

Board Minutes

Name of Meeting	Board	Date of Meeting	25 June 2018
Venue of Meeting	CVG Office, 50 Scott Street, Motherwell, ML1 1PN	Time of Meeting	5.15pm

1. Sederunt and Apologies

- 1.1 A Murray (Chair), A McFarlane, W Kelly, C Boyd, J Fair, A Baird, E Harkins, I McGowan.

In Attendance

L Wassell, C Garmory, J Turnbull, K Morrison, R Brogan, J Armit (Minute), C Hirst (Observer)

1.2 Apologies

L Usher and K Luscombe.

2. Declaration of Interest

- 2.1 E Harkins declared an interest at agenda item 6 (Community Strategy section), which relates to Routes to Work, E Harkins is a Board Member with this organisation.
- 2.2 It was agreed E Harkins would not enter into any dialogue or voting on these agenda items. The Board noted these declarations.

3. Minutes of Previous Meeting

- 3.1 The Board approved the minute of the meeting held on 21 May 2018, on a proposal by E Harkins, seconded by A Baird.

4. Action Log

- 4.1 SHR Regulatory Framework Self- Assessment- L Wassell advised Members that this internal audit had been completed and the recommendation to include "traffic light" system now implemented.
- 4.2 Lobbying Act – Members were updated on the potential conflict of interest raised by L Usher at the previous Board meeting as she is CEO of another Registered Social Landlord (RSL). L Wassell advised Members it is not regulated lobbying if you are not paid. If you are a paid employee of a housing association and sit on the Board of another association (unpaid) any lobbying you do affecting the housing sector requires a return to the Lobbying Register in the name of the organisation that pays you, irrespective of which organisation you were representing, therefore, no specific declaration is required by L Usher to CVHA.
- 4.3 Succession Planning – W Kelly and A McFarlane attended the presentation of the completed research on 22 June 2018 by HR placement student, Aino Lukkari. Both

Members passed on their thanks to Aino and congratulated her on a great piece of work.

- 4.4 Recruitment – L Wassell confirmed to Members that Board recruitment is on-going with Page Executive, six potential candidates have been sourced for two positions with telephone interviews due to take place this week, Members will be kept up to date.

5. Independence Agreement

- 5.1 L Wassell presented this report to the Board to seek approval of the final version of the updated Independence Agreement between CVHA and CVPS.
- 5.2 Board Members requested clarification on how a controlled subsidiary is technically defined, as drafting refers to '80% of (CVPS) activity' and it was unclear on what basis the 80% is calculated, and so what could constitute a breach of this requirement.
- 5.3 L Wassell advised Members that CVPS carries out 100% of its activities on behalf of the parent or its other controlled subsidiaries (CVHA). If CVPS is defined as a controlled subsidiary, it means that up to 20% of its activity could still be to deliver non group activity instead, however on the basis that the group strategy drives the subsidiary activity this is unlikely to happen. However it does give scope for CVPS to deliver services out with the Group Strategy if opportunity arises.
- 5.4 Following discussion, the Board approved the Independence Agreement on approval by C Boyd, seconded by A Murray.

6. Review of Procurement Strategy and Annual Procurement Report - Confidential

This item is confidential

7. Review of New Build Process – Confidential

This item is confidential

8. Quarter 4 Performance Report & 2018/19 Performance Targets

- 8.1 K Morrison presented the quarter 4 performance report and 2018/19 performance targets for the Board to review and discuss. It was noted that the target for 2018/19 for 'gross rent arrears at 31 March as a percentage of rent due for the reporting year' target would be increased from 3.8% to 4% due to the implementation of full Universal Credit in all Local Authorities.
- 8.2 J Fair raised a number of issues with the report including text, format and queried some targets set. L Wassell and K Morrison agreed to review and update this report to ensure the figures and format is consistent and for it to be re-circulated to Members.
- 8.3 A Baird questioned the target for 'number of investigation complaints (stage 2) upheld' of 6 for the year 2017/18 and 2018/19. It was confirmed this was a cumulative target and not the amount received in this quarter.
- 8.5 A McFarlane obtained assurance from Directors that overall performance was on track despite a number of areas of performance out-with target highlighted in the report.
- 8.6 Following discussion, the Board noted the contents of this report.

9. Committee Minutes - Confidential

This item is confidential

10. Any Other Business

- 10.1 A Murray on behalf of the Board expressed his sincere thanks and appreciation to Jonathan Fair who is planning to step down from the Board in the near future.
- 10.2 A McFarlane passed on his thanks to staff who were involved in the Academy Street open day that took place on 22 and 23 June 2018 and commented on the excellent transformation of the building into social housing.

11. Date of Next Meeting

- 11.1 The date of the next meeting will be 17 September 2018, after the Association's AGM.

With no further formal business the Chairperson thanked Members for their input and formally closed the meeting. Members remained however to conclude their post meeting check-out and for a training workshop.