

Board of Management Minutes

Date of Meeting: 18 January 2021

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

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

**HELD ON MONDAY 18 JANUARY 2021
AT 1.30 PM
VIA VIDEO CONFERENCING**

PRESENT:	Tom Barr	Laurie Naumann
	Freya Lees (Chair)	Charles Oliver
	Linda Leslie	Stephen Swan
	Graeme Mackay	Guy Thomson
	Loretta Mordi	Carol Watson

IN ATTENDANCE:	Bill Banks	Lesley Proudfoot
	Matthew Busher	

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

It was noted that there were no questions submitted before the meeting.

1. **APOLOGIES**

Laura Brotherton, David Redpath.

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 7, 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 7, 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 8 - 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 7 DECEMBER 2020

The minutes were **approved** by Carol Watson and seconded by Loretta Mordi.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 7 DECEMBER 2020

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

5. TO RECEIVE THE MINUTES OF THE SUB COMMITTEE MEETINGS SINCE THE LAST BOARD MEETING

Bill advised that this item includes;

The Audit & Financial Compliance Sub Committee met on 16 November 2020, the draft minutes are provided as appendix A.

The Policy Sub Committee met on 1 December 2020, the draft minutes are provided as appendix E.

The following policies were considered at the Policy Sub Committee;

- Retirement and Long Service Award Policy (Appendix B),
- Defects Policy (Appendix C),
- Construction (Design & Management) Policy (Appendix D).

Linda highlighted that she was not present at the Audit & Financial Compliance Meeting on 16 November 2020, therefore her name should be removed from the 'present' list.

Subject to the above amendment the Board **noted** the minutes of the Audit & Financial Compliance Sub Committee and Policy meetings and **approved** the policies listed above on behalf of KHA.

6. HOUSING REPORT

Section A : Items for Specific Approval

KHA - KI Lease Extension – The Board **approved** the extension of the leasing arrangement for David Finlay Place, Guardbridge, with a further review agreed to be complete by February 2026.

Lesley

Matthew talked through the highlighted matters in Section B.

2.1 – Tenant Participation and Scrutiny – update noted.

2.2 – Tenancy Support Services – update noted.

2.3 – Kingdom CARES – Customer Service Excellence – the Board noted that we are working towards an external Customer Service Excellence accreditation in the new financial year.

2.4 – Housing Focus Group – the Board noted that the meeting on 26 January will include a discussion on the development of our Tenant and Customer Engagement Policy.

Matthew clarified the meaning of ‘technical arrears’ to Board members.

Laurie thanked and congratulated Matthew and his team for their continued work with our tenants, expanding services, rather than just maintaining them through these difficult times.

Discussion took place in relation to Universal Credit (UC) and Matthew advised that we have tenants in receipt of UC that we are not aware of and if they are receiving UC it does not always mean they will get their rent paid for them; it depends on what other benefits are coming into the property.

Matthew advised that future UC payments will be received closer to rent due dates than before; this change in payment cycle will help us become more agile in responding to changes in UC claim statuses and keeping on top of payments.

7. **CHIEF EXECUTIVES REPORT**

Bill talked through the report.

Section A – Items for Specific Approval and Consideration / Discussion

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 - KHA Board Members Strategy Event

The Board **noted** the draft notes from the KHA Board Members Strategy Event held on Friday 4 December 2020 and **approved** these notes with no amendments.

2.4 - Brexit Transition

The Board **noted** the areas that have been progressed in relation to the Brexit Transition.

The Board **noted** the update and **approved** the non material changes to the terminology in the Procurement Policy.

Calum

2.5 - SFHA Membership

The Board **approved** the renewal of our membership of SFHA for a further year and **approved** the payment of the membership fee.

2.6 - Internal Audit - Payroll

Bill advised that this section highlights one of the recommendations from the recent internal audit on our payroll process.

The Board noted that it was recommended we should obtain an Assurance Report from the system supplier, however having discussed this further with the internal auditors it is not felt the costs would provide added value therefore its proposed we don't pursue this assurance report.

The Board **noted** the update and **approved** the proposed action.

Section B - Highlighted items, including areas for noting

3.6 - Coronavirus Funding

Following discussion, Bill agreed to give some thought to future reporting on staff by organisation, to take into account that there is only one KI employee.

Bill

Sections B to E provide updates on various matters and the Board **noted** these.

8. CONFIDENTIAL ITEMS

This minute has been removed due to commercially sensitive information

9. ANY OTHER BUSINESS

None.

10. DATE OF NEXT MEETING

Monday 15 February 2021

5.00 pm – Virtual Pre Board Briefing Session – An overview of Kingdom's Financial situation by Ken Tudhope, Director of Finance

5.30 pm – KHA Board of Management Meeting