

Board of Management Minutes

Date of Meeting: 18 May 2020

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MINUTES OF THE BOARD OF MANAGEMENT MEETING

HELD ON MONDAY 18 MAY 2020

AT 5.30PM

VIA VIDEO CONFERENCING

PRESENT:

Tom Barr	Laurie Naumann (6-12 only)
Laura Brotherton	Charles Oliver
Freya Lees (Chair)	David Redpath
Linda Leslie	Guy Thomson
Graeme MacKay	Carol Watson
Loretta Mordi	

IN ATTENDANCE:

Bill Banks	Tracey Jordan
Matthew Busher	Alan Simpson
Calum Kippen	

Freya welcomes everyone to the virtual meeting and reminded everyone of the following protocol for meeting:

- After reports had been presented she would ask if anyone had any questions, if a Board member had a question they were advised to say their name or raise their hand
- This would allow people to come into the conversation in an orderly fashion
- Board members were reminded to mute their microphones when they are not talking
- Board members were asked to speak slowly and clearly and close to their device
- If Board members couldn't hear all that is being said, they should wait until the person is finished and say their name to come in and highlight this to the Chair who would summarise

Freya advised that questions have been submitted pre meeting and confirmed responses have been provided. Copies are available in admincontrol. They are attached as Appendix A of these minutes.

1. APOLOGIES

Ian Connelley and Stephen Swan are both on special leave of absence

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 they should speak to Bill or Calum.

Board Members

The Board reviewed and approved the proposed treatments below;

Agenda Item 9, Chief Executive Report, - Board Directors of KSC

The Board **noted** that Linda Leslie is a Board member of KSC. It was **agreed** that Linda could remain at the meeting while this item is being presented, however will not participate in any decision taken.

Agenda Item 10 , 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 20 APRIL 2020

The minutes were **approved** by Loretta Mordi and **seconded** by Guy Thomson.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 20 APRIL 2020

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

5. TO RECEIVE THE MINUTES FROM THE AUDIT & FINANCIAL COMPLIANCE SUB COMMITTEE MEETING HELD ON 20 APRIL 2020

The Board noted the minutes of the meeting.

6. HOUSING REPORT

Laurie joined the meeting at this point

Matthew presented the report.

1.1 Leases to Kingdom Initiatives

The Board **approved** entering into a further 5 year lease with Kingdom Initiatives for the properties at Pittencrieff Street, Dunfermline and Pottery Street, Kirkcaldy.

1.2 Allocation Quotas 1 April 2020 – 31 March 2021

The proposed allocation quotas below were **approved** as targets for the period 1 April 2020 to 31 March 2021;

	OUT OF FIFE	FIFE
Statutory Homeless (Minimum Attainment Requirement)	35%	20%
Transfers	5%	5%
General Applicants	60%	75%

The process for dealing with arrears during the Covid-19 pandemic was discussed and Matthew advised that the housing team were working to support and encourage tenants to continue to pay their rent.

The other sections B and C of the report and appendices were **noted** by the Board.

7. ASSET MANAGEMENT REPORT

Alan presented the report

1.1 Scottish Housing Standard Compliance Changes

The Board approved a £50,000 increase in the budgeted allowance for electrical testing, to allow us to appoint a contractor to carry out electrical inspection in all properties which have not been tested in the last 5 years.

All other items in the report and the appendices were **noted**.

8. FINANCE REPORT

Tracey presented the report

2.1 KHA Quarter 4 Management Accounts 2019-20 position

The Board **noted** the Quarter 4 Management Accounts 2019-20.

2.2 KHA Quarter 4 Treasury Management Report

The Board **noted** the Quarter 4 Treasury Management report.

2.3 KHA Quarter 4 Cash Projection report

The Board **noted** the Quarter 4 Treasury Management report.

2.4 KHA Development Spend 2019-20

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

The Board **noted** the KHA Development Spend 2019-20.

2.5 KI Quarter 4 Draft Year End Management Accounts

The Board **noted** the KI Quarter 4 Management accounts 2019-20.

2.6 KI Quarter 4 Treasury Management and cash projection

The Board **noted** the KI Quarter 4 Treasury Management report and the KI 4 Cash Projection 2020-21.

2.7 KSC Quarter 4 Draft Year End Management Accounts

The Board noted the KSC Quarter 4 Management Accounts 2019-20.

2.8 KSC Treasury Management position and Cash position

The Board noted the KSC Quarter 4 Treasury Management report and the KSC Cash Projection 2020-21

All items in section C of the report were **noted**.

