

COMMITTEE MINUTE RECORD

Minute of: ARK Housing Association Board of Management

Date Held: 19th September 2019, 2.00pm

Venue: The Priory, Canaan Lane, Edinburgh, EH10 4SG

Chair: Graham Mitchell

Secretary: Bobby Duffy

Present: Mr Graham Mitchell (Chair), Ms Shona Dunsmore (Depute Chair), Mr Ken Brown, Mr Dave Proudfoot, Ms Lucy Robertson, Ms Marilyn Barrett, Mr Neil McKnight, Mr Nikolaos Koutris, Ms Anne Lane, Dr Darcey Black

In Attendance: Mr Bobby Duffy (Chief Executive Officer), Mr Ron Watson (Director of Finance & Housing), Ms Victoria Knox (Director of People & Organisational Development), Mr John Rankin (Head of Quality & Compliance) in attendance for Item 6, Ms Mary Bell (PA to CEO) (Minutes)

ITEM	
1.	<p>Welcome The Chair welcomed all attendees to the meeting.</p>
2.	<p>Apologies: Mr Ian Logan</p>
3.	<p>Declaration of Interest It was noted that, Mr Ken Brown and Mr Neil McKnight are also members of Ark Commercial Investment Limited (ACIL) Board and Ark Services Limited (ASL) Board.</p>
4.	<p>Election of Chair and Depute Chair</p> <ul style="list-style-type: none"> o The Secretary asked members to approve that Mr Graham Mitchell continues as Chair of ARKHA Board of Management for his second year in post. o Ms Robertson proposed Mr Mitchells appointment and this was seconded by Mr Brown o The Secretary asked members to approve that Ms Shona Dunsmore remains Depute Chair of ARKHA Board of Management for her second year in post. o Ms Barrett proposed Ms Dunsmores appointment and this was seconded by Mr McKnight <p>Members duly noted and approved the appointment of Mr Graham Mitchell to Chair and Ms Shona Dunsmore as Depute Chair</p>
5.	<p>Minute of Previous Meeting</p>
	<p>5.1 20th June 2019</p> <ul style="list-style-type: none"> o The Chair enquired if Members had any comments or queries in regards to the minutes. o Item 4.1 to read "Mr Proudfoot proposed" o Amendment required - item 6.1 and 6.2 to be reversed o Ms Dunsmore proposed that further to the above changes that the minutes were an accurate reflection of the 20th June 2019 Board of Management meeting and this was seconded by Ms Robertson. <p>Members approved the 20th June 2019 Board of Management meeting minutes.</p>
	<p>5.2 Matters Arising and Actions from Previous Minute Matters Arising from Previous Minute</p> <ul style="list-style-type: none"> o Item 5.2 – It was noted that the Finance Sub-Committee did not receive design and financial information in regards to the site at Livingston at its 5th August 2019 meeting and this item is still outstanding. <p>Actions</p> <ul style="list-style-type: none"> o The action list was reviewed and updated and the following was noted:- <ul style="list-style-type: none"> o 15 Areas for improvement action plan - completed o Policies now available on CITRIX - completed o Register of Members Interest form to be presented for discussion at the next BoM meeting o It was confirmed that the ACIL property had been fully let during the festival period o Work is ongoing with the AIMS draft project plan o BoM training on line poll - completed <p>Members noted the discussions and actions status from 20th June Board of Management meeting</p>
6.	<p>Items for Discussion/Decision</p>
	<p>6.1 SHR Annual Assurance Statement</p> <ul style="list-style-type: none"> o The Head of Quality & Compliance advised that the completed mapping exercise, model self assessment framework and summary paper explaining why this is being done and the process behind it had been emailed to Members for review prior to this meeting.

		<ul style="list-style-type: none"> ○ A discussion in relation to an evidence source being both internal and external ensued. It was noted that ARKHA had gone beyond the evidential framework set out in the SFHA toolkit by seeking to distinguish between internal and external evidence sources. ○ Officers also advised that they planned to develop an evidence index in relation to the mapping document to assist in the straight-forward identification of relevant supporting evidence, when required. ○ A further discussion in regards to the mapping document took place and Members recognised the huge amount of work that had been undertaken. ○ A discussion ensued in relation to the ET confirming that the policy implementation process is complied with and it was noted that officers will add a generic statement to cover this point. ○ The Annual Assurance Statement will be signed of at the 24th October 2019 BoM meeting <p>Members noted the Annual Assurance discussion</p>
6.2	Freedom of Information Scotland Act (FOISA)	<ul style="list-style-type: none"> ○ The Head of Quality & Compliance updated on progress and noted that the SFHA template policy will be available by end of September 2019 ○ It was noted that the website developers, LEWIS, will have a dedicated page for FOISA on the website to publish within the legislation timescale ○ A policy will also be developed from SFHA materials to ensure a robust process. <p>Members noted the FIOSA</p>
6.4	Strategic Risk Register (SRR)	<ul style="list-style-type: none"> ○ A discussion took place in relation to feedback in regards to the format and content of the SRR received from the Audit Sub-Committee. ○ It was agreed that Members will include the Chair and Depute Chair in correspondence with officers and the SRR will be brought back to the 24th October 2019 BoM meeting for agreement and approval. <p>Members noted the SRR discussions</p>
6.5	Policies	<p>HM01 Allocation Policy – one correction identified at Page 3, para 1.2 where there is a duplication of the phrase “to provide”.</p> <p>The Care and Support policies and procedures cover sheet highlights that the term “National Care Standards” has been changed to “Health and Social Care Standards”</p> <p>Further to a minor amendment Members approved HM01 Allocation Policy and the change in terms to the Care and Support Policies and Procedures</p>
7.	Chairs Remarks	<ul style="list-style-type: none"> ○ The Chair shared his views in regards to the 24th October 2019 Strategy Day and asked Members to start preparing for the discussion on the future direction of ARKHA. <p>Members noted the Chairs Remarks</p>
8.	CEO Remarks/Reports	<p>Business Plan Development Process</p> <ul style="list-style-type: none"> ○ The CEO informed that Officers were proceeding with the business plan development process and that the themes identified will be refined for the strategy discussions. ○ It was noted that Officers will share these themes with the BoM prior to the Strategy meeting. <p>2019/20 Pay Award</p> <ul style="list-style-type: none"> ○ The CEO advised that the pay award proposal had been accepted by the Union membership and the increases would be backdated to 1 May 2019 and paid in the September salaries. The CEO thanked the BoM for their support. <p>Members noted the CEO Remarks</p>
9.	Standing Items	
9.1	AIMS Project	<ul style="list-style-type: none"> ○ It was noted that a lessons learned has been completed and that this involved feedback from a focus group made up of all managers involved in the pilot as well as the feedback already received from Support Workers and the Access Group. The most common feedback received was to enhance the system prior to roll out to other areas. ○ A detailed action plan has been created and will be the focus for the project team over the next 6 months ○ It was noted that the planned budget remains the same and that these enhancements will result in a bespoke system that will ultimately allow full implementation more quickly. <p>Members noted the AIMS Project Update</p>
9.2	Penicuik Development	<ul style="list-style-type: none"> ○ It was noted that there has been no outcome from the planning application to Midlothian Council received to date but, as it has been three months since the submission, it is anticipated that the result should be known

