

OFFICIAL MINUTES

NOTE TO READER:

SBHA publishes the minutes of its Board of Management meetings, unless it considers, at the time of publication, that the minutes or part of the minute are exempt from disclosure under the Freedom of Information (Scotland) Act 2002. Where minutes or part of the minutes are not published, this is noted in these minutes.

MEETING: SBHA BOARD OF MANAGEMENT

DATE:	TIME:	VENUE:
23.05.24	5.30pm	Head Office, Selkirk and via Teams

PRESENT: In Person

Robin Hill - Chair (RH)
Philippa Brosnan – Board Member (PB)
Ian McDonald – Board Member (IMcD)
Kenny Simpson – Board Member (KS)
Michael Grieve – Board Member (MG)

Virtually via Teams

Tracey Glover – Board Member (TG)
Matt Foreman – Board Member (MF)

IN ATTENDANCE:

Julia Mulloy, Chief Executive (CE)
Maria Lyle - Chief Operating Officer (CO)
Carly Stewart - Director of Finance (DoF)
Emma Garry – Director of Development (DoD)
Rachel Dickson – Head of People (HoP)
Catriona Notman - Governance Officer (GO)

The Chair opened the meeting at 5.31pm and welcomed all in attendance.

1.0 Apologies for absence

Apologies were received in advance of the meeting from Board Members Michael Levack, David Bell and Anthony Burnette and team member Caroline Purcell.

2.0 Declarations of Interest

Declarations were made for team members for items 3.3, 5.0, 9.0 and 10.0. It was agreed that these items would be held back until later in the meeting where affected members could leave the meeting with minimum disturbance to the meeting.

MG declared an interest in item 6.0 and will abstain from item discussions.

3.0 Board Finance Report – Private and Confidential**3.1 Annual Treasury Strategy**

Minute of discussion on this Agenda Item redacted

RECOMMENDATION: Board Members considered and approved the draft Annual Treasury Management Strategy.

3.2 Treasury Management Policy

Minute of discussion on this Agenda Item redacted

TG joins the meeting at 5.54pm

RECOMMENDATION: The Board of Management approved the proposed reviewed Treasury Management Policy.

3.4 Five Year Financial Return to the SHR

Minute of discussion on this Agenda Item redacted

RECOMMENDATIONS: Board members reviewed the information set out in the updated cashflows and 5-year Financial plan and authorised that the return be approved by the Director of Finance, for submission to the Scottish Housing Regulator.

3.5 Year End Financial Risks

Minute of discussion on this Agenda Item redacted

RECOMMENDATION: *Minute of discussion on this Agenda Item redacted*

4.0 Board Operational Report – Private and Confidential

3.0 More Sustainable Steps Strategy

The CE presented the report highlighting the progress on each of the themes within the Strategy. It was noted that the commitments are blending well into mainstream activities and members welcomed the progress made.

RECOMENDATION: The Board of Management noted the progress on the More Sustainable Steps Strategy and commented on progress.

4.0 SBHA Strategic Plan 2025-30

Minute of discussion on this Agenda Item redacted

RECOMMENDATION: *Minute of discussion on this Agenda Item redacted*

5.0 *Minute of discussion on this Agenda Item redacted*

Minute of discussion on this Agenda Item redacted

RECOMMENDATION: *Minute of discussion on this Agenda Item redacted*

6.0 General Governance Update

6.3 Governance Recruitment and Succession Planning

The CO delivered the report and advised that recruitment for the two remaining elected Board Member vacancies is progressing and adverts will be published for these vacancies with a view to attracting suitable candidates with the strategic skills to help deliver in the net zero environment. The AGM process will also capture members who may be nominated to stand for election at the AGM. It was further advised that under the SBHA rules KS is required to stand down as casual member and TG is required to stand down following the completion of the 3 year fixed term. Both members can stand for election and re-election at the AGM in September.

RECOMMENDATION: The Board of Management noted that recruitment to the current Board Member vacancies is progressing; and that two Board Members are required to stand down at the 2024 AGM.

7.0 Policy register Update

The CO delivered an overview of the policies that are due for review in 2024/25. A total of 36 policies are due for review of which 12 have become overdue. Discussions were held about the requirements for a routine 3 yearly review and the reason for 12 becoming overdue. Members were assured that the proposed review dates were achievable and realistic.

RECOMMENDATION: The Board considered the extract from the Policy Register and approved the revised review dates proposed.

8.0 Health and Safety Policy and Control Manual

The CO presented this item and confirmed the content and requirements for the Policy and Manual. There were no fundamental changes to the policy other than the additional section relating to Damp and Mould.

