



Board Meeting

Held: Board Room, Viewpoint Offices

Minutes of the meeting of the Board
at 4.00pm on **13 November 2024**

Paper 0
Meeting No:6

Date of Meeting: 13 November 2024

Board Members

Mr T Roehricht (TR) (Chair)
Ms P Russell (PR)
Mr L Parry (LP) (via Teams)

Mr S Robertson (SR) (via
Teams)
Mr J Clyne (JC)

Mr D McIntosh (Vice Chair) (Via
Teams) (arrived 16.13) (DM)
Ms L Anderson (LA)

Attending

Jean Gray, Chief Executive Officer (CEO)
Howard Vaughan, Director of Finance and Business
Support (DFBS)
David Aitken, Head of Finance (HF) (via Teams)

Tom Hainey, Director of Assets (DA)
Simon Haile, Head of Assets (HA)

John Turnbull, Head of Housing (HH)

Observing

Apologies received

None

Minutes

Item	Subject	Action	Due Date
1	Welcome to Board Meeting		
1.a.	Apologies		
	<p>The CEO introduced SS who is observing the meeting and will be starting as the new Director of Housing and Care on 6 January 2025.</p> <p>There being a quorum present, the Chair welcomed all and opened the meeting. He introduced MK, a prospective new Board member observing the meeting, and welcomed both MK and SS to the meeting.</p>		
1.b.	Declarations/Conflicts of Interest		

The two tenant Board members (JC and JB) declared a conflict of interest in relation to the proposed rent and service charge consultation.

2 Minutes of previous meetings and matters arising

2.a. Minutes of previous meeting held on 09 October 2024

There were no matters arising from the minutes of the meeting of 09 October 2024 and **the Board unanimously approved them as an accurate record.**

2.b. Outstanding actions

There were the following outstanding actions

Action 221: Review policy approval process. The CEO noted that as due to time constraints as there is not currently a DHC this would be delayed.	Exec	Early 2025
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Action 242: CEO to meet with Board members not at Away Day. The CEO confirmed that there would be a meeting in January to further discuss the strategic direction previously discussed at the Away Day held in August 2024. This would be an opportunity for all Board members to attend.	CEO	Early 2025
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2.c. Verbal update from FRAC Committee of 29 October 2024

Note: As DM was late in joining the meeting the FRAC update was given after the Finance Papers

DM thanked SR for attending the FRAC meeting to keep the meeting quorate. He informed the Board that Connor McGinley from WBG joined the meeting to provide an overview on recent Internal Audit reports; Budget & Forecasting and Rent Setting & Affordability. He noted that both reports were very good, the overall conclusion was "strong assurance" with just one minor recommendation in the Budget & Forecasting report regarding additional training for budget holders.

The Treasury Management Report was also a good report. He informed the Board that the funds from Viewpoint Trust are anticipated to be transferred in December 2024. There are some issues around the limited products on the Flagstone investment platform which meet our investment restrictions and the Committee would consider these restrictions again at their meeting in January 2025.

