Transfer of Engagements resolution in between the two Bellsmyre SGMs.

The DoSI advised that the Bellsmyre Management Committee members had considered this report at their meeting on 27 April 2020 and that their initial view was that the SGMs should be held if it was possible to do so. They acknowledged that the process involved would require further consideration. They also acknowledged that if the SGMs could not take place until the lockdown measures were lifted then steps would need to be taken to ensure that the Bellsmyre Management Committee was maintained as a fully functioning governing body.

45.20 Draft Minutes of the Audit and Risk Management Committee Meeting on 2 April 2020

The Director of Finance & Governance (DoFG) advised that the Audit & Risk Management Committee (ARMC) had considered the first two internal audit findings report from the Group's new internal auditors, Henderson Loggie. Both audit reports were satisfactory with no major weaknesses identified. A number of recommendations had been made and these had been accepted by the Executive Management Team.

The ARMC had also agreed that as the coronavirus outbreak would affect all areas of the business it should be considered within all risks on the Group Risk Map and not added as a separate risk.

46.20 Group Insurance Renewal

The DoFG presented this report and advised that the renewal terms for the period 1 April 2020 to 31 March 2021 were reasonable, with costs being within budget. The DoFG also advised that the level of cyber risk cover had been increased to £2m at a modest additional cost. Management Board members **NOTED** that a copy of the full insurance renewal report was available to view in the Group Document Library on Decision Time.

47.20 COVID-19 Financial Implications and Stress Testing

This section of the minutes has been classed as confidential as it contains commercially sensitive information and publication would harm commercial interests.

48.20 Home Help Service Report – Temporary Furlough Arrangements

This section of the minutes has been classed as confidential as it contains sufficient information to enable individual staff members to be identified. Publication of this information would therefore breach applicable data protection legislation.

49.20 Development and Planned Maintenance Report

New Housing Development

The Director of Assets (DoA) presented the report and confirmed that there were five new housing development sites that were currently suspended. He advised that Martin Harkness had contacted him prior to this meeting to ask whether the Association would be liable for any additional costs as a result of the delays to these projects. The DoA was able to assure Board members that whilst contractors could request additional time to complete the build, under the standard JCT contract, which applied to all five sites, they would not be able to claim additional costs. The DoA also advised that all insurance and security costs were the responsibility of the contractors whilst the developments were on site.

The DoA explained there were a further nineteen projects that were not yet on site but were at varying stages of development and advised that an update on these sites would be provided to the Management Board in May 2020.

Tenant Health & Safety

The DoA presented the first of the bi-annual updates on Tenant & Resident Health & Safety compliance and confirmed that all measures required to ensure compliance had been completed during the course of 2019/20, with the exception of two gas safety inspections, where there were genuine reasons for these not having been carried out. With regard to the fire & safety management improvements, assessments had been undertaken by the Health, Safety and Wellbeing Officer. The vast majority of these improvements related to

signage and day to day management of common areas within schemes, and checks were being undertaken to confirm each action had been completed and built into staff procedures. An update on the fire & safety management improvements would be provided to the Management Board in May 2020.

2019/20 Planned Maintenance Programme

Board members **NOTED** that a number of planned maintenance projects that were on site in March 2020 had been suspended as a result of the coronavirus pandemic. The fire safety improvement work had also not progressed due to a poor response from prospective contractors in tendering for the project. The combination of these factors would result in an underspend in the planned maintenance programme for 2019/20, which would be reflected in the management accounts.

POLICIES for DISCUSSION and/or APPROVAL

50.20 Interim Furlough Policy

On the recommendation of the Chair, members agreed that this item should be advanced up the agenda and it was taken after item 47.20.

The Director of People (DoP) presented the Interim Furlough Policy, which was being introduced to support the Management Board's consideration and approval of any decisions relating to the furloughing of staff in accordance with the Coronavirus Job Retention Scheme (CJRS) introduced by the Government in March 2020. The CJRS would reimburse 80% of the salary of furloughed employees up to a maximum of £2,500 per employee per month and was designed to allow employees to be placed on a temporary period of absence from work, thereby mitigating the need for businesses to make staff redundant.

To avoid any hardship as a consequence of losing 20% of salary, it was recommended that the Group top up salaries of any furloughed staff to 100%. The Group's legal advisors had confirmed that this would comply with our obligations under charity law and was consistent with how other Scottish registered social landlords intended to manage and administer furlough arrangements.

The DoP explained that the Executive Management Team (EMT) had developed a workforce planning framework to review the impact of the COVID19 on job roles across the Group. The framework assessed the ability of each post to deliver the majority of job related tasks at home, in addition to the capacity to undertake alternative work and/or business improvement tasks. The framework would be reviewed by EMT on a regular basis as tasks and priorities for specific posts changed as the "lock down" continued. If the workforce planning framework identified posts to be considered for furlough these would be reviewed by EMT in accordance with the policy. Any subsequent recommendations to furlough staff would be presented under existing delegated authority arrangements to the Chair and Vice Chair for approval and thereafter to the following Management Board meeting for homologation.

The Management Board **APPROVED** the Interim Furlough Policy and the recommendation to top up salaries of any furloughed staff to 100%.

ITEMS for INFORMATION

51.20 - Draft Minutes of Bellsmyre and Cordale February 2020 Management Committee Meetings

The draft minutes were **NOTED**.

53.20 Draft Minutes of the Health & Safety Committee held on Thursday 20 February 2020

The draft minutes were **NOTED**.

54.20 Any Other Business

It was **NOTED** that the next Management Board meeting would be held on Tuesday 26 May 2020 via video conferencing.

There being no other business, the meeting was concluded at 5.20 p.m.

Chair's Signature