# GLEN HOUSING ASSOCIATION

# BOARD OF MANAGEMENT MEETING

# 6.30PM – WEDNESDAY 2nd APRIL 2025

## AGENDA

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| **1.** | **APOLOGIES & DECLARATIONS OF INTEREST** | (Report attached – *for action)* |
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| **2.** | **MINUTES** | |
| 2.1 | Minute of Board of Management Meeting of 19/2/25 | (Report attached – *for approval)* |
| 2.2 | Matters Arising from above Minute | |
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| **3.** | **FINANCE & STAFFING MATTERS** | |
| 3.1 | Financial Report to 28/2/25 | (Report attached – *for approval*) |
| 3.2 | Arrears Report to 28/2/25 | (Report attached – *for information*) |
| 3.3 | Window & Door Replacement Contract | (Report attached -*for approval*) |
| 3.4 | Net Zero Heat Fund Application | (Report attached – *for approval)* |
| 3.5 | Pre-audit Planning Memo | (Report attached – *for approval*) |
| 3.6 | Review of Insurances | (Report attached – *for approval*) |
| 3.7 | Asset Management Update | (Report tabled at meeting) |
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| **4.** | **GOVERNANCE** | |
| 4.1 | Business Strategy Review | (Report attached – *for approval*) |
| 4.2 | Internal Audit Plan 2025/26 | (Report attached – *for approval)* |
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| **5.** | **AOCB** | |

# GLEN HOUSING ASSOCIATION

## MINUTE OF THE BOARD OF MANAGEMENT MEETING

## WEDNESDAY 2nd APRIL 2025

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|---|---|
| **PRESENT:** | Graham Ross (GR) - Chairperson<br>Barry Allan (BA)<br>John McArthur (JMc)<br>Shane Garrioch (SG)<br>Alison Crook (AC)<br>P Milne (PM)<br>Josie Smith (JS) |
| **IN ATTENDANCE:** | K Jamie (KJ) Thomson Cooper<br>A Dickie (AD)<br>I Byers (IB)<br>K Milne (KM) |

APPROVED

**1. APOLOGIES & DISCLOSURES OF INTEREST**

| | |
|---|---|
| Apologies: | Isobel Muirhead (IM)<br>Trevor Newman (TN)<br>Stuart Thomson (ST)<br>Shirley Cuthbertson (SC) |
| Declarations of Interest: | None |

**2. MINUTES**

**2.1 Minute of Board of Management Meeting 19th February 2025**

The above Minute was proposed by JMc, seconded by SG and approved as a true record of the meeting with the following amendments:

Item 3.3.2 – Salaries/NIC

For clarity – EC confirmed the effect of the changes to employer NICs announced by the Government will be an increase of approx £7k which, without the increase in Employers Allowance from £5k to £10.5K, would have been nearer £12.5k.

Item 3.3.2 – Maintenance and Investment Spend – typo in second para – should be £250k **not** £250km.

## 2.2 Matters Arising from the above Minute

2.2.1 Item 3.3.1 – Rent Consultation Analysis

AD confirmed that she is in the process of preparing a Newsletter which will address the miscommunication issue, along with other negative feedback.

2.2.2 Item 3.3.2 – Budget Assumptions – Item no. 6 – CAF Bank Loan

AD confirmed that she had met with CAF re the delay in drawdowns and the consequential non utilisation fees. Unfortunately, there is no way round paying the non-utilisation fees at the moment; AD meeting with KJ tomorrow to discuss and a report to Board will follow in due course.

# 3. FINANCE AND STAFFING MATTERS

## 3.1 Financial Report for the year to 28/02/2025

KJ presented this item and referred members to the detailed reports accompanying the accounts. The accounts as presented were **approved**.

## 3.2 Arrears Report to 28/02/2025

IB presented this report. The report was noted with the following discussed/clarified:

3.2.1 Table 1 – Present Tenant Arrears

Typo at Column B Gross Present Percentage – should be 0.87% not 0.90%

## 3.3 Window & Door Replacement Contract

AD presented this report, confirming that the delegated subgroup has been kept apprised of ongoing events.