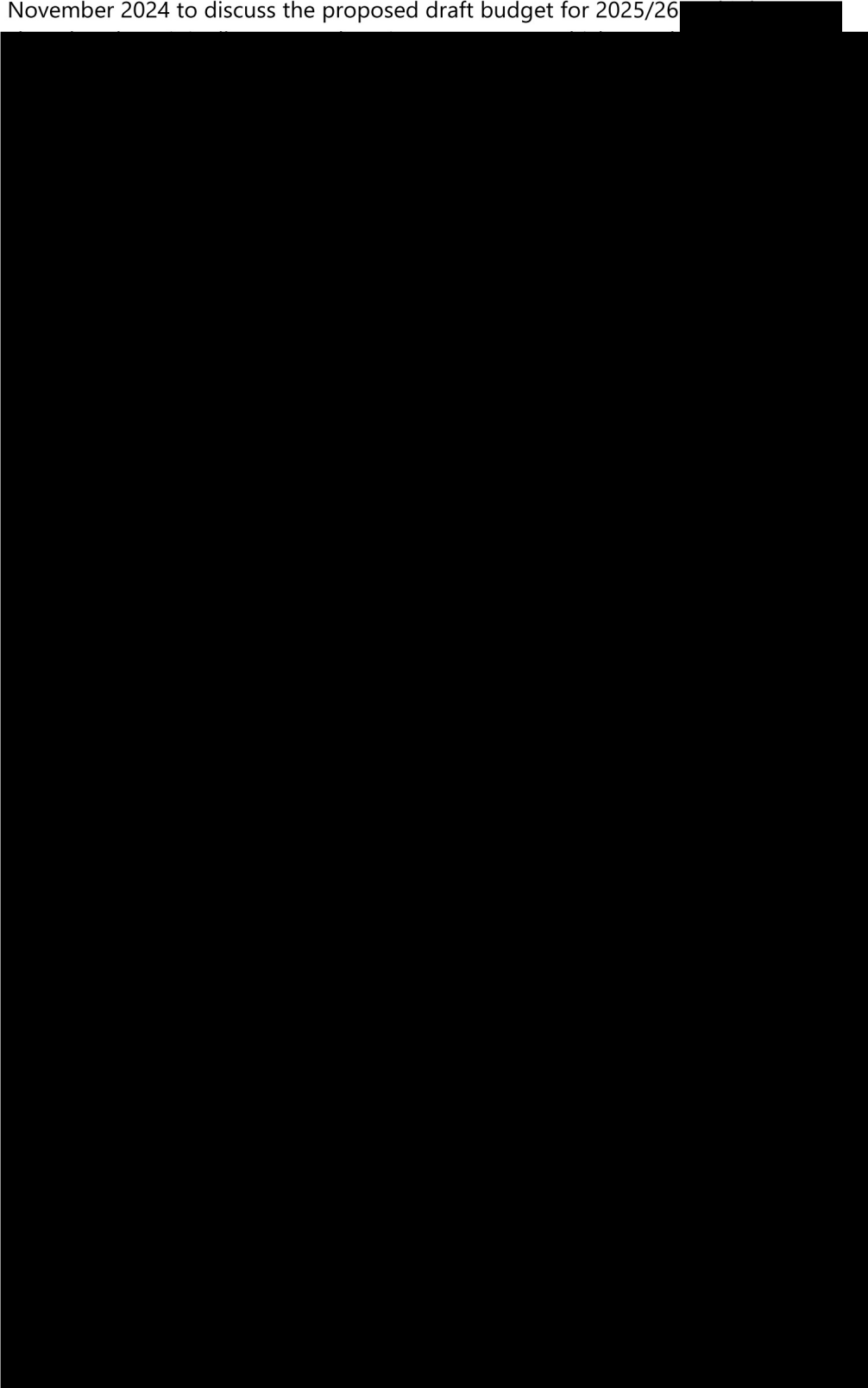
There was also an update given on the GDPR Action Plan (as provided by our DPO, [REDACTED] RGDP LLB) which was slightly behind schedule for completion but that progress was being made and [REDACTED] had assured us that none of the actions are high risk.

DM also informed the board that the process of moving the Risk Register to a new system [REDACTED] has begun and that risk appetite needs to be looked at further. A deep dive of the recent HR issues will be conducted at the next FRAC meeting in January 2025

Finally DM noted that they received many detailed and positive Health and Safety reports and that there was a number of EICR actions targeted for the end of the year.

There were no questions and the Board noted the update.

The CEO noted that the Finance short life working group met on Friday 8th November 2024 to discuss the proposed draft budget for 2025/26



3.b. Management Accounts to 30 September 2024

The HF gave a brief summary of the Management Accounts, noting that these were covered at the FRAC meeting in October. He highlighted the Housing void loss income which is £70k actual, versus £97k budget.

Routine maintenance is currently 4% over budget but this is being monitored. Care Home Occupancy remains good at almost 100% in recent weeks. The Marian House ratio of private funded residents has improved. There are arrears at the Care Homes totalling £305k, discussions between the Care Home Managers and local authorities are in progress to resolve this. There is a favourable variance in staff costs in the Care Homes due to lower spend on senior care workers.