9. CHIEF EXECUTIVE 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.

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

2.2 – Electronic Decisions and Decisions through Delegated Authority

Bill advised that on the 13 April 2020, the Board approved a two year extension electronically for MHA Henderson Loggie to act as the Kingdom Group internal auditors.

The Board **noted** the report and **ratified** the decisions

2.3 - Reporting Cycle 20/21

The Chair advised and the Board agreed that this item would be taken as part of the Confidential reports at item 10, after the staff had been excused from the meeting.

2.4 – Board Recruitment and Succession Plan

The proposed Board Recruitment and Succession Planning Strategy was considered and **approved** without amendment.

2.5 – Annual Assurance Statement Process and Timetable

The Board **approved** the proposed process and timetable for the Annual Assurance Statement as outlined in the report

Section B – Highlighted items, including areas for noting

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

3.1 – Management Business Continuity Arrangements

The Board **noted** the update

3.2 – Coronavirus

The Board **noted** the update.

3.3 – SHR Updates

The Board **noted** the update.

3.4 – Annual Return on the Charter

The Board **noted** the update.

3.5 – Kingdom Support and Care (KSC) update

The Board **noted** the update

3.6 – Kingdom Initiatives Update

Calum

Calum

Lesley

The Board **noted** the update.

3.7 – Board Member Focus Groups

The Development and Asset Management focus groups were cancelled in May and rather than holding these later in the year the Board were happy for these to be re-arranged for June.

The Board members will be contacted to arrange a suitable dates.

The Board **noted** the update.

3.8 - HMO Licences – Fife Council

The Board discussed the response received from Fife Council and **agreed** that we should not pursue this any further and accept the Councils view on this matter.

3.9 – University of St Andrews (UoSA)

The Board **noted** the update.

3.10 – Corporate Plan

The Board **noted** the update.

3.11 – Annual Health and Safety Report 2019/20

The Board **noted** the update.

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

Section D of the report

5.1 Kingdom Housing Association organisational KPI's; quarter 4 for 2019/20

The Board **noted** the 2019/20 KPI position.

5.2 Strategic risks

The Board noted the nine updates risks and agreed to add a new Risk 32 in relation to Covid -19.

5.3 Internal Audit Programme

The Board **noted** the update.

5.4 Assurance mapping (Strategic Objectives)

The Board **noted** the update.

5.5 Board Appraisal Action Plan

The Board **noted** the action plan updates.

5.6 Quarterly Complaints Report (January- March 2020)

The Board **noted** the report and the update that is required to the quarter 3 complaints report to show 3 stage 1 complaints out of time and the additional training and development for staff on complaints handling.

5.7 Compliance and Assurance Audits

The Board **noted** the update.

Section E – Corporate Governance Report

6.4 Board Appraisal Process 2020-21

The individual, collective and feedback on the Chair questionnaires were approved for issuing on 19 May and the return date was amended to 2 June 2020 to allow the process to progress quicker during the lockdown phase of the Covid-19 pandemic. It was also agreed that the Vice Chair(s) would assist with the process by conducting some of the 1-1 meetings.

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

Calum

10. CONFIDENTIAL ITEMS

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

11. ANY OTHER BUSINESS

Chief Executive Report item 2.3

The attendance of Management representatives at future Board meetings was discussed and the proposal presented in the report was **approved**.

It was **noted** that Directors, or Heads of Service, would only attend the Board meetings where they were presenting a report, or where there was a report that covered the whole organisation, where there may be input required from the other Directors.

Bill

It was agreed that the new Finance Director would be given the option to attend Board meetings, out with the reporting cycle for Finance, if he felt it would be useful as part of his induction.

It was acknowledged that we had more Directors and Heads of Service in post at the moment due to the number of interim posts that had been agreed recently. It was recognised that a strategic review of the management structure would be initiated in August 2020 and this could reduce the number of Director and Head of Service posts, as part of the permanent structure. Given the review would be happening in the summer it was agreed that attendance by management reps at future meetings would be reassessed when the permanent structure was agreed.

Bill

12. DATE OF NEXT MEETING

Monday 15 June 2020

5.30 pm - KHA Board meeting

Signed _____ Signed _____

Chair

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 April 2020	9	<p>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.</p> <p>Update: Due to the Coronavirus a full validation will be postponed until 2021.</p>	May 2021

17 February 2020	7	It was agreed a more comprehensive strategic management structure review should be carried out during 2020. It was agreed Bill should commence this during the summer of 2020.	August 2020