

**Minute of meeting of River Clyde Homes' Board  
held via Microsoft Teams on Tuesday 30<sup>th</sup> March 2021 at 5.30pm**

	<b>Name</b>	<b>Designation</b>
<b>Present</b>	Jillian Moffat (JM)	Board Member (Chair)
	Marilyn Beveridge (MB)	Board Member
	Graeme Brooks (GB)	Board Member
	Chris Curley (CC)	Board Member
	Jenny Speck (JS)	Board Member
	Tom Ferrier (TF) (from item 3.1)	Board Member
	John Quinn (JQ)	Board Member
	Christopher Morgan (CM)	Board Member
	Gillian McLees (GMcL)	Board Member
	Charles Thompson (CT)	Board Member
	Robert Speir (RS)	Board Member
<b>Others in Attendance</b>	Richard Turnock (RT)	CEO
	John Wright (JW)	Executive Director Group Services
	Sandra McLeod (SMcL)	Executive Director Customer Experience
	Mark Robson (MR)	Managing Director Home Fix Scotland
	Richard Orr (RO) (item 2.1 only)	Senior Factoring Manager
	Aileen Metcalfe (AM) (items 5.1 – 5.3 only)	Head of Finance and Legal
	Jon Grant (JG) (item 5.2 only)	Head of Customer Services
	Siobhan O'Kane (SO)	Minute Taker

### **1. Sederunt, welcome introduction and apologies**

JM welcomed all and sederunt as outlined above.

The Board agreed that item 5.2 would be presented after item 4.3.

### **2.1 Broomhill Update (Confidential Item)**

Contained in the Confidential Minute.

### **3. Declarations of Interest**

3.1 The Board noted the declarations of interest made by JM and CM related to their positions on the subsidiary Board.

3.2 TF noted that he was not present for agenda item 2.1, however, declared his interest in respect of this matter.

3.3. CC declared an interest in relation to agenda item 5.2 regarding the potential purchase of properties from Inverclyde Council.

### **4.1 Minute and Confidential Minute of Board Meeting held 2<sup>nd</sup> February 2021**

**The Board:**

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

**4.2 Confidential Minute of meeting held on 10th March 2021**

**The Board:**

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

**4.3 Action Tracker**

4.3.1 The Board was advised that the action on the Board tracker will remain until Covid-19 guidelines allow for this to take place.

4.3.2 Actions on the Social Landlord Operations Committee tracker will be achieved in line with the dates identified.

4.3.4 Actions on the Audit & Risk Committee tracker were all completed at the meeting on 23<sup>rd</sup> March 2021.

**5.2 Capital Works and New Build Projects 2021/22**

5.2.1 The report was presented to the Board and was supplemented with a power point presentation providing an overview of our new build and investment plans for 2021/22. Investment Plan highlights were also presented along with a reminder of the new supply that is expected during this period. Finally, the income and expenditure plan for HFS was outlined.

5.2.2 The Board noted the responses given to questions raised by Board members in advance of the meeting.

5.2.3 A discussion then took place in relation to the element of works attributed to HFS and confirmation was given that more detail will be provided in relation to this and that the report will reflect this clearly going forward.

**The Board:**

- **Approved the capital works plan and new build programme for 2021/22**
- **Noted that urgent render works to Prospecthill Court, Greenock are covered in a separate report (item 2.1)**
- **Noted that the Covid-19 restrictions will continue to require flexibility on delivery timescales for the capital programme**
- **Noted the completion of the Asset Strategy review supported by Currie and Brown**

**5.1 Management Accounts**

5.1.1 A presentation was given in respect of items 5.1 and 5.3 which provided highlights from the management accounts, the budget and 5 year financial plan; details in relation to efficiencies; covenant compliance and proactive

management of this; and also stress testing scenarios and mitigations.

5.1.2 The Board was also advised that due to the significant major repairs spend not undertaken in 2020/21 as a result of Covid-19 restrictions, agreement has been reached with our lenders to amend a covenant to allow this to be included in the 2021/22 budget. The Board agreed that a cover report accompanied by the amendment letter could be circulated and, once considered, approval granted via email.

5.1.3 The Board was reminded that the Budget and 5 year financial plan 2021/22 was reviewed and scrutinised thoroughly by the Audit and Risk Committee at its recent meeting with Committee recommending that the Board approves all the recommendations as set out in the Budget and 5 year Financial Plan 2021/22 paper

5.1.4 A discussion then took place regarding the VFM strategy and assurance was sought that the plan was receiving sufficient focus across the Group. Assurance was given that the VFM agenda is addressing a number of initiatives including more fully embedding the Single Operating Model with a view to increasing the services undertaken in-house. Also, the tracking of VFM will continue to be a focus within the Audit & Risk Committee as well as Board meetings. The Board was also assured that the subsidiary Board prioritise VFM and challenge management to achieve this.