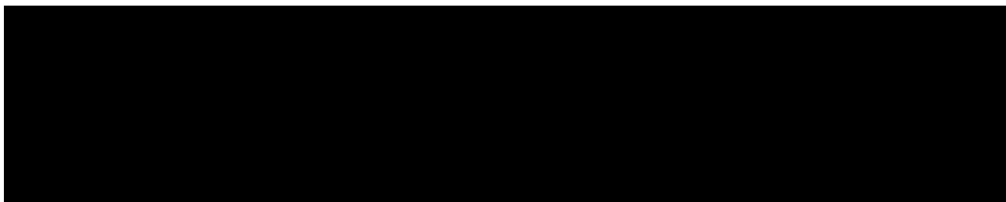
The Central Support costs are also favourable.

There were no questions and the Management Accounts to 30 September 2024 were approved by the Board.

3c. Q2 Reforecast 2024/2025

The HF noted that this was the normal table that Board members are used to and highlighted the surplus for the year which increased from the £31,561 originally budgeted to £96,247.

He noted the other key movements included the removal of charges for the two properties agreed for disposal at the last Board meeting, and the void loss saving from Q2 due to holding for potential RAAC decants.



£128k was reallocated in the Q1 reforecast for planned maintenance in regards to fire alarm instalments, a further £268k has been reallocated from the revenue to capital components budget.

Central Support Costs have reduced, there are salary savings due to vacancies but are reflected in the reforecast but these are offset by an increased spend on recruitment and professional fees in relation to HR and Data Protection/Freedom of Information.

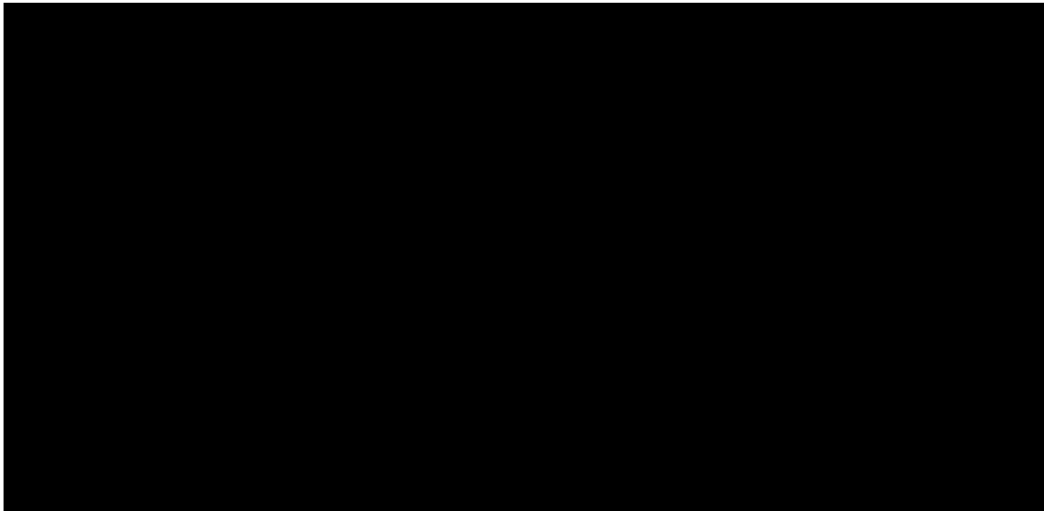
ICT costs have been delayed due to other projects so will now be reflected in the next financial year.

There were no questions and the Q2 Reforecast 2024/2025 was approved by the Board.

3.d. Draft Budget 2025/26 (including proposed salary changes)

The DFBS explained that after the first draft of the budget was prepared before the Government Budget which announced the increase of living wage, Employer NI increase from 13.8% of 15% and the surprise decrease in NI thresholds reducing from £9.1k to £5. This increase has a more significant impact on Viewpoint given the number of our staff employed in the Care Homes.

Some savings could be made in regards to maintenance and spreading capital additions over several years. Although much of the proposed work was deemed as necessary rather than "nice to have". A major part of the investment is to meet energy efficiency targets and the CEO confirmed that the energy efficiency standards need investment put in place and we need to be innovative about this in order to save tenants money in the future.



