

Minutes of the Board meeting held on **Wednesday 15TH MAY 2019** at **6:00pm** at **Larkfield HA, 14 Lothian Road, Greenock, PA16 0PG**

Present: Sheralee McMillan

Denis Flannery

David Wilson

Danny McMillan

Adam Thompson

In Attendance: Lynne Griffin

Tom Mallatratt

Tarndeeep Kaur

Jon Turner (Item 4.1)

Sharon Rowatt (minutes)

Business

1. DECLARATIONS OF INTEREST

None

2. APOLOGIES

Apologies were noted from Henry Cooke, Suzanne Harris, Suzanne Gallagher, Aileen Hunter and Allison Akhtar.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 20th MARCH 2019

The minutes of the meeting held on 20th March 2019 were approved with no amendments:

Moved: Danny McMillan

Seconded: Sheralee McMillan

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 20th MARCH 2019

4.1 ACTION REGISTER

L Griffin provide an update on the items included in the Action Register.

It was noted that the annual owners charge had been issued, week beginning 6th May 2019.

L Griffin provide the Committee with an overview on the E-learning training package and portal. It was agreed that members could contact L Griffin directly to arrange a further one-to-one session at the office.

It was noted that a date for the annual appraisals training was currently being arranged and office bearers and L Griffin would confirm the agreed

date by email to members by the end of the week. It was highlighted that members should complete their self-assessment questionnaires prior to the individual appraisal meetings.

It had been highlighted previously to the Committee, that Link Group's preferred supplier for the replacement Board Extranet site had been taken over by Due Diligence and the proposal was now for the project to be taken forward through the wider internal Link ICT&D Information Management project. It was noted that this was likely to delay the project implementation timescales. The Committee agreed that a new site was not urgent but was still of importance and asked the AM to seek timescales of when this may be completed.

L Griffin confirmed that the EVH wage ballot proposal was accepted by members and that a 2.3% cost of living increase had now been implemented for all staff from 1st April 2019.

It was noted that 31st May was the proposed date for members to meet up at the office for the Committee's networking lunch. An e-mail had been sent to all members with confirmation of the details.

T Kaur confirmed that the external auditors KPMG would be onsite in Edinburgh, week commencing 20th May 2019 to carry out Larkfield's full end of year audit. It was also confirmed that the final yearly accounts would be brought to the June meeting for approval.

Members also noted that they were required to sign and complete their Annual Declaration of Interest forms and return them as soon as possible.

4.2 LINK STRATEGIC SERVICES REVIEW

Jon Turner, CEO of Link Group joined the meeting for this item.

The Chair welcomed JT to his first meeting with the Larkfield Management Committee. JT thanked the board for their warm welcome and highlighted the purpose of the Link Group Strategic Services Review including the overall aim of improving the services we deliver to our customers. It was highlighted that whilst the "group structure" was to be included in the review it wasn't the main driver for the review.

JT also advised that he understood the significance of the Larkfield brand and local presence within the community to the Larkfield members and wished to work in partnership to explore how Larkfield could grow as a brand.

He also confirmed that he was happy for any of the board members to contact him directly if they had any questions at any time. David Wilson asked if the conveners' meetings and group strategy day involving the Link Group Board members and subsidiary Chairs would continue as he felt that these were extremely useful. JT confirmed that these were continuing, and the next strategy day was planned for August.

Sheralee thanked Jon for attending and Jon said he was happy to attend any future board meetings as required.

Jon Turner left the meeting at this point.

5. COMMITTEE MEMBERS EXPENSES 2018/19

The Management Committee noted this report

6. GIFTS AND HOSPITALITY GIVEN 2018/19

The Management Committee noted this report

7. GIFTS AND HOSPITALITY RECIEVED 2018/19

The Management Committee noted this report

8. STAFF APPRAISAL PROCESS

The Management Committee noted this report

9. LINK/LARKFIELD REGULATION PLAN

The Committee noted the previously circulated correspondence from the Regulator outlining Larkfield's requirements as an RSL subsidiary within Link and Link's Engagement Plan. The Regulator has added a new box of regulatory status which is blank until the group submits its first annual assurance statement in October.

