

**Minutes of the Meeting of the Board of Management
held on Thursday 31 August 2017 at 1.30pm
79 Hopetoun Street, Edinburgh**

PRESENT:	Mrs S Napier	Chair
	Mrs P Dawson	
	Mrs I Deuling	
	Mr R Fernie	
	Mr M McFee	
	Mr G O'Sullivan	
	Mr D Scobie	
	Ms M Sibbald	
	Mr M Singh	
	Mr W Smalley	
IN ATTENDANCE:	Mr B Logan	Chief Executive
	Mr C Dickson	Director of Care Services/Interim Director of Housing
	Mr S Dow	Director of Asset Management
	Mr S Smith	Director of Finance & ICT Services
	Mrs N Harcus	Interim Director of HR
	Miss C Beesley	Governance & Administration Manager

3188. Apologies for Absence

Apologies for absence were received from Mr H Carr, Dr L Holdsworth , Mrs J McCormick, Ms I McGarvie and Mr W Nicolson.

3189. Declaration of Interest

A declaration of interest was raised by all staff in attendance in relation to Minute 3192(iii) and 3194(ii).

**3190. Minutes of the Meeting held on 6 July 2017
Confidential Minutes of the Meeting held on 6 July 2017**

The minutes of both meetings, having been previously circulated, were approved and signed by the Chair.

3191. Business Arising

None.

3192. Priority Items

- (i) Confidential Item: Report from the Chief Executive
- (ii) Confidential Item: Business Transformation Update
- (iii) Confidential Item: Draft Organisational Structure
- (iv) Confidential Item: First Draft Budget Strategy 2018-19

(v) Response to the BIG Report on Ending a Tenancy

The Board received Report BOM/5(v)/AUG/17 and a report in relation thereto from the Tenant Engagement Officer. The Director of Care Services/Interim Director of Housing advised that management had agreed four out of the five recommendations contained within the report. The only recommendation not being taken forward was that relating to the key pending charge. This was purely down to financial reasons but could be looked at again during the 2018-19 financial year.

Concern was raised as to the time taken to get to the stage of the final report and a query as to whether the process could be sped up and whether the report had to come to the Board. The Director of Care Services/Interim Director of Housing advised that as this was the first report of its kind, it had been given some status by coming to the Board to give members of the BIG a sense of the importance of their work and that it was being taken seriously. The Chief Executive did, however, highlight that timescales had been tight from the presentation to the Board by the BIG on 18 May to the next Board meeting in July. It was acknowledged that, depending on the next topic chosen by the BIG, this may still require to come to the Board but it was suggested that perhaps there could be less detail attached. For example, it was felt that the Board should not be making decision on the contents of a letter to tenants.

The Board of Management:

- (i) reviewed the action plan and responded accordingly to the recommendations set out;
 - (ii) reviewed and advised on the letter being sent to members of the Bield Improvement Group; and
 - (iii) considered and approved the proposal that future reports are submitted to the Performance & Audit Committee.
- (vi) Confidential Item: Sale of Property, The Walled Gardens, St Andrews

3193. Performance & Audit

- (i) Minutes of the Performance & Audit Committee held on 15 August 2017

A query was raised in respect of reference, on page 2 of the minutes, to SSSC registration and whether there was an internal trigger in respect of staff who may have breached their registration deadlines. The Interim Director of HR confirmed that there was an internal manual process in place to cover this.

The Board noted the Minutes of the Performance & Audit Committee held on 15 August 2017.

- (ii) Confidential Item: Minutes of the Performance & Audit Committee held on 15 August 2017

The Board noted the Confidential Minutes of the Performance & Audit Committee held on 15 August 2017.

- (iii) Confidential Item: Key Performance Indicators Q1 (April-June) 2017-18

The Board received Report BOM/6(iii)/AUG/17 and a report in relation thereto from the Business Improvement Manager. The Chair of the Performance & Audit Committee confirmed that this report had already been presented to the Committee and was coming to the Board in a summarised form. It was noted that some of the KPIs had been revised with the rationale for these changes outlined within the report.

