

Board of Management Minutes

Date of Meeting: 17 May 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 17 MAY 2021
AT 5.30 PM
VIA VIDEO CONFERENCING**

PRESENT:	Tom Barr Laura Brotherton Ian Crocker (Co-optee) Alan Hobbett (Co-optee) Linda Leslie (Chair) Graeme Mackay	Loretta Mordi Laurie Naumann David Redpath Stephen Swan Guy Thomson
IN ATTENDANCE:	Bill Banks Matthew Busher Derek Hogg - <i>Agenda items 1-4 only</i> (Harper MacLeod) Calum Kippen	Bryan Livingston Ken Tudhope Phil Morrice - <i>Agenda items 1-4 only</i> (Alexander Sloan)

Linda advised that Freya had given her apologies and she would Chair the meeting. She welcomed everyone and thanked Bill, Calum and Ken for the pre Board briefing session on the overview of the proposed transfer of engagement of Fairfield Housing Association.

No questions were received prior to the meeting; however some comments regarding the confidential matters were received and discussed at the meeting.

	<u>ACTION BY</u>
1. APOLOGIES Freya Lees, Charles Oliver and Carol Watson.	
2. DECLARATION OF INTEREST Linda 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.	Board Members

The Board reviewed and approved the proposed treatments below;

Agenda Item 10, 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, 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.

Agenda Item 11a - Confidential Items

The Board agreed that all staff apart from Bill Banks, Calum Kippen and Ken Tudhope will be excused from the meeting whilst this item is being presented.

Agenda Item 11b - 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 19 APRIL 2021 AND CONSIDER ANY MATTERS ARISING

The minutes were **approved** by Graeme Mackay and Laura Brotherton.

4. LEGAL AND FINANCIAL DUE DILIGENCE REPORTS

THIS MINUTE HAS BEEN REMOVED DUE TO COMMERCIAL SENSITIVE INFORMATION

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

The Board **noted** the draft minutes from the Audit and Financial Compliance meeting held on 19 April 2021.

6. ANNUAL RETURN OF THE CHARTER (ARC) 2020 - 2021 REPORT

Bill presented the report and highlighted that the return is due to be submitted to the SHR by 31 May.

Bill advised that there has been a drop in satisfaction levels across all indicators; however he added that this probably isn't surprising given the last year we have been through with service disruption through the pandemic.

Bill highlighted that other Landlords are experiencing an even higher drop in satisfaction levels and this is covered as part of the Housing Report.

The Board **approved** the submission of the return to the Scottish Housing Regulator, with delegated authority granted to the Chief Executive to make the submissions.

7. HOUSING REPORT

Matthew presented the report.

Bill

Section A – Items Requiring Specific Approval:

The Board **approved** extending the leasing arrangement for 19-33 Sunny Braes Court, Kirkcaldy with a further review agreed to be complete by August 2026.

The Board **approved** a lease between KHA and KSC at 6 Ferniebank Court, Dunipace. The property is to be used as a staff base to provide support to service users in 4 flats within the development.

The Board **approved** the proposed allocations quotas for 2021/22 without amendment;

Fife	Proposed 2021/22 Target	Outwith Fife	Proposed 2021/22 Target
Statutory Homeless	35%	Statutory Homeless	35%
Transfers	5%	Transfers	5%
General Needs	55%	General Needs	55%
Management Allocations (includes KSC referrals)	5%	Management Allocations (includes KSC referrals)	5%

The Board **approved** increasing the upper limit to 30 for the number of Kingdom properties to be let by Fife Council for temporary homeless accommodation in support of the Rapid Rehousing Plan.

Matthew provided the Board with an overview of the recent Customer Satisfaction Survey 2021. He explained that overall customer satisfaction has dropped around 1%, although this is within the margin for error on the survey. We have seen some falls in satisfaction, particularly on repairs, condition of property and value for money. Feedback from the independent consultants has suggested that other landlords have also seen falls in satisfaction on these indicators and that this appears to have been driven at least partly through reductions in repairs and planned maintenance services due to Coronavirus restrictions

Sections B & C in the report were **noted**.

8. ASSET MANAGEMENT REPORT

Bryan presented the report and the report and appendices were **noted**.

9. FINANCE REPORT

Ken presented the report and outlined the 40 year financial projections.

The Board **approved** the 40 year financial projections.

The Board **noted** the current financial position as reflected in the Management Accounts for the year ended 31 March 2021 and Treasury Management report.

10. CHIEF EXECUTIVES REPORT

Bill presented the report.

Section A – Items for Specific Approval and Consideration / Discussion

2.1 - Delegated Authority and Reserved Powers

Bill highlighted that the Chairs emergency powers have not been used since the last update. There were no staffing, or allocations matters related to the use of delegated powers that needed reported this month.

Bill explained that there have been 2 disposals as part of the Fife Alliance Programme where delegated authority has been used;

- Alliance Transfer Model to Glen Housing Association of 16 properties at Methil Brae Phase 3, Methil.
- Alliance Transfer Model to Ore Valley Housing Association of 20 units within Cardenden Road North, Cardenden and associated common areas.

The Board **noted** the update.

2.2 - Electronic Decisions and Decisions through Delegated Authority

The Board **noted** that no electronic decisions were recorded over the last month.

2.3 – Furlough / Job Retention Scheme

The Board **noted** the update.

2.4 – Annual Assurance Statement Process and Timetable

The proposed process and timetable for the Annual Assurance Statement was considered and **approved**.

2.5 – Board Appraisal Process 2021-22

The Board noted the update and **approved** the three questionnaires for issuing on 18 May with a return date of 8 June.

2.6 – Mid Year Strategy Session

Bill advised that Board members were surveyed to establish preferences for the timing for the session, which is **21 June, between 2.00 pm - 4.30 pm**.

THIS MINUTE HAS BEEN REMOVED DUE TO COMMERCIALY SENSITIVE INFORMATION

Section B - Highlighted items, including areas for noting

Bill advised that there were no items for approval, however updates were provided on;

Calum

- Subsidy Review Group KSC and KI,
- Business Continuity,
- Focus Groups,
- Coronavirus Finding, and
- Other standards updates for information.

Section C - Items for Update / Information

The Board **noted** Section C.

Section D – Quarterly Updates

5.2 KPI's as at the end of quarter 4, 2020/21

Bill explained that some performance indicators had dropped as a result of Covid-19; however, that generally good performance has been reported at the year end.

The Board thanked Bill and the team for all their hard work during the pandemic and were pleased performance had not dropped significantly. Bill agreed to pass on the thanks of the Board to all staff.

Bill

The Board **noted** all of the updates in Section D.

Section E – Corporate Governance Report

The Board **noted** the following updates in Section E;

- SHR Engagement Plan
- SHR Notifiable Events
- SHR Covid return
- Gifts and Hospitality Register
- Policy Register
- Board Appraisal 2020-21 update

Bill

The Board **approved** the remit of the Chair and Vice Chair meetings.

11. CONFIDENTIAL MATTERS

THIS MINUTE HAS BEEN REMOVED AS IT CONTAINS CONFIDENTIAL INFORMATION

12. ANY OTHER BUSINESS

None.

13. DATE OF NEXT MEETING

Monday 15 June 2021

2:00 pm Mid Year Strategy Review

5:30 pm - KHA Board meeting

Signed (Chair)

Signed (Secretary)