(RS was disconnected from the meeting.)

**The Board:**

- **Noted the financial monitoring in respect of the period ended 31 January 2021 together with financial projections**

### **5.3 Budget and 5 Year Financial Plan 2021/22**

As per the details provided in 5.1 above.

**The Board:**

- **Approved the 2020/21 Income & Expenditure Budget**
- **Approved the 2020/21 Investment Programme and Capital Spend**
- **Approved the 5 year projections for Income and Expenditure**
- **Approved the 5 year projections for the Investment Programme Capital Spend**
- **Noted the key assumptions underpinning the financial plan and 30 year financial projections**

Post meeting note:

On 31<sup>st</sup> March 2021, the Board was emailed a report regarding covenant amendment along with associated documents for consideration and approval. The majority of Board members confirmed their approval of the recommendations via email and gave delegated authority to JW to conclude this amendment.

#### **5.4 Annual Authority to Procure (Confidential Item)**

Contained in the Confidential Minute.

#### **5.5 Corporate Plan 2021/22**

5.5.1 This report was presented to the Board and was supplemented with a presentation at the meeting. The Board noted the responses given to questions raised in advance of the meeting particularly in relation to the proposed KPI's.

5.5.2 The Board was advised of the progress made against the 2020/21 corporate initiatives; our agility in adapting to change; the core principles that will drive prioritisation; and the corporate initiatives for 2021/22.

5.5.3 A discussion then took place in relation to the plan to revise the rental approach and the Board was advised that achievement of this objective has been impacted by Covid-19 due to the challenge of being able to have effective and meaningful consultation with customers. However, the delay will give RCH the opportunity to take account of the changing situation regarding void challenges, displacement activity and to have a greater focus on marketing initiatives, including the use of discounted rents.

5.5.4 Assurance was also sought that the corporate plan reflects RCH's role in contributing to growth within the Inverclyde area and the Board was advised that this is reflected in the plan in terms of harnessing partnership working and assurance was given that this is very much happening in many areas across the organisation.

5.5.5 The Board noted and commended the partnership working that RCH are involved in. They also reinforced the importance of maintaining our assets for our customers and of maintaining communications regarding this with our stakeholders. Assurance was given that these are key priorities for the organisation and that stakeholder engagement, in particular, with the Elected Representatives is under review and is captured within our Directorate Action Plans.

#### **The Board:**

- **Noted the validation process undertaken by management to prioritise various corporate initiatives for 2021/22**
- **Approved the 2021/22 RCH Group Corporate Plan**
- **Approved the proposed operational key performance indicators for 2021/22**

#### **5.6 General Membership Applications (Confidential Item)**

Contained in the Confidential Minute.

#### **5.7 Notifiable Events Policy**

5.7.1 The Board was advised that an action arising from the Annual Assurance Compliance review was for RCH to develop and implement a Notifiable Events Policy. Assurance was given that the policy is aligned to the SHR Guidance on Notifiable Events and, if approved, training will be rolled out to relevant staff.

5.7.2 The Board was directed to an error on page 9 of the policy and was advised that after the words 'whistleblowing allegations' there should be a new section and 'Performance and Service Delivery Issues' should be the heading for this new section.

**The Board:**

- **Approved the Notifiable Events Policy**

**6.1 CEO Update (Confidential Item)**

Contained in the Confidential Minute.

**6.2 Draft Minute and Confidential Minute of Social Landlord Operations Committee meeting held on 26<sup>th</sup> January 2021.**

**The Board:**

- **Noted the content of the decision to be approved at the next Committee meeting.**

**6.3 Draft Minute of HFS Board meeting held on 23<sup>rd</sup> February 2021**

**The Board:**

- **Noted the content of the decision to be approved at the next HFS Board meeting.**

**AOB**

The Board was reminded of the Board meeting that took place on 10th March which was convened to consider allocation of properties within the James Watt Dock Development to staff members or people closely connected to staff members. As per the agreement by the Board, 4 allocations were made. The Board was advised that there are additional allocations of this nature which require to be considered by Board and that a report will be emailed seeking approval. Confirmation was given that all processes have been followed and that all allocations to the properties within the development have concluded.

**Post meeting note:**

The report was emailed to Board members on upon conclusion of the Board meeting on 30<sup>th</sup> March 2021 seeking approval of 4 allocations. The majority of Board members confirmed their approval of the allocations by email. Following approval, 3 of the 4 applicants accepted their tenancy offer.

<b>Date of next meetings</b>
Tuesday 25 <sup>th</sup> May 2021 at 5.30pm

I certify that the above minute has been approved as a true and accurate reflection of the proceedings:

Signed..... (Chair)

Date.....