

**WHEATLEY HOMES EAST
MINUTE OF BOARD MEETING
held on Thursday 23 March 2023
New Mart Road, Edinburgh**

Members Present: Alastair Murray, Jack Cadell, Helen Howden, Mark Keane, Ruth Kynoch, Jane Menzies, Judith MacGlashan, Anne McGovern

In Attendance: Hazel Young, Group Director of Housing and Property, Stephen Wright, Director of Governance, Lyndsay Brown, Director of Financial Reporting, Lynsey Fotheringham, Head of Housing, Frank McCafferty Group Director or Repairs and Assets and Danny Lowe, Director of Group Repairs, Investment and Compliance (items 5 and 7), Laurie Carberry, Director of Procurement, Fleet and Utilities (item 12), Lewis McGregor, Director of IT and Digital Services (item 8), Euan Smith, HR Business Partner (item 9)

1. Apologies for Absence

No apologies were received and the meeting was confirmed as quorate.

The Board noted the retirement of Bryan Pitbladdo and recorded its thanks to Bryan for his dedicated service and his work on behalf of our tenants.

2. Declarations of Interest

The Board noted the standing declarations. No new declarations were made.

3. Minute of previous meeting held on 9 February 2023 and action list

Decided: The Board approved the minutes of the above meeting.

4. Chair's update

The Chair provided an update on:-

- the Group Board strategy workshop held in March 2023;
- approval by the Group Board of our five-year financial projections, five-year new build property development programme and five-year asset investment plan; and
- areas of focus across the whole group including repairs, mould and damp.

5. Repairs, damp and mould update

The Board received an update on how we are continuing to improve our repairs service and also how we are building on our already strong processes for dealing with reports of mould and damp in our customers' homes.

The Board welcomed the proposed introduction of the Book it, Track it, Rate it repairs application and the convenience this would provide to customers including the notifications that would be sent when a tradesperson nears a property.

The Board discussed in detail how we respond to reports of mould and damp within our homes and the importance of ensuring we attend timeously and in accordance with our updated policy and procedures. The Board was re-assured by our work in this area including our follow-up actions. The Board was informed about the number of live cases, which were monitored daily. An explanation of how cases are categorised was provided and it was noted that a case study of how this was applied in practice would be shared with the Board.

The Board discussed the use of technology that could help to monitor and manage mould and damp the importance of ensuring this was accessible to all customers.

Decided: The Board

- 1) Noted the content of the report.**
- 2) Noted the updated Group Managing Dampness, Mould and Condensation Policy.**

6. 2023/23 Budget

The Board received the 2023/24 budget, which had been prepared following approval of our five-year financial projections in February. The Board considered the report and the budget and was satisfied that this reflected the financial projections.

Decided: The Board approved the 2023/24 Budget.

7. Home Safe Building Compliance update

The Board received an update on our Home Safety building compliance work streams during 2022/23 including: gas servicing, thermostatic mixer valves, water management and legionella prevention, electrical inspections, smoke and heat detector renewals/replacements.

The Board considered the programme and discussed the current compliance arrangements, timetable and status. The Board was assured by our compliance workstreams and noted the limited but necessary circumstances in which we would force access to a property to ensure the safety of our tenants, for example in relation to gas servicing. It was explained that we do not force entry regularly and that we make every attempt to contact customers and carry out at least three visits prior to doing so. It was further explained that a housing officer attends each forced access appointment and that only a small number of these visits are required each year.

Decided: The Board

- 1) **Noted the content of the report.**
- 2) **Agreed the ongoing approach to managing and delivering compliance related works.**

8. [redacted]

9. Gender pay gap (presentation)

The Board received a presentation on our gender pay gap and the reporting requirement for UK organisations employing 250 or more staff. The Board considered the update and noted that our gender pay gap results were very close to zero.

Decided: The Board noted the content of the presentation

10. Finance Report

The Board received an overview of the management accounts for the period to 28 February 2023. The Board scrutinised the management accounts and discussed in particular the higher than budgeted repairs costs. The Board discussed the current economic environment and pressures impacting repairs including in relation to demand and material costs.

Decided: The Board noted the management accounts for the period to 28 February 2023.

11. Governance update

This Board received a report seeking approval for the appointment of Heather Macnaughton as a new Board member following the retirement of Bryan Pitbladdo. The Board considered Heather's skills and experience and welcomed her interest in joining the Board.

The Board also considered the proposed introduction of a Tenant Board Member pathway programme to support and encourage tenants who wish to consider taking on a Board member position in future

The Board was provided with an annual update on gifts and hospitality and our register of interest.

Decided: The Board

- 1) **Approved the appointment and membership of Heather MacNaughton**
- 2) **Approved the introduction of our tenant Board member pathway programme.**

12. Group Procurement – annual Strategy and policy updates

The Board received the annual updates to the Procurement Strategy, Procurement Policy, Group Sustainable Procurement Policy and Group Community Benefits Statement as approved by the Wheatley Solutions Board and prior to publication.

The Board considered the report and in particular reviewed our procurement-specific updates and performance, with a look ahead to the delivery for the year ahead. The Board also noted the update in relation to one of our new build housing development contractors and the intention to re-procure a contractor for the site at Wallyford phase 5.

Decided: The Board noted

- 1) Wheatley Group Procurement Strategy (2023 – 2025)**
- 2) Wheatley Group Procurement Policy 2023**
- 3) Wheatley Group Sustainability Procurement Policy 2023**
- 4) Wheatley Group Community Benefits Statement 2023**

13. AOCB

The Board noted the retirement of Bob Veitch, personal assistant at Wheatley Homes East and wished to record its thanks for his support over the years.

Signed:.....(Chair)