

Readers may note that some information within these documents have been omitted / redacted.

Some information has been omitted / redacted as disclosure may prejudice the commercial interests of Irvine Housing Association.

We recognise that the commercial sensitivity of information may decline over time and the harm arising from disclosure may be outweighed by the public interest in openness and transparency. We commit to review the redaction of any such information from time to time.

Some information has been redacted as it contains personal data which identifies an individual. Disclosure of this information would place Irvine Housing Association in breach of the Data Protection Act 2018.

HIGHLIGHTS OF IHA'S SPECIAL BOARD MEETING HELD ON 16 SEPTEMBER 2020

ELECTION OF CHAIR

The Board unanimously agreed to appoint Mr D. McEachran as Chairman, to hold office up to and including the next Annual General Meeting.

COMMITTEE MEMBERSHIP / SUBSIDIARY APPOINTMENTS

The Board approved the Audit & Risk Committee Membership, the Association's nominee to Group's Neighbourhood Services Committee and the appointment of Directors to the Association's subsidiary, Thistle Housing Services.

DEVELOPMENT PROJECT – KILMARNOCK ROAD, DUNDONALD

The Board approved the overall project cost for the development and delegated authority to the Managing Director to enter into the works contract with The Wee House Company.

AUDITED FINANCIAL STATEMENTS RETURN

The Board approved the 2020 Audit Financial Statements Return for submission to the Scottish Housing Regulator.

FIVE YEAR FINANCIAL PROJECTIONS RETURN

The Board approved the 2020 Five Year Financial Projections Return for submission to the Scottish Housing Regulator.

THE RIVERSIDE GROUP LIMITED

IRVINE HOUSING ASSOCIATION

Special Meeting of the Board held at 6.15p.m. on Wednesday 16 September 2020 by Blue Jeans video conference

Minutes

Present: Mr D. McEachran (In the Chair), Mrs M. Crearie, Mr G. Darroch, Mr C. Donohue (Items 3-7), Mrs J. Galbraith, Mr R. Hill, Ms C. McGuinness and Mrs J. Murray

In attendance were Mr P. Hillard, Mrs D. Boyle, Mrs M. Hutchinson and Miss L. Lynch

Apologies for Absence

Apologies for absence were received from Mrs M. Burgess.

Declarations of Interests

None.

1. **Election of Chair**

In accordance with Rule 47, Board Members were invited to elect the Association's Chair, to hold office up to and including the next Annual General Meeting. The Board unanimously agreed to appoint Mr D. McEachran as Chair on the motions of Mrs J. Galbraith and Mrs M. Crearie.

2. **Committee Memberships / Subsidiary Appointments**

Mr P. Hillard advised that the proposed Committee Memberships and Subsidiary Appointments had been discussed with individuals in advance, as part of the Board appraisal process.

The Board thereafter:

- a) approved the membership of the Audit and Risk Committee as follows:

Robin Hill - Chair
Mary Crearie
Janice Murray
Gerry Darroch

- b) noted that Duncan McEachran would continue as Irvine's nominee to Group's Neighbourhood Services Committee for a further year.
- b) approved the appointment of Margaret Burgess and Jane Galbraith as Directors of Thistle Housing Services and instructed the Company Secretary to provide the appropriate notice to Thistle Housing Services.

Mr C. Donohue joined the Meeting.

3. **Development Project – Kilmarnock Road, Dundonald**

Miss L. Lynch stated that the development had recently received Gate 3 approval from Group's Investment Appraisal Committee. The proposed development would be Association's first new build development in South Ayrshire which had been identified as a priority development area by the Association.

Miss Lynch advised on the proposed housing mix for the development of 63 properties and referred to their location on the proposed site layout. Planning permission for the development had been granted and the properties had been designed in consultation with the Association's Asset Management Team to ensure requirements in relation to long term maintenance of the properties were included in the specification.

Miss Lynch then went on to highlight the key design features of each house type in the proposed development. She drew attention to the fact that the timber kit of the properties was constructed off-site at the factory in Cumnock and was then transported to the site to then be encased in masonry which was a mixture of brick and roughcast.

Miss Lynch confirmed that the kits used had a 10 year structural warranty and BOPAS accreditation had also been achieved which confirmed that the method and materials used would stand the test of time for at least 60 years.

[REDACTED]

[REDACTED]

The Board enquired if green energy specifications had been factored into the design of the properties. Miss Lynch advised that the development had achieved the silver standard and did include solar panels on the roofs of the properties, however, the properties at this specific development would contain basic gas boilers. It was, however, intended that the Association would look to consider greener energy specifications at the design stage of any future new build developments.

[REDACTED]

Referring to supply chain risk by BREXIT, the Board enquired if any scenario testing had been carried out to analyse the risk further. Mr Hillard confirmed that it had not as yet. He confirmed that when scenario testing was carried out, if this resulted in a material risk to the contract price, he would revert back to Board prior to entering into any contract with the developer.

Further to a query in relation to the likelihood of receiving the grant funding, Mr Hillard confirmed that the risk was low given the development was fully supported by South Ayrshire and was contained within its investment programme for 2020/2025 and so funding was ring-fenced for the project.

The Board expressed reservations regarding the 4 in a block type properties, given the known demand issued for this particular property type. Mr Hillard advised that the property mix had been developed in discussion with South Ayrshire Council according to demand information. The Association was aware of historic demand issues for this specific type of property and therefore had proposed a modest number of this specific property within the development.

The Board thereafter:

- a) noted the financial position with regards to the Scottish Government Offer of Grant.
- b) approved the overall project cost.
- c) delegated authority to the Managing Director to enter into the works contract with The Wee House Company [REDACTED] subject to there being no material change to value of the contract following appropriate scenario testing in relation to supply chain costs as a result of BREXIT.

4. **Audited Financial Statements Return**

Mrs M. Hutchinson advised that the Return was made annually to the Scottish Housing Regulator. The figures contained in the Return were taken directly from the Association's audited accounts.

The Board thereafter:

- a) approved the 2020 Audit Financial Statements Return
- b) authorised the Head of Finance & Planning to submit the return to the Scottish Housing Regulator.

5. **Five Year Financial Projections Return**

[REDACTED]

[REDACTED] The Board also requested that the full 30 year financial plan was presented at the November 2020 Board Meeting. [REDACTED] the Board then:

- a) approved the 2020 Five Year Financial Projections Return.
- b) authorised the Head of Finance & Planning to submit the return to the Scottish Housing Regulator.

6. **Any Other Business**

Nil

7. **Date of Next Meeting**

Board Meeting – 5.30 p.m. on Thursday 19 November 2020, virtual platform to be confirmed.

P. HILLARD
Secretary
17 September 2020
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