

**Minute of meeting of River Clyde Homes' Board
held in the Broomhill Gardens and Community Hub, Greenock on
Tuesday 20th March 2018 at 5.30pm**

	Name	Designation
Present	Albert Henderson (AH)	Board Member (Chair)
	Jillian Moffat (JM)	Board Member
	Jenny Speck (JeS)	Board Member
	Marilyn Beveridge (MB)	Board Member
	Graeme Brooks (GB)	Board Member
	Craig McGinn (CMcG)	Board Member
	Chris Curley (CC)	Board Member
	Jim Strang (JS) (from item 4.4)	Board Member
	Tom Ferrier (TF)	Co-optee
Sheila Adamson (SA)	Co-optee	
Apologies	Stephen McCabe (SMcC)	Board Member
	Elizabeth Grant (EG)	Board Member
	Lesley McInnes (LMcI)	Co-optee
Others in Attendance	Kevin Scarlett (KS)	Chief Executive
	Sandra McLeod (SMcL)	Executive Director (Customer Services)
	Richard Turnock (RT)	Executive Director (Group Services)
	Gary Wilson (GW)	Executive Director (Property Services)
	Aileen Metcalfe (AM) (up until conclusion of item 4.2)	Head of Finance and Legal Services
	Siobhan O'Kane (SO)	Minute Taker
	Alison Smith (AS)	Board Support Consultant (Observer)

1. Sederunt, welcome introduction and apologies

AH welcomed all and sederunt as outlined above. He welcomed CC to his first Board meeting and advised the Board that he had been nominated by Inverclyde Council to replace Tommy McVey.

2. Declarations of Interest

TF declared an interest during discussions at item 6.3 below.

3.1 Minute and Confidential Minute of meeting held on 24th January 2018

The Board:

- **Approved the minutes as a true record.**

3.2 Action Tracker

Action 1 – RT confirmed that he is currently in discussions with RSM and they will provide a report for the Board to be considered at the point of signing.

Approved 29 May 2018

Action 2 – GW confirmed that this action is ongoing and they it should remain on the tracker.

RT and SMcL provided an update in respect of the actions for the Committees.

4.1 Financial Plan 2018/19 (Confidential Item)

Contained in Confidential Minute.

4.2 Funding and Refinancing (Confidential Item)

Contained in Confidential Minute.

4.3 Planned Works & Investment Programme 2018/19

4.3.1 GW presented a report advising the Board how the programme has been developed including the evidence from stock condition surveys and the need to ensure SHQS and EESSH compliance. He confirmed that a communications plan will be developed in relation to the programme to ensure wider awareness of what we will do and when, and the targets to be achieved.

4.3.2 AH welcomed the programme generally and the highlighted investment themes, however it still does not provide specific project level detail confirming which properties or estates will see investment over the next 12 months and beyond. He added that it would be beneficial for the asset team to discuss project level detail with Board members. GW advised that he would be happy to facilitate a meeting between Board members and the team to raise awareness of specific projects, the properties concerned and when projects will start etc.

4.3.3 SA commented that it is important that this type of programme undertakes an equalities impact assessment. GW responded by confirming recent training of relevant staff to enable this to happen in future.

4.3.4 TF enquired as to whether there is a date beyond which if we have not concluded refinancing, that this could have an impact on the programme. GW advised that there would be a risk to the programme as presented if there was a significant delay. If this was to be the case he would look to revise the programme around the time of the August meeting.

The Board:

- **Approved the planned works and investment programme.**

4.4 New Build Programme 2018/19

4.4.1 GW reminded the Board of the importance of the new build programme in helping the company to achieve its new business plan assumptions and outcomes. In order to manage risks more effectively greater importance is now placed on relationships with both the council and Scottish government. A particular risk has been the planning process, and delays in obtaining approvals.

4.4.2 AH requested that the Board have a role in monitoring the applications on a regular basis and that an action plan is developed identifying and measuring

progress of planning applications. GW confirmed this would be a feature of monitoring the new build programme from now on. He further advised that the Council are dealing with an excess of planning applications and this is contributing to delays. The company has offered to provide funding for an additional planning officer resource, however, this was not accepted. He confirmed that we will continue to offer support in any way we can to assist with the influx of planning applications.

4.4.3 CC asked how the benchmarked cost per unit has been arrived at. GW confirmed the figures presented are based upon schemes developed by other housing associations with a typical mix of 2 and 3 bedroom homes, this is in line with our own developments currently.

4.4.4 CC then enquired as to whether there is a difference in the rent charges between new build and existing properties. KS advised that there is a difference, and that this will be considered as part of our plans to review our rent and charges policy later in the year.

4.4.5 GB then enquired as to the reasons why geography has been identified as a risk and GW advised that whilst we are aware of the challenges of the geography in this area, it is regarded as a risk in relation to achieving a cost effective build.

The Board:

- **Noted progress in delivery of the new build programme to date;**
- **Noted key programme milestones for 2018/19; and**
- **Approved continued progress with the new build programme.**

4.5 Corporate Plan 2018/19

4.5.1 KS presented this report to the Board and advised that these are high level activities that reflect the priorities previously discussed by the Board.

4.5.2 GB enquired as to the terminology used where it states that we need to refresh our approach to recognising and rewarding colleague performance. Does this not already exist in the company? KS confirmed that we have recognised good performance in the past, however, this has become less of a feature of our culture following the restructure. In addition staff representatives have said that they would like a stronger emphasis on recognising good performance.

The Board:

- **Approved the 2018/19 Corporate Plan**

4.6 Strategic Risk Update (Confidential Item)

Contained in Confidential Minute.

5.1 Growing Our Subsidiary (Confidential Item)

Contained in Confidential Minute.

5.2 Authority to Procure (Confidential Item)

Contained in Confidential Minute.

5.3 Disposal of Land at Ravenscraig Hospital

Contained in Confidential Minute.

6.1 Minute and Confidential Minute of Audit and Finance Committee meeting on 20th February 2018

The Board:

- Noted the content of the minute.

6.2 Minute and Confidential Minute of Performance & Services Committee meeting on 6th March 2018

The Board:

- Noted the content of the minute.

6.3 CEO Update (Confidential Item)

Contained in Confidential Minute.

6.4 Gifts & Hospitality Register

6.4.1 SO advised that the relevant extract of the register is available for consideration by Board members. She also advised that following conclusion of this meeting AH and KS will consider the content of the extract and sign it accordingly.