



## Board Meeting

Held: Board Room, Viewpoint Offices

Minutes of the meeting of the Board  
at 4.00pm on **19 June 2024**

**Paper 0**  
**Meeting No:4**

**Date of Meeting: 19 June 2024**

## Board Members

Mr I Thompson (Chair)

Mr T Roehricht (TR) (Vice Chair)

Ms P Russell (PR)

Mr S Robertson (SR)

Mr J Clyne (JC)

Ms J Brown (JB)

Mr D McIntosh (DM) (via teams)

Ms L Anderson (LA) (via teams)

## Attending

Jean Gray, Chief Executive Officer (CEO)

Esther Wilson, Director of Housing and Care (DHC)

David Aitken, Head of Finance (HF)

Tom Hainey, Director of Assets (DA)



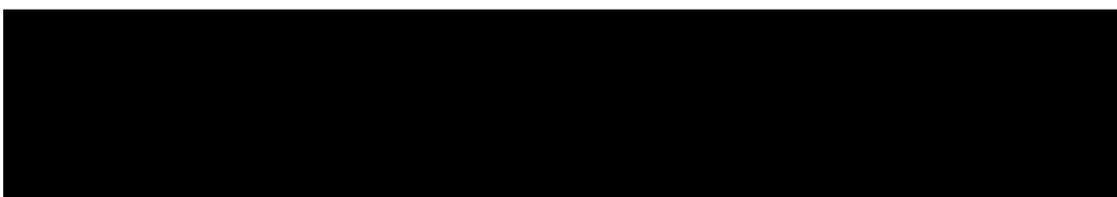
## Apologies received

Mr L Parry (LP)

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

## Minutes

Item	Subject	Action	Due Date
1	Welcome to Board Meeting		
1.a.	Apologies		
	There being a quorum present, the Chair welcomed all and opened the meeting. Apologies had been received from the DFBS and LP.		
1.b.	Declarations/Conflicts of Interest		
	There were no declarations and no conflicts of interest declared.		
2	Minutes of previous meetings and matters arising		
2.a.	Minutes of previous meeting held on 29 May 2024		



Item	Subject	Action	Due Date
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There were no matters arising from the minutes of the meeting of 29 May 2024 and **the Board unanimously approved them as an accurate record.**

**2.b. Outstanding actions**

There were the following outstanding actions

Action 214: Reconnect with interested development partners. CEO confirmed that these discussions are ongoing	CEO	Ongoing
Action 221: Review policy approval process. This is ongoing	Exec	Ongoing
Action 232: Invitation to JB and LA to Operations Committee. This is in progress	PR	June

**2c. Verbal update from Operations Committee of 4 June 2024**

PR noted that overall it was a very positive meeting, with excellent reports and detail with good presentations from the staff. She congratulated all involved.

There was a delay in getting some of the policies to the Committee so it was agreed that the Board members would review these after the meeting and email approval, this has now been actioned and the GCO is to note this as decision by written resolution.

PR highlighted that recruitment numbers were still higher than they would like but that this is in hand and being progressed. TR asked how our recruitment figures compare to other companies in the care sector and it was confirmed that many organisations do not share these figures so it is hard to compare but the HRM would discuss further at the next Ops meeting

Other highlights in the report were that the continuous improvement process is going well, and there was a further update on the RAAC issue which will be discussed in more detail in the CEO report at today's Board meeting. PR reported a high demand on IT services currently due to lack of resources but that recruitment is in process for this. There was discussion around care during the Operations meeting and reported that the refreshed medication management system is now in place and going well. There were no issues with Health and Safety and it was noted that Fire and Electrical safety are progressing well.

**There were no questions and the Board noted the update.**

**3 Finance Papers**

3. a. Management Accounts to 30 April 2024

3.b. Loan Portfolio Return 23-24

Management Accounts to 30 April 2024 were presented by the HF who highlighted the following areas;

Housing void loss is continuing to reduce. There may be a requirement for some properties to be held for decants (due to RAAC) and these are not included within the figures.

Within the Void repairs and maintenance section costs were incurred for 20 properties versus the 11 budgeted properties. Work is being done with assets and

