

Meeting Minutes

Board Meeting

Thursday 11 July 2019 at 10.00am in Ron Davey Enterprise Centre, 10 Vulcan Street,
Glasgow

Present: Frances Wood (Chair)
Bob Hartness
Bob McDougall
Chris Baird
Douglas Taylor
Jean Hamilton
Jim Watt

In attendance: Isla Gray*
Carol Bonham**
Fiona Hoffie**
Lorraine Utterson**
Sharon Brady-Wardrope**

* Excluding Private/Reserved items 4385

** Excluding all Private/Reserved Items

4380 WELCOME AND APOLOGIES

Frances Wood welcomed everyone to the meeting.

Apologies were received from, Beverley Graham, Grant Carson, Janice Flanagan, Jill Pritchard, Stuart Dow and Susie Fitton.

4380.1 Stan Rae – Resignation from the Board

The Chair informed the Board of Stan Rae's immediate resignation from the Board, for personal reasons. It was agreed the Chair should write to Stan thanking him for his service and wishing him well for the future.

4380.2 Susie Fitton – Leave of Absence

Isla advised that a request for leave of absence had been received from Susie Fitton and after consideration, the Board approved this request for a period of 4 meetings.

4381 DECLARATIONS OF INTEREST

There were no declarations of interest.

PRIVATE/RESERVED BUSINESS

The following items were considered Private/Reserved Business and a separate confidential minute produced. With the exception of Isla Gray, staff were asked to leave the meeting prior to consideration of the following items; Isla Gray was also excused from the meeting prior to consideration of item 4385.

4382 Confidential Minute of the meeting held on 13 June 2019

4383 Confidential Matters Arising

4384 Performance Management Pay Awards 2019

4385 Managing Director's Appraisal

Staff and Isla Gray were welcomed back in to the meeting.

ITEMS FOR DEBATE/DECISION/APPROVAL

4386 MINUTES OF THE PREVIOUS MEETING HELD ON 13 JUNE 2019

The minute of the meeting was approved as an accurate record.

Moved: Bob McDougall
Seconded: Bob Hartness

4387 MATTERS ARISING

Isla advised that the invitation to tender for the Care and Repair North Lanarkshire contract had been received and the submission was being worked on, which had to be submitted by 2 August.

Although there was a pressure to submit a competitive bid, Isla reassured the Board that Horizon would not compromise the level of service offered just to allow savings to be made and there was a balance to be struck between cost and quality. A further update would be provided at the August Board meeting.

4388 MANAGEMENT ACCOUNTS 1 APRIL 2018 – 31 MARCH 2019

The Board considered the previously circulated Management Accounts and accompanying report for the period 1 April 2018 to 31 March 2019, noting the year end adjustments. The following points were highlighted or clarified:

- The accounts had been reviewed by the Audit Sub Committee, which recommended these to the Board.
- Jim Watt questioned if the pension adjustment was made annually and it was confirmed that a reassessment was done annually by the pension trust.
- Jim Watt asked what the Housing Grant in the accounts represented and Carol explained that this was the annual amortisation of HAG received. The HAG was shown as a long term liability in the statement of financial position and was depreciated over the life of the properties.
- The Board noted that the presented accounts showed good results for the year and surpluses were increased due to lower costs than had been budgeted for.

Decision: The Board approved the Management Accounts for the Period 1 April 2018 – 31 March 2019 as recommended by the Audit Sub-Committee

4389 AUDITED REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

Members reviewed the previously circulated Audited Financial Statements for the Year Ended 31 March 2019, which had been considered in detail by the Audit Sub Committee at its meeting on 3 July.

Carol confirmed that the changes from the Audit Committee had been applied to the accounts. She added that the final audit of the reports was not complete so there was still a possibility that some of the narrative may change, but the numbers had been confirmed.

The Board acknowledged that the Association was in a healthy financial position and thanks were recorded to the management and staff for their contribution in achieving this.

Decision:

The Board approved the annual audited accounts (subject to a number of immaterial typo corrections) and delegated that Bob McDougall and Frances Wood sign the accounts.

