

TRUST HOUSING ASSOCIATION LIMITED

Minutes of the Special Board Meeting held on Wednesday 23rd October 2024 at the Dalmahoy Hotel and Country Club, Kirknewton.

PRESENT:

Board Members

Dr Norval Bryson
Gordon Laurie
Steve McGowan
Ian Mitchelmore
Graham Curran
Mary Niven

David Knight
Ali Ross
Kyle Ruparelia
Paul McFarlane
Laura Bornatici

Officers in Attendance

Rhona McLeod, Chief Executive
Jackie McIntosh, Director of Assets & Sustainability
Zoe Purdie, Director of Finance & People
Neil Ferguson, Director of Business Development & Digital
Jenny Wallace, Director of Customer Experience
Annette Brown, Governance & Business Support Manager (Company Secretary)

DR NORVAL BRYSON IN THE CHAIR

| Agenda Item | Detail |
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| 1. | Chair's Opening Remarks |
| 1.1 | Dr Norval Bryson, Chair, welcomed everyone to the Special Board Meeting and outlined 3 reports for consideration. |
| 2. | Chief Executive's Opening Remarks |
| 2.1 | Rhona McLeod, Chief Executive, advised that she had no additional opening remarks. |
| 3. | Apologies |
| 3.1 | Apologies were received from Sharron Elsdon. |
| 4. | Declarations of Interest |
| 4.1 | None. |
| 5. | Annual Assurance Statement (AAS) 2023-24 |
| 5.1 | Norval advised that the first substantive item on the agenda was the AAS and invited Annette Brown, Company Secretary, to provide an overview of the process that has been followed by Board for 2023-24. |
| 5.2 | Annette thanked Norval for the introduction and the Board members and Executive Team that had been involved in the review process. Annette advised that the process was initiated by the outgoing Company Secretary and due to the cross over of staff we chose to use the same process as last year which most of the Board were familiar with. |

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| 5.3 | Annette explained that the Scottish Housing Regulator (SHR) expects RSLs to be self-aware and to self-assess against the seven Regulatory Standards of Governance and Financial Management. In order to do this, the Board re-convened the Governance Working Group which undertakes a rigorous self-assessment process over three sessions with each session focusing on 2-3 Standards, as well as the regulator's requested special assurance areas. This year, the regulator continued to seek special assurance for tenants and residents safety, which they also requested last year, in addition a new specific request for landlords that have identified RAAC in their properties. |
| 5.4 | Annette confirmed that following the self-assessment process we are satisfied that we have the necessary measures and contingency plans in place to meet all of our duties in relation to tenant and resident safety. It was also noted that Trust have not identified RAAC in any of our developments therefore this special assurance area does not apply. |
| 5.5 | Annette advised that the Board should be provided with a strong level of assurance that Trust fully meets the regulatory standards of governance and financial management. This is evidenced in the self- assessment document and the improvement action plan in Appendices 2 and 3. |
| 5.6 | As this is a continuous improvement process there were 18 improvement actions however a number of actions from previous years have now been implemented. |
| 5.7 | Annette acknowledged the comments submitted by Board Member, Laura Bornatici in advance of the meeting and advised that the typos would be corrected and the hyperlinks updated to ensure that they are correct. |
| 5.8 | Annette asked the Board to acknowledge the robust self-assessment and confirm their assurance that Trust complies with each of the regulatory standards. |
| 5.8 | Gordon requested more hyperlinks in the next iteration of the document when referring to policies and procedures that have been implemented by Trust. Gordon also recommended merging the various actions relating to the tenant engagement strategy into one action and the various actions regarding the standing orders into one. |
| 5.9 | Based on the suggested improvements by Gordon, Board members approved the Annual Assurance Statement. |
| 5.10 | Decision: Acknowledged the self-assessment work undertaken and evidence bank collated. |
| 5.11 | Decision: Confirmed assurance that we meet all of our duties in relation to tenant and resident safety. In particular, we have gained the necessary evidence-based assurance of our compliance in respect of duties relating to gas, electrical, fire, water and lift safety and our obligations relating to asbestos, damp and mould. |
| 5.12 | Decision: Confirmed assurance against the statutory regulations of governance and financial management. |
| 5.13 | Decision: Approved the Annual Assurance Statement and that the Statement be signed by the Chairperson on behalf of the Board and submitted to SHR (Appendix 1). |

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| 5.14 | Decision: Approved that the Annual Assurance Statement is published on Trust's website and in Trust Talk. |
| 6. | Care & Support Update - <i>please see private minutes*</i> |
| 7. | Redundancy Policy - <i>please see private minutes*</i> |
| 8. | AOB |
| 8.1 | <p>Rhona ended the meeting on a positive note by informing the Board that Trust has been nominated for 4 awards at the CIH awards which will take place on Friday 8 November 2024.</p> <p>The awards are –</p> <ul style="list-style-type: none"> ◆ Housing Team of The Year ◆ Excellence in Development for Affordable Housing ◆ Excellence in Health and Wellbeing ◆ Excellence in Regeneration and Sustainability <p>Gordon Laurie, Vice Chair, will join Rhona and the Team on the night to represent the Trust Board.</p> |
| 9. | Date of next meeting |
| 9.1 | Thursday 5 December 2023 (in the Edinburgh office). |

****Items marked private have been excluded from these minutes due to at least one of the following reasons:***

- ***Confidentially sensitive information***
- ***Discussion on commercial interests***
- ***Person specific information***