

## Minutes from the Strategic Board meeting (post AGM)

<b>Date</b>	18/09/2023
<b>Time</b>	18:30 - 19:30
<b>Location</b>	Carnegie Conference Centre, Dunfermline
<b>Chair</b>	Sandra Stock
<b>Explanation</b>	Present: Mrs Sandra Stock – Chair Mr Brian Fisher – Vice Chair Mr Laurie Boles - Board Member Mr Derek Adam - Board Member Mr Ron Eldridge - Board Member Mr Brian Gallacher - Board Member Mr Rhodri Davies - Board Member Mr Ricky McAulay - Yourplace Chair, Board Member Mr James Wilson - Board Member Mr Chris Gray - Board Member In attendance: Mrs Nicki Donaldson - Chief Executive (CE) Mr Derek Banks - Director of Finance, Governance and Assets (DoFGA), Company Secretary Mrs Beverley Graham - Director of Housing (DoH) Mrs Caroline O'Donnell - Director of Operations (DoO) Miss Laura Grieve - Chief Executive and Governance Assistant (CEGA) Secretariat

### 1 **Procedural**

Presenter: Company Secretary

The Company Secretary welcomed everyone to the meeting.

#### 1.1 **Election of Chairperson**

Presenter: Company Secretary

The Company Secretary advised that Mrs Stock has indicated her willingness to stand as Chairperson for a further year and no further nominations were received.

The Company Secretary then handed over the meeting to Mrs Stock.

**Agreed: The Board unanimously approved Mrs Stock as Chairperson for a further year.**

**1.2 Election of Vice Chairperson**

Presenter: Chair

The Chair advised that the Vice Chairperson has indicated they do not wish to be re-elected for a further year, the Chair has nominated Mr Fisher and he has indicated his willingness to be elected.

**Agreed: The Board unanimously approved Mr Fisher as Vice Chairperson.**

**1.3 Election of Yourplace Limited (subsidiary) Chairperson**

Presenter: Chair

The Chair advised that Mr McAulay indicated his willingness to stand as Chair for a further year.

**Agreed: The Board unanimously approved Mr McAulay as Chairperson for Fife Housing Group Yourplace Ltd (Subsidiary) for the following year.**

**1.4 Election of Convener of Audit and Risk Committee Chairperson**

Presenter: Chair

The Chair advised that the Convener of the Audit and Risk Committee has indicated they do not wish to be re-elected for a further year.

The Chair has nominated Brian Gallacher who has indicated his willingness to be elected.

**Agreed: The Board unanimously approved Mr Gallacher as Audit and Risk Committee Convener.**

**1.5 Welcome and Apologies**

Presenter: Chair

The Chair welcomed everyone to the meeting and apologies were received from Mrs Lynne Pascal.

**1.6 Declaration of Interest**

Presenter: Chair

There were no declarations of interest received.

It was discussed that as item 3.1 was directly in relation to the trades team there was no conflict of interest with the Business Leadership Team (BLT).

## 1.7 **Minute of the previous meeting 14 August 2023**

Presenter: Chair

There were no amendments to the previous meeting.

**Agreed: The minutes from the previous meeting were unanimously approved.**

## 1.8 **Matters Arising**

Presenter: Chair

There were no matters arising that were not already on the agenda.

## 1.9 **Action points**

Presenter: Chair

There were no further action point updates.

## 2 **For Update**

### 2.1 **Chairpersons verbal update**

Presenter: Chair

#### Declarations of Interest / Code of Conduct

Following the AGM, the CEGA will be emailing Board members the Code of Conduct and Declaration of Interest forms which Board members are asked to complete and return at their earliest convenience.

#### Digital Governance seminar

At the recent Scottish Federation of Housing Associations (SFHA) Governance Conference, Linda Ewart held a Digital Governance session where there was a strong emphasis on ensuring good governance during virtual meetings.

Participants at meetings will be required to be visible and have their cameras on unless there is a valid reason why they need their cameras off. Travelling when attending virtual Board meetings is not recommended from a security perspective as it is not always evident who is listening to the meeting.

In addition, one of the recommendations from the conference was that all Board members be set up with organisation email addresses. We still have some Board members who are not using their Fife Housing Group

(FHG) email addresses and would encourage them to set up as soon as they can. If they are having difficulty in setting up please contact the CEGA as soon as you can as we would like to have this set up by the next Board meeting.

#### SFHA Website sign-up

All Board members are recommended to sign up to the SFHA website to receive sector updates and the CEGA will be emailing the link out to Board members this week.

The Chair confirmed that they have attended the following meetings since the last Board meeting:

- 2 meetings with a Board member;
- Monthly meetings with the Chief Executive; and
- Attending the Giving Something Back event.

**Agreed: The Board noted the verbal update.**

### **3 For Decision**

#### **3.1 CONFIDENTIAL ITEM**

[REDACTED]

#### **3.2 British Iron and Steel Federation (BISF) properties**

Presenter: Director of Finance, Governance and Assets

The DoFGA presented the report and advised that the Board agreed to review the impact of Energy Efficiency Standards for Social Housing (EESH2) on the Business Plan. However, the expected publication date has moved yet again to after December 2023, with no firm date provided by the Scottish Government.

The EESH2 regulations are one aspect of the performance and safety of a property, and Fife Housing Group (FHG) has multiple property construction types.

The British Iron and Steel Federation (BISF) build properties are one type with major issues in achieving the prospective EESH2 regulation and desired Energy Performance Certificate (EPC) rating.

In addition, the type of construction is prone to issues if proper maintenance is not carried out throughout its lifespan, something that can only be confirmed after the transfer of stock to FHG. The property type was popular in the 1940s and the fact that they are still habitable does indicate longevity.

The paper indicated that the Net Present Value (NPV) taking into account of the expected EESSH2 guidance are all positive. However, if the results of surveys on two properties is representative of the average then repair costs would drive the NPV to be negative in all cases. The properties are popular with only one void within the last four years. There are concerns over the longevity and ultimate safety of the properties given their construction method.

A Board member asked about the likelihood of fires in these properties and is there any special considerations in the surveys. The DoFGA commented that there has been nothing brought up in the surveys and is not identified as a risk in the recent home report.

A Board member asked if the structure of the steel frames are checked as the properties must be getting close to their lifespan of 75 years. The DoFGA confirmed that only 2 properties have been surveyed because of complaints. Out of 38 properties, there are 17 attached to properties so limiting the options available to remedy the situation e.g. demolition or repair.

A Board member commented that they felt a separate Board session was required to discuss options further. It was agreed that the CEGA would send a doodle poll to Board members to arrange a suitable date for a Business Planning session.

The Board asked the DoFGA to prepare costings for demolishing and rebuilding the properties.

**Agreed: The Board noted the information provided and agreed to hold a separate Business Planning session.**

### 3.3 **Standing Committees for 2023/24**

Presenter: Chief Executive and Governance Assistant

Mr Boles confirmed he would be standing down from the Audit and Risk Committee. Mr Gallacher and Mr Wilson both indicated their willingness to stand on the Audit and Risk Committee.

Mr Boles confirmed his willingness to stand on the Emergency Committee.

<b>Audit and Risk</b>	<b>Colleague &amp; Governance</b>	<b>Emergency</b>
Brian Gallacher (Convenor)	Lynne Pascal	Sandra Stock (Chair)

Ron Eldridge	Brian Gallacher	Brian Fisher (Vice Chair)
Derek Adam	Derek Adam	Stephen Clark
James Wilson	Sandra Stock	Laurie Boles

**Agreed: The Board considered and approved the composition of the three committees and the appropriately nominated members.**

### 3.4 Board Annual Assurance Statement

Presenter: Convenor of Audit and Risk Committee

The Audit and Risk Committee were asked to provide items from the evidence bank. Items were uploaded to the document section of ibabs and were asked to approve that they were happy with the selection of evidence provided alongside the draft Annual Assurance Statement.

The Convenor of the Audit and Risk Committee meeting provided an update to the preparation of the Annual Assurance Statement.

A Board member asked about how we are complying with damp and mould and it was confirmed that there is a policy and procedure in place.

A Board member suggested adding in a sentence about our proactiveness for complying with Reinforced Autoclaved Aerated Concrete (RAAC) and it was agreed that it would not be added at this time until surveys on the most prone construction types had been carried out. The CE would discuss further with our new Scottish Housing Regulator (SHR) Regulation Manager.

**Agreed: The Board approved the draft Annual Assurance Statement for submission to the SHR.**

## 4 For Homologation

### 4.1 Policies for homologation

The following policies have been uploaded to iBabs for homologation:

- Value for Money Policy
- Standing Orders and Financial Rules
- Former Tenant Arrears Policy
- CDM Regulations Policy

**Agreed: The Board approved the policies for homologation.**

**5 Other**

**5.1 AOCB**

Governance Planner

All 2024 Board meeting dates are now in Board member's diaries.

Colleague Consultation Group (CCG)

It was agreed that the CCG would be invited to the February 2024 Board meeting.

Rent Affordability Working Group

The Chair asked for volunteers to join this working group and Mr Fisher and Mr McAulay both indicated their willingness.

Recruitment

The Board discussed future recruitment in preparation for succession planning next year.

**5.2 Date of next meeting**

Monday 11 December @ 9.30am  
Louie Browns, Dalgety Bay