Further to the report, AD advised she has requested additional information via the solicitor re the new company, namely, confirmation of asset transfer from the old company to the new company and evidence of this being properly transferred, not just verbally provided.

In addition to the report, IB confirmed that the new company has already taken on the majority of the Clydebuilt Group contracts with other organisations.

AD confirmed that detailed checks to ensure Glen would not be breaching Procurement Rules had been satisfactorily carried out.

Detailed discussion took place around the pros and cons of the 3 options presented and Board were thereafter asked to vote on their preferred option to pursue:

**Option 1** – Terminate Contract and Re-Tender

No votes

**Option 2** - Terminate Contract and ask next on Tender List [redacted] if interested

No votes

**Option 3** – Novation of Contract to new company - Clydebuilt Windows & Doors

[redacted] 5 For

[redacted] 3 Against

**AD to pursue Option 3, subject to satisfactory legal advice on the terms of the Novation Agreement.**

**If AD receives contrary advice from solicitor, she should revert to Board.**

**3.4 Net Zero Heat Fund Application**

AD presented this report which was **approved.**

3.4.1 With regard to the ongoing window replacement programme, IB confirmed that should the bid for the Net Zero Heat Fund Application be successful – the contract allows for removal of properties.

3.4.2 AD confirmed that if successful, there would be no requirement for those tenants affected to be decanted – the benefits would far outweigh the inconvenience.

3.4.2 AD to convene a Net Zero Working Group meeting with Changeworks, to go over the application – invite to all Members.

**3.5 Pre-Audit Planning Memo**

AD presented this report. Board noted the content of the Memo and the scope of the external audit to be carried out by Findlays – **approved.**

**3.6 Review of Insurances**

AD presented this report and the reviewed Insurance Policy & Procedure which was noted and **approved**.

**3.7 Asset Management Update**

IB presented this report which was noted by Board.

3.7.1 Item 3.2 – Bathroom Replacements

Recommendation to award bathroom replacement works to Rogerson Plumbing & Heating Ltd – **approved.**

## 4. GOVERNANCE

**4.1 Business Strategy Quarterly Review**

AD presented this report, stating that she was content with progress made to date. The Business Strategy review was **approved** with the following discussed/clarified:

4.1.1 Item 5.2 – Our People – recognise and reward achievement of staff, board and contractors

AC referred to the comment on struggling to arrange Board training/requests/requirements to facilitate maximum participation, asking if this was due to lack of commitment on Board Members part.

AD clarified this as being more a case of struggling to keyhole into Board's schedule due to pressures on Members with additional subgroup meetings so far this year – which is much appreciated. She will continue to liaise with GR about scheduling.

JMc referred to the update which stated no suggestions had been forthcoming to date and asked that this be progressed, as he felt that wasn't an acceptable achievement to date. He offered to take this on with the assistance of KM/AD, approaching our peers in the first instance, to ascertain what, if any, reward schemes they have in place. AD advised that she has a FHAA meeting scheduled for 14/05 and would be happy to ask the question of the partners and feed back accordingly.

4.1.2 AD advised that she had a chance meeting with Alison Smith, who had facilitated the last major review of the Association's Business Strategy. She suggested removing the fixed dates of the Business Strategy as it's technically a living document – worthy consideration to be given at the next review later in the year.

**4.2 Internal Audit Plan 2025/26**

AD presented this report which was **approved** as follows:

4.2.1 JMc highlighted the 4 topics on the summary list that have not been audited since before 2022/23 and are not scheduled in for this year or next – Complaints Management, Equality & Diversity, Rent Arrears and Tenant Participation. AD to check in with Auditor to confirm that these are not considered 'current' by the Regulator and can therefore be slotted in at a later date, or additional to what's already planned for 2025/26 and 2026/27.

**5. AOCB**

5.1 GR advised that Stuart Thomson (ST) is presently on a 3-month leave of absence due to personal circumstances. Board wished him well and look forward to his return.

5.2 AD confirmed the next meeting date as 23/04 – the Agenda will be urgent business only as Treasury Management training is scheduled for this date.

*Meeting concluded at 8.10pm*