Recommendation: Board Members considered and agreed to reviewing the manual and policy as a portal decision by end of July 2024.

9.0 Annual Return of the Charter 2023-24

The CO presented the report highlighting the 5-year trends in performance. Members welcomed the increase in some of the key tenant satisfaction indicators. Discussions focused on the repairs service being the main area for improvement. It was further reported that there were 6 gas fails due to a new development not being added to the register. It was agreed that although disappointing, this has not been a material failure. Procedures have been reviewed and new controls have been added to ensure this does not occur as new developments are finalised.

Discussions continued into other key elements of the Return surrounding anti-social behaviour, homelessness and the eviction process, alongside the broader issue of the Housing Emergency.

RECOMMENDATION: The Board approved the submission of the 2023-24 Annual Return on the Charter (ARC) as summarised in *Appendix 3*.

10.0 Key Performance Indicators Q4 2023-24

The CO presented the report highlighting the improvements and challenges over the year. It was confirmed that silver accreditation for Investors in People had been awarded in April 2024 and the full report will follow once received.

The Board sought and obtained assurance over the increase in Damp and Mould cases in the past quarter. It was explained that delayed recording from December and increased media coverage on this issue generally had been a factor in the increase.

Minute of discussion on this Agenda Item redacted.

RECOMMENDATION: The Board commented on the Key Performance Indicator for Quarter 4 2023-24.

6.0 Development Programme – Progress Update – Private and Confidential

Minute of discussion on this Agenda Item redacted

RECOMMENDATION: The Board of Management noted the content of this development update.

7.0 Garages to Homes Tender Approval Phase 1 – Private and Confidential

Minute of discussion on this Agenda Item redacted

RECOMMENDATION: *Minute of discussion on this Agenda Item redacted*

8.0 Howdenburn Tender Approval – Private and Confidential

Minute of discussion on this Agenda Item redacted

RECOMMENDATIONS: *Minute of discussion on this Agenda Item redacted*

9.0 Minutes of the Board of Management meeting 21 March 2024

The minutes of the Board of Management meeting held on the 21 March 2024 were approved as a true and accurate record, proposed by MG and seconded by KS.

(i) Matters Arising from the Minutes

- 4.0 - Item 3.0 - Updated Acronym Glossary has been updated and members advised
- 4.0 - Item 3.0 - Share e-learning platform now live for all Board and Sub-Committee members
- 4.0 - Item 5.4 - Matt Foreman acceptance of interim Customer Board Convenor
- 8 (a) The link for the SHR Engagement Plan has been circulated to members on 9 April 24
- 8 (c) Portal decision to be obtained for Health and Safety Manual - see Operational Report

Matters Arising from the Minutes of 22 February 2024

- Item 6.0. Item held under separate cover required an action to complete a review of a situation. The review has been completed and will now be reported to Audit and Compliance

(ii) Minutes held under separate cover

The minutes held under separate cover of the Board of Management meeting held on the 21 March 2024 were approved as a true and accurate record, proposed by MG and seconded by KS.

11.0 Board of Audit & Compliance Sub-Committee 6 March 2024

The draft minutes of this meeting were noted.

12.0 Customer Board Minutes 8 February 2024

The draft minutes of this meeting were noted.

13.0 SBHA Plus Minutes 18 April 2024

The draft minutes of this meeting were noted.

15.0 Any Other Competent Business

- 1) Customer Board Stock Tour will be held on Friday 28th June. Further details to follow. IMcD and MG submitted apologies.
- 2) Customer Board meeting scheduled for November will be rescheduled due to quoracy reasons and the revised date will be communicated in due course.
- 3) Remuneration and Nominations Sub-Committee members agreed the next meeting will be held on 19 June 2024 between 4.30-5.30pm

16.0 Date of the next meeting: 22 August 2024

GO left the meeting at 7.49pm

3.3 Defined Contribution Pension Scheme

Minute of this discussion is held under separate cover

5.0 People Update

Minute of this discussion is held under separate cover

10.0 Minutes of the Chairs Group meeting 25 March 2024

The minutes of Chairs Group meeting held on the 25 March 2024 were approved as a true and accurate record, proposed by IM and seconded by PB

- (i) Matters arising from the minutes

Minutes of Chairs Group meeting 25 April 2025

The minutes of Chairs Group meeting held on the 25 April 2024 were approved as a true and accurate record, proposed by IM and seconded by PB

- (ii) Matters arising from the minutes

14.0 Board Reflection

The Chair thanked all Members for their attendance and contribution, closing the meeting at 8.36pm.