

THE RIVERSIDE GROUP LIMITED

IRVINE HOUSING ASSOCIATION

Two Hundred and Thirteenth Meeting of the Board held at 5.30p.m. on
Tuesday 27 September 2016 at 44-46 Bank Street, Irvine

Minutes

Present: Mr D. McEachran (In the Chair), Mr C. Bell (Items 1-9), Mr G. Darroch, Mrs F. Garven (Items 1-2), Miss J. Meek, Mrs J. Murray, Mrs A. Robertson, Mr A. West and Mr J. Wood (by VC)

In attendance were Mrs N. Thom, Mrs D. Boyle, Mr P. Hillard and Mrs M. Hutchinson.

Apologies for Absence

Mrs M. Burgess.

Declarations of Interests

Mrs Thom, Mrs Boyle, Mr Hillard and Mrs Hutchinson declared an interest at Item 2.

Miss Meek declared an interest at Item 6, specifically on the matter relating to rent restructuring.

1. **Preliminaries**

The Chairman welcomed Mr D. Davison to the meeting.

2. **Presentation by Spence and Partners Actuarial Consultants**

The Board discussed and agreed that staff should remain present for this item, however, they should take no part in any discussion of this item.

Mr D. Davison then gave a presentation on the review of the Association's pension provision. As part of his review, he had:

- Conducted a risk, affordability and options appraisal of Irvine Housing Association's participation in the Strathclyde Pension Fund (SPF)
- Analysed the costs of providing a Defined Contribution (DC) arrangement to existing and future staff (including transfer of SPF members to DC)
- Considered auto-enrolment requirements and changes in State benefits and National Insurance contributions.

Mr Davison explained how a Defined Benefit Scheme operated, covering the impact age had on contribution levels, its valuation bases, and its characteristics and risks. He then went on to talk about the Association's current pension provisions, the rates of contributions for those schemes and the salary roll for those schemes and the salary roll for staff not in a pension scheme.

Mr Davison advised on how the Strathclyde Pension Fund operated, covering contributions, funding position, estimated scheme funding update, sensitivity of liabilities and key membership changes, including National Insurance changes.

Mr Davison then presented future options for the Association in relation to pensions and detailed the impact of those options over a 20 year period.

[REDACTED]

[REDACTED]

The Board agreed at this point that it was no longer appropriate for staff with a declared interest to remain present for discussion on this item.

Mrs N. Thom, Mrs D. Boyle, Mr P. Hillard and Mrs M. Hutchinson then left the meeting.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The Board discussed and agreed that a Short Life Committee, consisting of the Chairman and the members of the Audit & Risk Committee, with support from Riverside officers and the consultant was set up to consider this matter further in detail.

Mr Davison highlighted the importance of scrutiny of the relevant, existing Business Plan assumptions.

Following a question by Board, Mr J. Wood confirmed that Mr R. Clawson was the appropriate person within Group who had the experience to contribute to the work of the Short Life Committee.

At this point the officers were invited back into the meeting.

3. **Minutes of the Last Meeting held on 28 June 2016**

Mrs N. Thom, Mrs D. Boyle, Mr P. Hillard and Mrs M. Hutchinson re-joined the meeting.

Mrs F. Garven left the meeting.

The minutes of the meeting held on 28 June 2016 were approved and signed, subject to the proposed redaction of sections 4.b) and 6. in relation to factoring charges and the annual accounts respectively being reviewed.

4. **Matters Arising from the Previous Minutes**

a) **Meetings with other Housing Associations (Min.4.a)**

Mrs N. Thom stated that an update on this item was given later as part of the Business Plan Review paper.

b) Committee Minutes & Policies (Min.4.b))

Mrs Thom advised that the Association had been successful in its legal action against owner occupiers for outstanding factoring charges.

5. **Committee Minutes & Policies**

Mr A. West highlighted that he was in attendance at Group's Housing Services Committee Meeting held on 30 June 2016 and requested that the minutes reflect this. Mr J. Wood stated that he would ensure that the minutes were updated accordingly.

