

Board of Management Minutes

Date of Meeting: 7 December 2020

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**KINGDOM HOUSING ASSOCIATION (KHA) LIMITED
MINUTES OF THE BOARD OF MANAGEMENT MEETING**

**HELD ON MONDAY 7 DECEMBER 2020
AT 5.30 PM
VIA VIDEO CONFERENCING**

PRESENT:	Tom Barr	Laurie Naumann
	Laura Brotherton	Charles Oliver
	Freya Lees (Chair)	David Redpath
	Linda Leslie	Stephen Swan
	Graeme Mackay	Guy Thomson
	Loretta Mordi	Carol Watson
	IN ATTENDANCE:	Bill Banks
	Gary Haldane	Julie Watson
	Andrew Latto	

Freya welcomed everyone and reminded them about the protocol for the meeting.

It was noted that there were no questions submitted pre meeting except for the comments in relation to the Annual Report on the Charter 2019/20, which is 2.5 of the Chief Executive Report.

1. APOLOGIES

None.

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, - 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 8, Chief Executive Report - Board of Directors of KI

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

ACTION BY

**Board
Members**

Agenda Item 10a & 10b - Confidential Items

The Board agreed that all staff apart from Bill Banks will be excused from the meeting whilst this item is being presented.

3. TO APPROVE THE MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 16 NOVEMBER 2020

An amendment to the minutes was requested in relation to 2.8 of the Chief Executive's report. The text should now read 'The Board approved the reporting cycle on behalf of KHA'.

Subject to the above amendment, the minutes were **approved** by Laurie Naumann and seconded by Guy Thomson.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2020

The Board **noted** that all items are concluded or covered in the papers.

5. DEVELOPMENT REPORT

Julie talked through the report and invited questions.

It was noted that there were no matters for approval in Section A.

Scottish Government Guidance, Covid-19 : Impact on delivering grant-funded affordable housing projects (MHDGN 2020/01) - Julie confirmed that following several discussions and queries about the detail of this guidance note, no additional funding will be available where there is no contractual liability on the part of the RSL to make payment. It was noted that this position relates to all of our current contracts given they are either off the shelf purchases or Design and Build. Julie advised that they have spent time getting clarity from the Scottish Government on this issue.

Reference was made to 2.8.3 of the report (Electric Vehicle Charging) and Julie advised that we will cover our costs, however will not make a profit. It was noted that a tariff will be in place to cover tenants requiring to use this.

Linda commented on the recent Development Focus Group meeting saying that it had been really helpful and was impressed with the Kingdom Works team due to the break in service delivery, the team had kept in contact with their clients by providing well being phone calls so there was continuity for when services re-started.

Linda also said well done to the Development team for continuing to keep projects going through the pandemic and keeping to stringent targets.

The Board **noted** sections B and C of the report.

6. DIGITAL REPORT

Gary talked through the report and invited questions.

Lesley

It was noted that there were no matters for approval in Section A.

Linda asked if it would be possible for Gary to provide further information on the Technology Enabled Care (TEC) programme hosted by the SFHA. Gary advised that he would provide a link.

Gary

Gary confirmed that the Customer Self Serve Fuzzlab chatbot will be live in December which will automate responses 24/7 to customer queries via the web and on social media platforms using artificial intelligence. Gary advised that this will enhance the current service.

7. HR SERVICES REPORT

Andrew talked through the report and invited questions.

It was noted that there were no matters for approval in Section A.

Andrew highlighted that Helen Dickson, Health & Wellbeing Officer has decided to retire at the end of January 2021. The Board noted that Helen has been the driving force of our wellbeing activities over the past few years and she leaves with our thanks.

Guy asked if there had been any progress made in relation to the Payroll Report Recommendations which were discussed at the Audit & Financial Compliance Sub Committee meeting on 16 November in relation to submitting a request to iTrent for IASE 3402 Controls Assurance reports for service providers which will be provided on an annual basis. Andrew advised that he will be taking this forward and will report back to this Sub Committee.

Discussion took place in relation to the KHA Family Friendly Policy. It was highlighted that the Policy did not cover circumstances where a Special Guardianship Order, rather than adoption, takes place.

The Family Friendly policy will be updated to reflect this in time for the next Policy Sub-committee meeting in the new year.

Andrew

Charles commented that as a matter of general policy, Scotland has a broadly similar regime of "permanence orders" as in England. He advised that whilst he would not consider that an Special Guardianship Order or Permanence Order would in all circumstances be analogous to adoption (both orders can be made in a variety of circumstances) that will often be the case where, it is a long term kinship placement. Therefore on that basis, he suggested that there might be scope to consider revision to the policy at the opportune juncture? In particular it could be changed to include provision for management's discretion to grant leave for "long-term kinship fostering" in circumstances where the proposed placement will be analogous to adoption.

After discussion the Board authorised management to afford adoption leave per the Family Friendly policy to employees who secure a Special Guardianship Order until such times as the policy is updated.

Andrew

8. CHIEF EXECUTIVE'S REPORT

Bill talked through the report.

2.1 - Delegated Authority and Reserved Powers

The Board **noted** the update.

2.2 - Electronic Decisions and Decisions through Delegated Authority

The Board **noted** the update.

2.3 - Furlough Scheme

The Board **granted** delegated authority to the Chief Executive to implement the furlough scheme in the future, if required.

The Board agreed to pay the salary top-up to 100%, if the arrangements are implemented, for the duration of the furlough scheme, as long as the furlough payments remain at 80%.

2.4 - Board Member Recruitment and Succession Planning Strategy

Discussion took place on this strategy and it was agreed that the paragraph under:

Identification, Recruitment & Appointment

The Board agreed that the 4th paragraph in this section should be changed to read 'The recruitment, application and selection processes will be conducted in line with our Diversity and Inclusion Policy and applications will be encouraged from **across the community**'

Linda and Loretta confirmed that this would not be a material change in relation to this being a Group policy.

It was noted that the front page of the strategy does not show the full title.

2.5 - Annual Report on the Charter 2019/20

After discussion and confirmation that all comments received have been included, the Board gave **approval** to publish the report with **delegated authority granted to the Chief Executive** to approve any revisions so that the report can be published in December to meet the regulatory deadline.

The Board noted sections B & C.

9. SCOTTISH HOUSING REGULATOR - LETTER OF THANKS

Freya referred to the letter which had been received from Ian Brennan, Regulation Manager at the SHR and passed on the appreciation of the Board to Bill for the role he undertook in assisting Ruchazie HA to improve their regulatory compliance.

Calum

Calum

Bill

10. **CONFIDENTIAL ITEMS**

This information has been removed as it is confidential

11. **ANY OTHER BUSINESS**

None

12. **DATE OF NEXT MEETING**

Monday 18 January 2021
Strategy Day - 9.00 am - 1.00 pm
Board Meeting - 1.30 pm

Signed _____
Chair

Signed _____
Secretary