Item	Subject	Action	Due Date
	<p>more information will follow in due course. DM queried the reason for this and was informed it was due to timing and there were no reasons for concern.</p> <p>There was an over spend on planned maintenance for housing which was due to works being carried forward from the previous year. A phased budget was used for the first time, TR asked if past data had been used and HF confirmed it had. TR voiced his opinion that this was a good idea.</p> <p>There were no concerns with regards to the Care homes, and again it was mentioned that the improvements being actioned in Marion House shall be reflected in the fees moving forward. There is currently one room empty in Marion House and 4 empty rooms in St Raphael's which should be occupied soon.</p> <p>The final costs for Lennox House are being confirmed. TR asked if it would be possible to meet these in the accounts for the previous financial year and HF confirmed he would cover this with Alexander Sloan.</p> <p>In regards to the Loan Portfolio HF clarified the interest cover figure is negative due to the net interest receivable position.</p>	HF	ASAP
	<p>PR requested that the Income and Expenditure should be consistent in regards to how negative numbers are reported as these are red on the first page and then black for the rest of the report. HF to rectify this for next report.</p> <p>There was clarification over why the cash in hand figure had decreased to £5.9 million since March 2024. HF clarified that this was due to payment of year-end trade creditor balances.</p> <p>DM queried the phasing of planned maintenance and asked if there were any ongoing overspend issues. HF informed this would be clearer at the end of the quarter to 30<sup>th</sup> June but there were currently no concerns.</p> <p>The DHC spoke briefly about the ongoing issues around Care Home recruitment and the costs related to this and mentioned that as there are 8 members of staff on maternity leave with another due to start maternity leave soon and a number of staff with licenses coming to an end. There is ongoing talks with HR over issues around criteria changes and sponsorship licenses and recruitment is being monitored on a weekly basis.</p>	HF	ASAP
	<p><b>There were no further questions on the Management Accounts to 31 March 2024 and these were approved by the Board.</b></p>		
4	Property Disposal		

The DA introduced the paper regarding the three properties that have been suggested for disposal, two of which are currently void properties. He discussed the concerns around the costs involved in getting the properties up to meeting net zero targets in the future, especially the property at Meadowbank Crescent as we now only own one flat in that block and it would be difficult to get the other owners in the block to agree to any related shared costs.

The other two properties are situated at Eskbank but are not being considered with the potential wider Glenesk redevelopment options appraisal.

Item	Subject	Action	Due Date
	<p>DA confirmed that titles for all properties would be checked and legalities and potential options looked into before any decisions were progressed further.</p> <p>TR asked how long the Meadowbank Crescent had been void for and it was confirmed by the DA that the property had been vacant for a period of approx. 4-6 weeks. He added that they will be using this process in the future for any other suitable properties that become void.</p> <p><b>The Board were asked to approve further investigation into the potential disposal of the three named properties and this was unanimously approved by the Board.</b></p>		
5	<p>CEO Update Report</p> <p>The CEO highlighted item 4 (RAAC) and asked approval from the board from the Board to hold void properties should there be a need to decant tenants when the RAAC works begin. It was noted that these would include three current voids in and around the area of the complex requiring works. TR queried which of these properties had the significant RAAC issues and it was confirmed that it was West Richmond Street.</p> <p>TR had a query on Section 5 of the report and asked what university was conducting the Greenspace Research. DHC replied to say usually multiple Universities work together on these projects but she would double check and provide an update.</p> <p>PR congratulated those involved on securing the funding for the joint Energy Advice Service.</p> <p><b>There were no further questions and the Board noted the Report and approved the request to hold void properties for decant purposes in relation to the RAAC works.</b></p>	DHC	Next Board Meeting
6	<p>Governance Report</p> <p>The CEO briefly outlined the key details in the report.</p> <p>The CEO confirmed the slightly later than planned date of Friday 2<sup>nd</sup> August for the Board Away day and noted that it was unfortunate that two Board members were unable to attend due to prior commitments. She advised that it was hoped we would have information available prior to the Away Day to discuss with those unable to attend to gain their feedback to bring to share at the event.</p> <p>The CEO made the Board aware of the Governance Conference taking place in Glasgow on 10<sup>th</sup> September and the Chair informed the Board that he had attended in the past and found it very useful. The CEO recommended that as many of the Board as possible should attend this and asked the GCO to circulate information. Any interested Board members should contact the GCO direct for booking.</p> <p>JB had a question in regards to the incident reported in the report and asked how we handle physical behaviour between resident to resident. DHC clarified that in cases like this both families are advised and behaviour specialists are involved if needed.</p>	GCO	ASAP

**There were no further questions and the Board noted the Governance Report**

## 7 Policies for Review

## a Association Membership

The CEO advised that there were no changes to the previous policy and asked if there were any questions.

**There were no questions and the Board unanimously approved the Association Membership Policy**

## 8 AOCB

JC had a query regarding Viewpoint's mission statement and mentioned that there had been discussion previously around changing this and that he had not heard anything further. The CEO confirmed that although tenants had put forward suggestions to change the statement the Care Home feedback was unanimous that there should be no change. It was then agreed to retain "Joy in Later Years" and this decision had been circulated in Newpoint at that time.

The Chair informed the Board about feedback from the recent one to one's regarding the request for more socialisation between the Board members. There was discussion around various opportunities to do this. It was agreed that sandwiches would be provided 30 minutes prior to meetings so there is time for an informal chat between the Board.

## 9 Date of Next Meeting

The next meeting is scheduled for 21 August at 4pm, and sandwiches will be provided at 3.30pm.

The formal meeting closed at 5.05pm.

**Approval of the minutes**

Signed as a true record of the meeting, following the approval of the draft minutes by a meeting of the Board.

Signed:

Date:

Iain Thompson, Chair