

**CASSILTOUN HOUSING ASSOCIATION**

**MINUTE OF MEETING OF BOARD OF MANAGEMENT**  
**HELD ON WEDNESDAY 25<sup>TH</sup> SEPTEMBER 2019 AT 6.00 PM**  
**IN CASTLEMILK STABLES, 59 MACHRIE ROAD**

**Present:** Anne M Stuart MBE Richard Sullivan (Left at 7.45 pm)  
Evelyn Ferguson George Kelly  
William Craig Debbie MacKenzie  
Julie McNeil Chris O'Brien  
Kim McKee Barbara Dusik

**In Attendance:** Clair Malpas Chief Executive Officer  
Gamal Haddou Director of Finance/IT  
Paula Brownlie Corporate Services Manager  
John Williams Housing Manager (Property)  
Laura Edwards Development Consultant (Left at 6.55 pm)  
Paul McNeil Finance Consultant (Left at 6.40 pm)

**1a. WELCOME, INTRODUCTIONS, SEDERUNT & APOLOGIES**

George Kelly on behalf of the Board of Management, thanked Anna Stuart for her last five years of service in the role of Chairperson.

The Chair welcomed Barbara Dusik back to the board meeting. As the Board are aware, Barbara has expressed an interest in joining the Board of Management and has gone through the recruitment process. The Board of Management unanimously approved to co-opt Barbara Dusik onto the Board. Barbara will be taken through the induction process.

Apologies were received from Teresa McGowan.

The Chair sought the Board's approval to bring forward Agenda Items 8b and 10 after Agenda Item 2 to allow both Consultants to present their reports first to the Board of Management. ***The Board noted and approved this request.***

The Board were reminded that they were to speak through the Chair.

No fire drill planned for today.

**1b. QUORUM**

As per the Association's Rules, the Quorum for the Board of Management Meeting stands at 4 members.

**2. CONFLICT OF INTEREST (PERMANENT REGISTER)**

None

**8b. BUSINESS PLAN – 30 YEAR FINANCIAL PROJECTIONS**

Paul McNeil, Financial Consultant presented the 30 Year Financial Projections previously circulated with the agenda.

Paul reminded the Board of the SHR's Regulatory Standards and the changes with respect to Standard 3, "The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay".

With the ongoing changes and uncertainty in the political front, there are also challenges facing the sector

Banks; Above Inflation cost increases; Interest rates; Universal credit; Grant rates; Brexit Fire regulations; EESSH 2; SHQS 2; Rent policy; SHR

Inflation + 0.5% rent policy

Inflation 3%

Affordable rent??

The Association's will have increasing costs with regards to:-

- Reported increases in reactive costs
- Introduction of smoke detectors
- Increase in office overheads and
- Increase in wider action costs
- The 2019/20 business has seen a reduction in projected cash holdings and if this trend continues it is likely that the Association will have to obtain additional private finance in the medium term to continue delivering services to tenants.
- The assumptions underlying the component replacement costs have not been changed and the Association may wish to check that the cost assumptions remain valid.
- Undoubtedly, running an Association is becoming more complicated and the costs of compliance with Freedom of Information, Data Protection and Regulatory requirements means all RSLs will incur additional expenditure.

The Chief Executive reminded the Board that the Business Plan reflects all temporary staff. It also assumes that £2m will be paid in 2029 to the Strathclyde Pension Fund, however this is only an assumption.

Anna Stuart enquired if we could delay major repairs in certain aspects. Director of Finance & IT intimated that this could be done, however as the Board are aware we will have to wait until the Stock Condition Survey results are returned next year to allow them to make these decisions.

Chief Executive intimated that as an organisation we need to become more prudent and at all times seek value for money.

Kim McKee stated that the Association is not in "dire need" and that we need to remember the vital regeneration work that is being done which is pivotal to the success of the Association.

Paul McNeil confirmed that the long-term projections show that the Association can meet its financial covenants. We will require confirmation that any cessation payment to Strathclyde Pension Scheme would be treated as an exceptional. Our current projections do demonstrate weakening in cash flows going forward when compared to earlier years. The Association will need to demonstrate and exercise a tight control of costs that will ensure continuing financial viability, while at the same setting rents that are affordable.

Chief Executive assured the Board that we monitor our financial performance and have good control mechanisms in place. We ensure value for money at all times.

***The Board thanked Paul McNeil for his report and unanimously approved the 30 year Business Plan projections.***

Paul McNeil left the meeting at 6.40 pm.

## **10. COMMUNITY BENEFITS POLICY**

Laura Edwards, Development Consultant presented the above Policy previously circulated with the agenda.

The Board are aware that Community Benefit Clauses (CBCs) within larger contracts can contribute to the achievement of outcomes which benefit local communities and deliver wider social benefit.

The main thrust of the proposed policy is to ensure that the Association fulfils its legal obligation for contracts that are valued at >£4million. However, the policy also encourages budget holders to consider what could appropriately and proportionately be included in terms of community benefits or added value where there is not a legal obligation.