The DFBS proposed that the Service Charges were left as per the paper..

There was discussion around the actual costs for landscaping which is looked at individually and increases in August by CPI each year.

LR noted that The Scottish Government may have preferable rates on energy costs to be placed in advanced and asked if this has been looked in to. The DFBS will look at options available

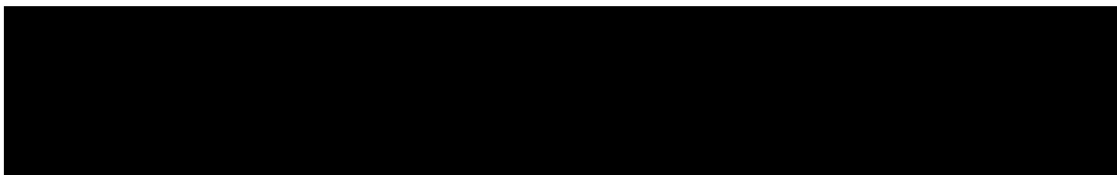
DFBS ASAP



PR noted that the SLWG was not an easy meeting and the increases will hit some tenants hard, but that the business cannot continue to make losses on Housing.

There were no further questions on the Draft Budget 2025/26 and the Board approved it subject to the changes discussed.

4 CEO Update Report



She gave a brief update on the Executive and Leadership team informing the Board that the new Head of Care started this week and was unable to come to this meeting as she was observing the nightshift at Marian House. The HC will then develop an action plan for Marian House. She will also observe St R's next week and establish a similar action plan for there.

In regards to the RAAC investigations these are ongoing. The SHR has given a further media update naming Viewpoint again. However this is no different to the previous media announcement.

It was noted that Hanover were moving to an Apello system which is positive. The HH meets with Hanover regularly to review the operational contract which has much improved. Work has been done with Hanover to bring costs down and that procurement for a new system will be done in 2025/26.

The CEO also noted that the revised target date for being 100% compliant (following the two month's downtime of the system) for training on Access LMS was the 31st October 2024, the actual figure is 87% which is lower due to staff changes and holidays but work continues to reach the target of 100%.

There were no further questions and the Board noted the CEO Update Report.

5 Performance Report 2024-25 Q2

The DFBS briefly outlined the contents of the report, noting it is in the usual format and the explanations for the red arrows were quite self-explanatory.

There were no further questions and the Board noted the Performance Report for Q2.

6 Governance Report

The DFBS briefly detailed the information in the Governance Report and confirmed that the Fraud Register was available for the Chair to check and sign.

He highlighted the Proposed Committee Dates for 2025 and confirmed that they were very similar to the dates from 2024 and that the AGM and subsequent Board meeting had been moved back to their normal September date. He noted that if the Board were in agreement with these dates the GCO would circulate them and send diary invites.

GCO ASAP

There were no questions and the Board noted the contents of the Governance Report and approved the Proposed Committee Dates for 2025.

7 Policies

The Following Policies were presented for approval:

- a. New Model Code of Conduct for Governing Body Members
- b. Supporting Guidance to the Code of Conduct for Board Members
- c. New Model Code of Conduct for Staff
- d. Further Guidance on Implementing Model Code of Conduct for Staff
- e. Board Members Policy Pack
- f. Freedom of Information Scotland Act Policy
- g. Environmental Information (Scotland) Regulations Policy
- h. Record Management Policy

The DFBS noted that the Model Code of Conducts and their supporting guidance came from SFHA (with input from SHR) and he had updated them with information relevant to Viewpoint.

There were no changes to the Board Members Policy Pack and the EISRP and FOISA Policies had been prepared by our external DPO officer at RGDP. The Record Management Policy had also been reviewed by RGDP.

There were no questions and the Board approved all of the Policies.

8 AOCB

There was discussion around the proposed dates for the Strategy meeting suggested earlier in the meeting. The CEO proposed this was held the 2nd or 3rd week of January so SS was in position as DHC and could attend. The GCO is to send out some proposed times and dates to see which most Board members were able to attend.

The formal meeting closed at 5.08pm.

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: