

# Board Meeting - Wednesday 9th October

Wednesday, 9th October 2024 3:00 pm

Colinton Bowling Club | Board Committee

## Attendees

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### Board Members

Tom Roehricht (Chair)

David McIntosh (DM) (Vice Chair)

Pam Russell (PR)

Stuart Robertson (SR)

Jack Clyne (JC)

Lesley Anderson (LA)

Jennifer Brown (JB)

### Executive and Leadership

Jean Gray, Chief Executive (CEO)

Howard Vaughan, Director of Finance and Business Support (DFBS)

Tom Hainey, Director of Assets (DA)

David Aitken, Head of Finance (HF)



## 0 Welcome to Board Meeting / Introductions/Declarations/Conflict of Interest

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### Minute by GCO

- There being a quorum present, the CEO welcomed all and opened the meeting.
- There were no declarations and no conflicts of interest declared.

## 1 Appointment of Chair

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### Minute by GCO

The CEO asked for nominations to Chair of the Board for the forthcoming year. PR nominated TR and

the nomination was seconded by DM. There being no other nominations for Chair or objections, TR was therefore elected as Chair, until the next Annual General meeting. The Chair assumed his role as Chair for today's meeting.

## 2 Appointment of Vice Chair

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**Minute** by GCO

The Chair asked for nominations to Vice Chair of the Board for the forthcoming year. PR nominated DM and the nomination was seconded by TR. There being no other nominations for Vice Chair or objections, DM was therefore elected as Vice Chair until the next Annual General meeting.

## 3 Committee Memberships

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**Minute** by GCO

The CEO noted that there was currently a low number of members on the Board but that there may be two potential new members interested in joining. It was therefore agreed that the Committee memberships would be discussed further and appointed at the next meetings.

**Action** by CGO

FRAC Committee membership to be decided at next meeting

Action Description - Chair to be appointed at next meeting

Action Status - Not Started | Due by - 29 Oct 2024 | Assigned to - Chair

**Action** by GCO

Operations Committee membership to be decided at next meeting

Action Description - Chair to be appointed at next meeting

Action Status - Not Started | Due by - 3 Dec 2024 | Assigned to - PR

## 4 Minutes of previous meeting and matters arising

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### 4.a. Minutes of Board meeting 21 August 2024

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**Minute** by GCO

There were no matters arising from the minutes of the meeting of 21 August 2024 and the Board unanimously approved them as an accurate record.

### 4.b. Outstanding Actions Log

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## Minute by GCO

Item 214 - Reconnect with interested development partners. CEO confirmed that this will now be "Business as usual"

Item 221 - Review policy approval process - This will be covered in the November Board meeting

Item 240 - Add RBC Brewin Dolphin presentation to convene - Complete, this has been added to One Advanced

Item 241 - [REDACTED] To be discussed in CEO update

Item 242 - CEO to spend time with Board members who were unable to attend Board Away Day - To be arranged (CEO)

Item 243 - Update accounts to reflect Lennox House grant not being repayable - Complete

## Action by GCO

Review policy approval process

Action Description -

Action Status - Not Started | Due by - 13 Nov 2024 | Assigned to - CEO

## Action by Megan MacDonald

CEO to spend time with Board members who were unable to attend Board Away Day

Action Description -

Action Status - Not Started | Due by - 13 Nov 2024 | Assigned to - CEO

## 5 CEO Report (verbal)

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### Minute by GCO

The CEO gave a brief verbal update on various areas of the business:

FRAC Meeting/AAS: It was noted that the annual assurance statement is due at the end of the month, this will be looked at during the FRAC meeting which was due on 29th October. As the CEO and Chair are both unavailable this date this meeting may be moved to Monday 28th and it may be that other members of the Board are asked to attend. LA confirmed that she could be available this date. This will be confirmed ASAP. Assigned to GCO.

DM queried the process for approving the AAS, the DFBS confirmed that last year the FRAC Committee approved the AAS and it was retrospectively approved by the Board.

[REDACTED]

Insurance: The DFBS notified the Board that Viewpoint's insurance with Zurich has seen a considerable

premium increase from [REDACTED] per annum to [REDACTED]. The account manager noted that this was still a competitive price due to the increase in claims, rate and cover level, is also worth noting that others in the housing industry are finding it very difficult to source cover at all. The DFBS also informed the Board that we have a new underwriter who believes that we are currently under-insured and has requested a re-valuation and pre-fabrication surveys of all properties. This may result in around a further [REDACTED] increase in premium. He noted that this may be quite intrusive for some tenants, however it has been deemed necessary.

Chair queried if this was the final year of the five year deal with insurance, which was correct. There was discussion around the insurance claims which had increased from previous years. The DFBS informed the Board that the insurance cover will go to tender in the summer.

Leadership and Executive Team: The CEO informed the Board that the new Director of Housing and Care has been appointed, Susan Shone will be starting in the post on the 6th January. It was noted that all Board members on the recruitment team were very impressed by her and believe she will be a great addition to the team.

The CEO also notified the Board that there was a slight delay in Elaine Crawford, the new Head of Care starting her post and that she will now join Viewpoint on the 4th November.

HR: It was confirmed that Access LMS system is now fully working and there is a push for all staff to have completed the relevant modules by the end of October. [REDACTED]

[REDACTED]

## 6 Finance Papers

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**Minute** by Megan MacDonald

The HF presented the summary paper confirming that two sets of accounts were included, July and August 2024 and that the Q2 reforecast would be presented at the November meeting. He noted the continuing favourable variance versus budget for void loss in Housing. Chair passed on his congratulations to all involved in this and noted it was the lowest he had seen the figures in a long time.

The HF noted that the void repairs and redecoration were still currently over budget but that this was being closely monitored. He drew attention to the planned maintenance which was also over budget and highlighted that this would be reforecast at the end of Q2. It was also pointed out that the occupancy in the Care Homes was very currently very good, with just one empty room across both Homes. Staff costs and Central Support Costs were also both within budget.

PR queried the Surplus after gains/(losses) asking if the variance of £62k was correct. The HF will look into this and confirm.

There was discussion over the planned maintenance reforecast and how this will be dealt with. The RAAC had not been budgeted for so will be dealt with separately.

There was discussion around the tender of alarm services and the CEO confirmed that due to current staffing issues in Housing it was unlikely this tender would happen this year but they would ensure Hanover kept costs low and that a full tender would be conducted in 2025.

DM questioned how much of the maintenance cost reforecast was an estimation as opposed to committed works. This would be made clear in the Q2 reforecast. Action HF.

JC requested a reminder of how many properties contained RAAC, and was notified that 3 were affected, only one of which was serious and currently being worked on.

**Action** by GCO

Look at accuracy of section 2 "gains after losses" variance

Action Description -

Action Status - Not Started | Due by - 13 Nov 2024 | Assigned to - HF

**Action** by GCO

Look at the way in which reforecast is shown in future

Action Description -

Action Status - Not Started | Due by - 13 Nov 2024 | Assigned to - HF

## 6.a. Management Accounts to 31 July 24

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**Minute** by GCO

There were no further questions on the Management Accounts to 31 July 2024 and these were approved by the Board

## 6.b. Management Accounts to 31 Aug 24

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**Minute** by GCO

There were no further questions on the Management Accounts to 31 August 2024 and these were approved by the Board

## 7 AOCB

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**Minute** by Megan MacDonald

The DA gave the Board an update in regards to the property disposal options which were explored after the Board meeting of 19 June 2024. He noted that further consideration of options were required in regards to the Wall Cottage at Eskbank and that it would just be the other two options recommended for consideration of disposal today. He confirmed that valuations had now been carried out.

20e Meadowbank Crescent, Edinburgh, is the last remaining flat in a block of 6 where the other flats are private ownership. The DA outlined the various issues with this property including the estimated costs to get it up to standard which included a new boiler, upgrade of both kitchen and bathroom, full overhaul of windows and cavity full insulation which would require consent from other flat owners. After these renovations it was believed the energy rating would still be low and therefore would meet the criteria for disposal. It is recommended that this property is put on the market at offers over £137k as it was provisionally valued at £140k.

6 Avenue Road, Eskbank: This is the former sheltered housing warden's house and within the Glenesk House sheltered housing complex. It has a private walled and fenced garden with access from Glenesk

Crescent. The DA informed the Board that this property is in generally good condition although overcast by large trees with heavy leaf fall in autumn/winter. The energy rating is currently low and there would be high costs involved in improving which have been estimated at between £12.3k - £28.5k and could run in to issues due to it being in a conservation area.

The property meets the criteria for disposal and has been provisionally valued at £275k. It is recommended that it would be marketed at offers over £264-270k.

There was a brief discussion over these properties and whether a reserve should be set on them. It was thought that they would be quite attractive to buyers and a reserve would not be needed. The DA noted that they could be ready to go to market within a week.

The Board unanimously approved the disposal of 20e Meadowbank Terrace, Edinburgh and 6 Avenue Road, Eskbank.

## **Date of Next Meeting**

Wednesday 13 November 2024 at 4pm, Board Room, 4 South Oswald Road.

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