



KINGDOM

Housing Association

Board of Management Minutes

Date of Meeting: 20 January 2020

Please note that these minutes have been edited to remove any commercially sensitive or confidential discussions.

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HAPPY TO TRANSLATE

KINGDOM HOUSING ASSOCIATION (KHA) LIMITED
MINUTES OF THE BOARD OF MANAGEMENT MEETING
HELD ON FRIDAY 20 JANUARY 2020
AT 5.00 PM
AT CARNEGIE CONFERENCE CENTRE, DUNFERMLINE

PRESENT:	Laura Brotherton Iain Connelly Freya Lees (Chair) Linda Leslie Loretta Mordi	Laurie Naumann David Redpath Guy Thomson Carol Watson
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IN ATTENDANCE:	Bill Banks Matthew Busher Calum Kippen	Andrew Latto Nick Pollard Alan Simpson
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ACTION BY

1. APOLOGIES

Tom Barr, Charles Oliver, Graeme Mackay

Special leave of absence – Stephen Swan

2. DECLARATION OF INTEREST

Freya highlighted that Board members may have an association or working relationship with other organisations that work in partnership with Kingdom and whilst this may not be a direct conflict of interest the relationship should be declared as a standard declaration. It was noted that if Board members are in doubt about what to declare speak to Bill or Calum.

The Board reviewed and **approved** the proposed treatments below;

Agenda Item 8, Chief Executive Report, Section 3.1 - Board Directors of KSC

**Board
Members**

The Board **agreed** that Linda Leslie can remain at the meeting while this item is being presented.

Agenda Item 8, Chief Executive Report, Section 3.2 - Board Directors of KI

The Board **agreed** that Iain Connelly can remain at the meeting while this item is being presented.

Agenda Item 9, Confidential Items

The Board **agreed** that all staff apart from Bill Banks will be excused from the meeting whilst these items are being presented.

3. **TO APPROVE THE MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 6 DECEMBER 2019**

The minutes were **approved** by Laura Brotherton and **seconded** by Loretta Mordi.

4. **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 6 DECEMBER 2019**

It was **noted** that all action points are included in the papers or are complete.

5. **TO RECEIVE THE MINUTES AND CONSIDER ANY MATTERS ARISING FROM THE AUDIT & FINANCIAL COMPLIANCE (A&FC) SUB COMMITTEE MEETING HELD ON 18 NOVEMBER 2019.**

Bill presented the minutes and advised that a verbal update had been given in November and there were no further areas to highlight.

The Board **noted** the minutes from the Audit & Financial Compliance (A&FC) Sub Committee.

6. **HOUSING REPORT**

Matthew presented the report.

Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive.

The Board wanted Matthew to pass on their congratulations on the tenant

participation awards to his team.

The Board **noted** the report.

Matthew

7. **ASSET MANAGEMENT REPORT**

Alan presented the report.

It was noted that there was error in the appendices at the planned maintenance and other minor works projects programmed for 2019/20 table, it had anticipated costs at £46,695 rather than £26,695 for other planned work. Alan will correct the table.

Alan

The Board noted the report.

8. **CHIEF EXECUTIVE & CORPORATE GOVERNANCE REPORT**

Bill presented the report.

Section A – Items for Specific Approval and Consideration / Discussion

2.1 – Delegated Authority and Reserved Powers

Bill advised that full details are given in appendix B of the report.

Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive.

The Board **noted** and **agreed** the report.

2.2 – Annual Procurement Report

The Board **approved** the 2018 - 2019 Annual Procurement report and granted **delegated authority** to the Chief Executive and Interim Head of Governance and Organisational Support to submit it to the Scottish Government.

Bill/ Calum

The Board granted **delegated authority** to the Chief Executive and in his or her absence two members of EMT to approve all future annual procurement reports for submission to the Scottish Government and then report submission of the report to the Board of Management for noting.

Bill

2.3 – Group Board Members and Management Strategy Study Day - 20 January 2020

The Board noted there was no specific items to approve that were discussed at the Strategy session earlier in the day.

Section B – Highlighted items, including areas for noting

Bill advised that the information in section B is highlighted for update.

3.1 – Kingdom Support & Care (KSC) update

Bill highlighted that the next KSC meeting scheduled for 23 January has been moved to 13 February.

The Board **noted** the update.

3.2 – Kingdom Initiatives update

The Board **noted** the update.

3.3 – Board Member Focus Groups

Bill advised that the February Development focus group is no longer taking place; the next meeting for Development is the May meeting.

The Board **noted** the minutes from the focus groups

3.4 – Data Protection Compliance Audit on Board Members personal details

Bill provided an update that the report will be provided to the Board in full at the February or March Board of Management meeting.

The Board expressed some concern that the Interim Head of Governance would be undertaking an audit on his own department as the Group data protection officer and it was agreed he would draft a report into the process for data protection compliance and if an audit was required following the report, the Board would appoint Henderson Loggie our internal auditors to undertake a full audit of data processing.

The update was **noted**.

3.5 – Woodmill High School

Bill advised that a payment of £5,000 is currently being processed to Fife Council specifically into a Woodmill High School protected account for the benefit of the school pupils in the additional needs department who lost

Calum

uniforms, jackets and equipment in the fire.

The Board **noted** the update.

3.6 – Staff Conference and Survey

The Board **noted** the update.

3.7 – Investors in Young People Accreditation

The Board wanted to thank the staff for the work the whole organisation has put in to achieve this accreditation.

Bill/Andrew

The Board **noted** the update.

3.8 – Annual Meeting with the SHR

The Board **noted** the update

Sections C of the report was **noted**.

Sections D of the report was **noted**.

Section E – Corporate Governance Report

Bill advised that Section E is the Governance update for information and update.

All items within this section were **noted** by the Board.

9. **CONFIDENTIAL ITEMS**

Minute removed or edited due to information relating to personal/confidential items or being commercially sensitive.

10. **ANY OTHER BUSINESS**

None

11. **DATE OF NEXT MEETING**

Tuesday 11th February 2020

5:30pm Policy Sub Committee

Monday 17th February 2020

5:00pm An overview of Kingdom's financial position, presented by Nick Pollard, Director of Finance and Digital
5:30pm KHA Board meeting

Signed _____
Chair

Signed _____
Secretary

ITEMS CARRIED FORWARD

Date of Meeting	Minute Ref.	Item	Scheduled Meeting Date
20 August 2018	11	Management Salary, Terms & Conditions Benchmarking Review	August 2023 (or earlier if required)
20 May 2019	9	ARC - The Board asked that in the future an external validation exercise is carried out every year; previously validation exercises were carried out every 2-3 years.	May 2020