10. ABSENCE MONITORING STATISTICS 2018/19

The Management Committee noted this report and were pleased to note that overall absence levels remained low.

11. KPI PERFORMANCE REPORT (QUARTER 4) 2018/19

The Management Committee noted this report and discussed the areas highlighted where Larkfield had not met its' quarterly or cumulative targets for the year.

12. COMPLAINTS & FEEDBACK PERFORMANCE REPORT (QUARTER 4) 2018/19

The Management Committee noted this report.

13. FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

The Committee of Management unanimously agreed to approve the approach being taken by Larkfield (as part of the Link Group) to prepare for the extension of Freedom of Information legislation.

14. APPROVAL OF DRAFT QUARTERLY ACCOUNTS AS AT 31 MARCH 2019

T Kaur highlighted that these accounts were in draft form as year-end adjustments including the valuation figure completed by the Pensions Trust and the final depreciation charge are yet to be applied.

The draft management accounts were showing a surplus of £413,842. This is £15,246 lower than the budgeted surplus of £429,088.

Total income was £65,932 higher than the budgeted income and this was primarily driven by £69,862 of funding received during the financial year.

Total expenditure was £81,178 overbudget compared to the budgeted figure of £1,449, 596. This was driven by £89,786 of major repairs, carried out and not being capitalised as they were not considered as capital expenditures.

It was noted that the Association was currently meeting all of its loan covenants.

The Chair asked that going forward, the accounts and other financial business could be added at the start of the agenda to allow expediency of the meeting.

David Wilson asked T Mallatratt how he felt Larkfield's financial position stood and he advised that he thought the Association's financial position was very robust.

15. HOUSING MANAGEMENT & MAINTENANCE SUB COMMITTEE 23 APRIL 2019

The following recommendations from the Housing Management & Maintenance Sub Committee were unanimously approved.

- Annual Lettings Plan 2019/20
- Streamlined Evictions Policy
- Planned Maintenance Programme for 2019/20
- Welfare Reform Strategy & Action Plan for 2019/20
- Format of Annual Report for 2019 – Brochure format, incorporating the Annual Report Card performance results.

16. ANNUAL RETURN ON THE CHARTER (ARC) 2018/19

A detailed discussion took place on the proposed draft ARC & EESSH submissions and the data results. It was noted that a tenant scrutiny group had reviewed part of the data. The group had agreed that the priority areas they wished to review were in relation to the repairs and maintenance indicators and the average re-letting times.

The Committee unanimously approved the draft ARC and EESSH returns.

The Area Manager would submit the returns through the on-line portal to the Scottish Housing Regulator before 31 May 2019.

17. FINAL INTERNAL MANAGEMENT PLAN 2019-2024

The Committee considered the previously circulated plan. Members discussed the updated Action Plan, Risk Register and KPI performance targets for 2019/20 and thereafter unanimously approved the updated Internal Management Plan.

18. DONATION REQUEST

The Committee unanimously agreed to donate a £100 contribution to the annual Larkfield Gala Day Committee. It was thought that the summer gala day would be held on the 1st weekend in August 2019.

19. AOCB

L Griffin highlighted that she had met with Suzanne Harris and Allison Akhtar, along with representatives from Belville Community Garden group and Activ8-ourplace regarding potential Environmental improvement projects in Larkfield. It was felt that the Community Garden in Burns Square could benefit from further community engagement and improvement works. Lynne confirmed she would keep the Committee updated of any developments in this work.

Sheralee McMillan asked about the new bench for the Community Garden and if this could be tied together with the summer gala day. L Griffin agreed to confirmed she status with regards to the new bench and memorial plaque.

Employment Matter - closed and confidential item of business.
This was tabled as a closed item of business and a separate minute of this item had been written up.

It was noted that a letter of resignation had received from Veronica Pollard. She had indicated that she required to step down from the Committee from immediate effect due to personal reasons. The Committee accepted the letter of resignation and wished to pass on their thanks to her for her involvement with the Committee since the AGM.

20. DATE OF NEXT MEETING

WEDNESDAY 19TH June 2019 at 6PM in the BOARDROOM

The meeting closed at 8:15pm