

# 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

<b>DATE:</b> 12.09.24	<b>TIME:</b> 7.30pm	<b>VENUE:</b> Head Office, Selkirk and via Teams
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### PRESENT: In Person

Robin Hill - Chair (RH)  
Philippa Brosnan – Board Member (PB)  
Ian McDonald – Board Member (IMcD)  
Michael Levack – Board Member (ML)  
Michael Grieve – Board Member (MG)  
David Bell – Board Member (DB)  
Ray Licence – Board Member (RL)

### Virtually via Teams

Tracey Glover – Board Member (TG)

### IN ATTENDANCE:

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

*The Chair opened the meeting at 7.57pm and welcomed all in attendance.*

## 1.0 Apologies for absence

Apologies were received in advance of the meeting from Board Members Matt Foreman and Robyn Dodyk.

For quoracy reasons, IMcD agreed to attend the meeting as an observer as there are more appointment members than elected members in attendance

## 2.0 Welcome to new Board Members

RH welcomed the election of new Board Members following election at the AGM. RH extended his welcome back to ML who has returned from leave of absence.

## 3.0 Declarations of Interest

No declarations were advised.

## 4.0 Election of Office Bearers

CO presented to members the office bearers of 2023-24 and sought agreement if these should remain in the posts for 2024-25. Members unanimously agreed that the posts should remain and therefore the 2024-25 Officer Bearers until the 2025 AGM are:

- Chair – Robin Hill
- Vice Chair – Philippa Brosnan
- Convenor of Customer Board – Michael Levack
- Convenor of Audit & Compliance – Ian McDonald
- Convenor of Remuneration & Nominations – Philippa Brosnan

## 5.0 Board Membership of Sub Committees

CO presented the proposed Board Member nominations for the Sub-Committees which was discussed and considered by members. The following was unanimously agreed by members until the next AGM:

Audit & Compliance	Customer Board	Remuneration & Nominations	SBHA Plus
<b>Board Members</b>			
Convenor Ian McDonald	Convenor Michael Levack	Convenor Philippa Brosnan	Chair Michael Grieve
Philippa Brosnan	Tracey Glover	Tracey Glover	Michael Levack
Michael Grieve	Ray Licence	Ian McDonald	Robin Hill
David Bell	Matt Foreman	Michael Grieve	Robin Dodyk
<b>Independent Members</b>			
Eric Glass	Ian Macdonald		Vacancy
	Vacancy		
	Vacancy		

## 6.0 2025 Meeting Dates

The proposed meeting dates were presented to members and discussions followed to confirm the weekday and timings of each meeting group. It was agreed that the format for 2024 remains. It was requested that the Board meeting scheduled for 22 August 2025 should be reviewed to establish if the date can be flexible as the number of days between the Board meeting and Sub-Committee meetings is tight. It was agreed the GO would circulate and add to *the Minute of discussion on this Agenda Item redacted*, and Outlook meetings would be issued for dates that have been agreed. Proposals for the August 2025 Board Meeting will be advised at a later date.

## 7.0 Board Operational Report – Private and Confidential

### 3.0 SBHA Delivery Plan 2020-25 Progress Update

*Minute of discussion on this Agenda Item redacted*

**RECOMMENDATION:** Board Members noted the progress of the SBHA Strategic & Business Plan 2020-25 and commented on performance.

### 4.0 Board of Management Away Day Draft Agenda

*Minute of discussion on this Agenda Item redacted*

**Recommendation:** Board Members commented on the proposals for the Board Awayday.

## 5.0 Tenant Satisfaction Outcomes

*Minute of discussion on this Agenda Item redacted*

It was confirmed that the Customer Board would consider the report in depth the November meeting.

**Recommendation:** The Board commented on Wave 1 2024-25 Tenant Satisfaction Survey outturns and noted that the Customer Board will consider a more detailed report on this at the next meeting in November.

## 6.0 Key Performance Indicators Q1 2024-25

The CO presented this report that had been rescheduled from the August meeting due to agenda pressures.

A summary of the improvements and challenges over the quarter was delivered.

**Recommendation** - The Board commented on the Key Performance Indicator outcomes for Quarter 1 2024-25.

## 7.0 Scottish Housing Regulator Landlord Report

The CO advised members that the Scottish Housing Regulator (SHR) has now published the landlord reports for 2023-24 on their website. It was confirmed that following these reports, KPI targets may be adjusted to incorporate updated benchmarking data against the Scottish Average. If required, adjusted targets will be proposed to the relevant Board or Sub-Committee. SBHA will publish its Landlord report to Tenants in October.

## 8.0 SBHA Annual Assurance Statement 2024

The CO advised members that the Governance Working Group meetings are being scheduled to complete the 2024 statement. The Statement requires Board approval and this cannot be delegated to the Chairs Group. The Governance Working Group will recommend next steps to approve the statement for sign-off and submission by 31 October 2024.

## 8.0 Minutes of the Board of Management meeting 22 August 2024

The minutes of the Board of Management meeting held on the 22 August 2024 were approved as a true and accurate record, proposed by RH and seconded by MG.

### 6.1 Matters Arising from the Minutes

Item 5.1 – Health and Safety Control Manual

*Minute of discussion on this Agenda Item redacted*

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

## 9.0 Minutes of the Chairs Group meeting 4 September 2024 – Private & Confidential

*Minute of discussion on this Agenda Item redacted*

The Chairs Group minute was noted as a record.

## 10.0 Any Other Competent Business

10.1 *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*

**11.0 Date of the next meeting: 1 November 2024 – Board Away Day**

*The Chair thanked all Members for their attendance and contribution, closing the meeting at 9.23pm.*