4390 EXTERNAL AUDIT HIGHLIGHTS MEMORANDUM 2019

The Board reviewed the previously circulated Audit Highlights Memorandum (AHM) produced by KPMG. Carol Bonham advised the Board of a minor amendment to the text of the version that had been circulated as it had not been received in time for the papers being circulated. It was noted that the amendments were not substantive.

The Board noted that it was a clean audit report and that no issues of control had been identified.

Decision:

The Board approved that a response be made thanking KPMG for its audit.

4391 AUDITORS LETTER OF REPRESENTATION

The Board considered the previously circulated draft Auditors Letter of Representation, which had previously been considered and was recommended for approval by the Audit Committee.

Decision: The Board approved the Letter of Representation for issue to KPMG.

4392 ANNUAL TREASURY OUTTURN REPORT

The Board considered the previously circulated report, which had been considered and recommended by the Audit Committee.

Decision:

The Board approved the annual treasury outturn report.

4393 AGM 2019 ARRANGEMENTS

The Board considered the previously circulated paper which advised the Board of the proposed venue and time arrangements for the 2019 AGM and other required arrangements for retiral and re-election.

The Board welcomed the suggestion that the meeting be used as an opportunity to present the Match Me research findings and also agreed to the date, venue and timings.

Bob McDougall confirmed his willingness to take on the role of Chair of the Management Board as Frances Wood had previously intimated it was her intention to step down as Chair after the 2019 AGM. Frances would continue as a Board Member.

The role of Vice -Chair would then need filled and Frances advised that Jill Pritchard was considering the opportunity, but equally, any other board member

who was interested would be welcome to be considered and the arrangements around succession would be discussed again at the August Board.

Jean Hamilton indicated a willingness to be considered for the role of Audit Committee Chair.

The Succession Policy would be brought to the August Board. Following discussions between Isla and Jill, Isla confirmed that the recently issued SFHA guidance on succession planning would be taken into account. Isla confirmed that she would approach the Board members not present at the meeting to confirm their intentions regarding the AGM retiral/re-election.

The challenges of attracting new tenant board members were discussed and Isla confirmed that Bill Ross had expressed his interest in becoming a new board member and this would be brought to the Board for formal approval in the next few months. However, following the stepping down of Stan Rae, there would still be a board vacancy for a tenant member.

Frances suggested that the Link Board Day in August would be a good opportunity to discuss shared approaches to tenant board members. It was noted that RIG was a good platform to promote the benefits of becoming a tenant board member. Prospective board members may find RIG a good introduction to the role of the Board as it provided a good environment to learn more about the organisation before joining the board. Sharon Brady-Wardrope advised that there were eight regular RIG attendees and we would welcome another couple of RIG members to join that group. The AGM was always a good opportunity to promote these opportunities.

Frances handed round the Link Group AGM and all Boards meeting agenda and confirmed the meeting was on 28 August 2019. She advised that board members would receive a formal invite to the meeting and encouraged everyone who was able to, to attend. She noted she would not be able to be there.

Sharon Brady-Wardrope, Carol Bonham, Lorraine Utterson and Fiona Hoffie left the meeting at this point.

The Board discussed the Link Group Services Review and noted the Terms of Reference for the appointed consultants. It was noted that Frances Wood and Isla Gray would meet with the consultant on 29th July.

4394

MATCH ME PROJECT UPDATE

Isla Gray updated the Board that the full Match Me report had not been received yet but the Executive Summary was available on the Board extranet.

A press release would be approved once the publication was ready and there would be a presentation from the authors of Match Me at the Horizon AGM in September.

Isla invited Board members to provide any ideas or support for communications and marketing to promote the research findings.

It was noted that Jill Pritchard, Grant Carson and Susie Fitton would have a key role to ensure the report findings were widely shared given their network of contacts. Chris explained how powerful it was to hear from individuals about the difference that Horizon has made to their quality of life and independent living, and if a video could feature some of these stories it would help personalise the research. He also suggested that a more succinct summary might be helpful to highlight the key points.

Social Media would form part of the communications and marketing plan and the opportunity of using the media students from the university to prepare a promotional video would be explored.

4248 ANY OTHER BUSINESS

There were no other items of business.

Date of the next meeting

The date of the next meeting is Thursday 15 August 2019 at 10:00 a.m. in Livingston.