		imminently. Members noted the Penicuik Development Update
	9.3	Making Connections Improvement Team (MCIT) o The Chief Executive Officer recorded that there had been 189 returns from the questionnaires sent out to Support Workers. Using a new approach to receive feedback from staff had resulted in an improved rate of return. Work is ongoing correlating all feedback. Members noted the Making Connections Improvement Team Update
	9.4	Board Training o Members thanked the Director of People and OD for organising the recent BoM Training o The Director of People and OD thanked Members for attending and asked that if any Members identify specific training requirements to let her know. Members noted the Board Training Update
10.	Items for Noting	
	10.1	Audit Sub-Committee (Annual Report by the Audit Sub-Committee) o The Chair of the Audit Sub-Committee highlighted the improvement in the Care Inspectorate reports and results since last year. He also emphasised that all internal auditor actions had been implemented. Members noted the content of the Audit Sub-Committee Annual Report
	10.2	Finance Sub-Committee (Annual Report by the Finance Sub-Committee) o The Chair of the Finance Sub-Committee informed that the pension deficit funding will, in future, be reflected in the internal management accounts as a pre-operating surplus cost. He further advised that a good financial performance had been achieved for 2018/19. He also highlighted that it was agreed to raise the Brewin Dolphin investment risk profile. Members noted the content of the Finance Sub-Committee Annual Report
	10.3	Ark Commercial Investments Ltd (ACIL) 20 th June 2019 Minutes & ACIL Annual Report o The Chair of ACIL advised that the final accounts for year ended 31 March 2019 are a true reflection of the financial position for ACIL. The Chair added that the return on investment at West Adam Street is healthy. Members noted the 20th June 2019 ACIL minutes and ACIL Annual Report
	10.4	Ark Services Ltd (ASL) 20 th June 2019 Minutes & ASL Annual Report o The Chair of ASL advised that the final accounts for year ended 31 March 2019 are a true reflection of the financial position for ASL. He further noted the progress in regards to the development ideas for ASL. Members noted the 20th June 2019 ASL minutes and ASL Annual Report
	10.5	Finance Report to 31 July 2019 o The Director of Finance and Housing provided a summary of the July 2019 results, which were ahead of budget. He further commented on a number of the key movements between the actual and budget positions. o The Director of Finance and Housing also provided an update in regards to the SHAPS Pension Deficit position. Members noted the Finance Report to 31 July 2019
11.	AOCB	
	It was noted at the end of the meeting that there were no potential impacts identified in relation to people with a protected characteristic.	
	There was no other competent business, the Chair thanked everyone for their input and the meeting was closed at 3.30pm	
13.	Date of Next Meeting: 24th October 2019 – Strategy Meeting	

2019/20 Dates for Board of Management Meetings – commencing 14.00
Board Member Only sessions will commence at 13.30 unless agreed otherwise.

2019

⬇ Thursday 12th December

2020

⬇ Thursday 20th February

⬇ Thursday 19th March


⬇ Thursday 18th June

⬇ Thursday 20th August

- ⬇ Thursday 17th September
- ⬇ Thursday 22nd October
- ⬇ Thursday 10th December

ACTIONS

Meeting Date	Agenda Number	Action	Who	Status
23/08/18				
	8.4	Hub Group review to be included in wider participation review	BD	Ongoing
20/09/18				
	11.2	Review of remit of Executive Committee to be carried out	ALL	Ongoing
13/12/18				
	7.3	Register of Members Interests form to be revisited in line with new BoM membership and will be reviewed for August 2019	GM	Revisit 24 October BoM meeting
	9.1	Draft project plan for AIMS to be created	CP	Ongoing
19/09/19	6.1	SHR Annual Assurance Statement to be updated as agreed for approval 24 th October 2019 BoM meeting	BD	
	6.4	SRR to be agreed and approved at 24 th October 2019 BoM meeting	BD	



12/12/19