The Board:

- (i) **agreed that the aspects of Bield's performance in need of monitoring and improvement were as highlighted in the Performance Summary attached to the report; and**
- (ii) **approved the suggested revisions to Indicator Targets.**
- (iv) Business Strategy Tasks Q1 (April to June 2017)
The Board received Report BOM/6(iv)/AUG/17 and a report in relation thereto from the Business Improvement Manager.

The Board noted the current update for the Quarter 1, 1 April-30 June 2017.

- (v) Management Accounts for the period to 30 June 2017

The Board received Report BOM/6(v)/AUG/17 and a report in relation thereto from the Assistant Director of Finance.

The following areas within the Management Accounts were discussed:

Heating & Power – it was noted that there had been some savings in this area which was welcomed. The Director of Finance & ICT Services advised that this would be looked at as part of the rent and service charge review

Meals – it was noted that costs had increased greatly. However, the Director of Finance & ICT Services advised that the projections need to be reviewed further

The Board noted the draft Management Accounts to 30 June 2017.

3194. Remuneration

- (i) Confidential: Minutes of the Remuneration Committee held on 10 August 2017

The Board noted the Confidential Minutes of the Remuneration Committee held on 10 August 2017.

- (ii) Confidential: Pay Award 2017-18

3195. Governance

None

3196. Update Reports

- (i) Confidential Item: Report from the Company Secretary

The Board received Report BOM/9(i)/AUG/17 and a report in relation thereto from the Governance & Administration Manager. She advised that, as per discussion at a previous Board meeting, she was aware that there was a request for the ethnic origin section of the Bield Membership form to be separated from the rest of the form. This had not taken place on this occasion, likely due to the fact that some of the original forms had already been issued to developments and/or offices and therefore were still in the system. A new form had been prepared which would be sent out when requested directly from the Head Office.

The Board:

- (i) approved the application for membership of Bield;**
- (ii) noted the Register of Legal Documents;**
- (iii) noted the use of Standing Order 10;**
- (iv) noted compliance with Rule 68; and**
- (v) approved a special leave of absence for Mr H Carr until the end of the 2017 calendar year.**

- (ii) Confidential Item: The Walled Gardens, St Andrews – Options Appraisal

3197. Policy Review

(i) Void Management Policy – revised

The Board received Report BOM/10(i)/AUG/17 and a report in relation thereto from the Assistant Director: Tenancy Services. The Director of Care Services/Interim Director of Housing advised that there had been no material changes to the policy. However, he confirmed that he would arrange for a copy of the policy, with tracked changes, to be uploaded to the extranet for information.

The Board approved the Policy.

3198. Compliance

None.

3199. Reports from Working Groups

(i) Minutes of the Partnership Forum held on 8 August 2017

The Chair of the Partnership Forum advised that, in respect of the final paragraph on page 3 of the minutes, this should read that 'Bill Smalley had questioned the validity of engaging TIS for another year'. He felt that this would not be value for money and that the Group could undertake the work without the assistance of TIS. However, it was also suggested that it was good to have an independent view and it was noted that the budget for this was generally underspent so funds were available to undertake this work.

The Board noted the Minutes of the Partnership Forum held on 8 August 2017.

(ii) Confidential: Minutes of the Short Life Working Group – Business Transformation held on 7 August 2017

3200. Date of Next Meeting – Thursday 14 September 2017, The Radisson Blu Hotel, Edinburgh

The date of the next meeting was confirmed as Thursday 14 September 2017 within The Radisson Blu Hotel, Edinburgh.

3201. Any Other Business

(i) Retiring Board Members

The Chair wished to express her thanks and good wishes to all three retiring Board members; Mrs Jacqueline McCormick, Mr Michael McFee and Mr Mohanjit Singh. The Chair confirmed that all three members had been committed to Bield and had shown dignity, humility, humour, enthusiasm and perseverance which had been appreciated by Board members and staff alike. Mr O'Sullivan, as former Chair of the Board, also wished to express his personal thanks to the retiring Board members, in particular Mr McFee who had supported Mr O'Sullivan in Vice Chair of the Board and Chair of the Performance & Audit Committee positions during his time as Chair of the Board.

ALL STAFF LEFT THE MEETING AT THIS POINT.

(ii) Confidential Item: Appraisal /PDP for Chief Executive