The Board thereafter noted the draft minutes of Group's Housing Services Committee Meeting held on 30 June 2016 and the Operations Committee Meeting held on 27 July 2016.

6. **Business Plan Review**

The Board agreed to defer discussion on this item to a Special Board Meeting to be arranged at 5.30 p.m. on Tuesday 11 October 2016.

7. **Committee Memberships**

Mr P. Hillard stated that the proposals sought to accommodate interests indicated by Board Members where possible whilst also taking cognisance of Board Members skills and experience. It was noted that the proposed nominations to Group's Committees would be considered by Group's Governance and Remuneration Committee at its next meeting on 3 October 2016.

After full discussion and consideration, the Board approved the Chairpersons and membership of the Association's Committees and the nominees to Riverside Committees.

8. **Board Paper Format**

Mrs N. Thom stated that the review of Board paper format had been identified as part of the Scottish Housing Regulator's Regulatory Standards compliance review. Group had also recently carried out a review of its Board paper format. It was therefore considered appropriate to adopt this format to ensure consistency within the Group.

The Board noted that if approved, it was intended that the new Board paper format would commence being used from the November Board Meeting.

The Board suggested that the Board paper should also contain a section which detailed if it had any policy implications. This was agreed.

The Board thereafter agreed the new Board Paper format.

9. **Delegation of Decision Making**

Mrs N. Thom stated that the proposals had been made following discussions at the Board Strategy Day where Board agreed that delegation of duties be reviewed in order to allow a greater focus on strategic discussions by Board.

Following a query from Board, Mrs Thom stated that it was intended that the Operations Committee consider the detail of the Scrutiny Reports and monitor the actions identified, whilst the Board would annually receive a report on outcomes from the previous year's scrutiny and the planned scrutiny for the year ahead.

The Board requested that further consideration be given to matters which allowed for Board to continue to review top line performance management statistics on a regular basis and also receive customer views on service provision. It was also considered appropriate for some thought to be given to the reporting of Equality and Diversity statistics and which Committees these should be reported to.

The Board agreed the proposed Delegation of Matters for Consideration subject to further consideration being given to performance management, customer feedback and equality and diversity reporting.

Mr C. Bell left the meeting.

10. **Lloyds Loan Mandate**

The Board approved the Lloyds loan mandate.

11. **Disposal of Land**

Mr D. Thompson stated that the owner in question was willing to maintain the piece of land and meet all associated costs in relation of the purchase of this land for nil value.

The Board agreed to the disposal of a small tract of Irvine Housing Association land currently included in the rear garden of [REDACTED] to the owner at [REDACTED]

12. **Corporate Plan Monitor**

The Board noted the Corporate Plan Monitor Report.

13. **Performance Management**

The Board:

- a) noted the Association's performance against the Group's Top Ten KPI's and Local Targets;
- b) noted the Association's performance against the current Monthly Performance Review Report and the Analyse by Division report;
- c) reviewed the Association's compliance with the funder's financial covenants.
- d) Noted the Group's and the Association's Cash Collection Dashboards.

14. **Information Items**

The Board noted the following items:

a) **PR & Networking**

The Board noted the PR & Networking Report.

15. **Any Other Business**

a) **Meeting with Scottish Government**

Mrs N. Thom and Mr P. Hillard gave a report on their recent meeting with the Scottish Government in relation to rent affordability, welfare reform, business planning and development opportunities.

16. **Date of Next Meeting**

Special Board Meeting – 5.30 p.m. on Tuesday 11 October 2016, 44-46 Bank Street, Irvine.

Board Meeting - 5.30 p.m. Tuesday 22 November 2016, 44-46 Bank Street, Irvine.

N. Thom
Interim Secretary
30 September 2016
NT/db

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■ = This section of text has been subject to redaction prior to the publication of minutes on the website.