After discussion, the Board unanimously approved the Community Benefits Policy.

Laura Edwards, Development Consultant left the meeting at 6.55 pm.

### **3a. MINUTE OF MEETING HELD ON 26<sup>TH</sup> JUNE 2019**

Amendment to the Minute, Page 5, Chief Executive's Report, IIP: First paragraph should read "As part of our rolling programme of IIP Platinum accreditation" and not Silver accreditation as noted in the minutes.

The minutes were then noted and approved on the motion of William Craig and seconded by Anna Stuart MBE.

### **3b. MATTERS ARISING FROM MEETING HELD ON 26<sup>TH</sup> JUNE 2019**

Page 12, Subsidiary and Sub Decisions, Staffing Sub Committee: The Board were advised that the Temporary Estates Assistant had booked his driving test for November 2019.

### **4a. MINUTE OF MEETING HELD ON 12<sup>TH</sup> AUGUST 2019**

The minutes were noted and approved on the motion of Anna Stuart MBE and seconded by Evelyn Ferguson.

**4b. MATTERS ARISING FROM MEETING HELD ON 12<sup>TH</sup> AUGUST 2019**

None

**5a. ACTION LIST FROM MEETING HELD ON 26<sup>TH</sup> JUNE 2019**

1. Notifiable Event re properties at:-
  - 46, 48 and 50 Machrie Drive
  - 99 and 113 Barlia Drive

Delegated authority given to CEO if consent is required from SHR. Awaiting approval from the Council for the disposal of the land. Legal team to action. DRS to be contacted to ascertain position. Chief Executive to update Board under agenda item 7a.

All other actions have been completed.

**5b. ACTION LIST FROM MEETING HELD ON 12<sup>TH</sup> AUGUST 2019**

1. Barlia 3 – Starting Rents  
Rent increase to be applied on 1 April 2020  
All new tenants to be informed of rent increase at time of sign up  
Chief Executive to update Board under agenda item 7a.
2. Freedom of Information – Chief Executive to provide an update under agenda item 7a.

**6. CHAIRS REPORT**

The Chair reported.

**15<sup>th</sup> August:** GWSF AGM and Open Meeting: The Chair attended along with Anna Stuart, Evelyn Ferguson and Debbie MacKenzie the GWSF AGM and Open Meeting. The speakers were Jim Strang, Chief Executive of Parkhead Housing Association and President of the Chartered Institute of Housing, who highlighted CIH's Make a Stand Campaign and the role that Housing Associations can play in helping tackle domestic abuse.

Professor Douglas Robertson, whose paper earlier this year formed the backdrop to the June 2019 report from the Parliament's Tenements Working Group, looked at the prospects for radical reform to Scotland's approach to our deteriorating tenements.

**28<sup>th</sup> August:** Assurance Statement Training for the Board provided by Angela Spence.

**6/7 September 2019:** SFHA Governance Conference: The Conference covered areas such as Self Assessment Toolkit; Model Rules; FOI; Whistleblowing; Recruitment of Governing Body members; GDPR and Equality and Human Rights.

**12<sup>th</sup> September:** Attended the Community Council meeting

**18<sup>th</sup> September:** Freedom of Information training for the Board provided by Eileen Barr, TC Young.

**The Board noted the contents of the Chairperson's report.**

**7a. CHIEF EXECUTIVE'S BI MONTHLY**

The Chief Executive presented her Bi-Monthly previously circulated with the agenda.

**Staff interviews/IIP action plan:** Further to discussions with staff and the feedback from the IIP report, a finalized action plan has been produced to address the points that were raised. The action plan covers minor inconsistencies with respect to management. The Board will be kept up to date with the action plan.

**Board Interviews – initial findings:** CEO still to meet with a few board members.

**Freedom of Information:** As the Board are aware, the Association is preparing for the implementation of Freedom of Information on 11<sup>th</sup> November 2019. A copy of the Association's Action Plan was circulated to the Board for their information. There is duty to have an approved Model Publication Scheme. Cassiltoun will adopt the model publication scheme issued by the SFHA. We are on track to submit this for approval by the Commissioner prior to the 11th November. **The Board gave delegated authority to the CEO to submit a Publication scheme to the Information Commissioner based on the SFHA model template.**

From the 11th November, Cassiltoun are classed as a public body. Due to this re-classification we are required by law to have a data protection officer (DPO) (or someone acting in this capacity). The details of the person or organisation acting as our DPO will need to be registered with the Information Commissioner. The SMT agree that after considering the levels of knowledge of data protection and capacity of staff within Cassiltoun, there is no one that could take on this additional role and deliver to the standard that would be expected. Other RSL's (Craigdale and Glen Oaks) have been working with a company called RGDP who are a subsidiary of BTO. The SFHA have also been working with and have recommended RGDP to provide DPO services. They have agreed to provide:

- A data protection audit (one day) and develop an action plan
- Assist with Cassiltoun's preparation for FOISA (one day)
- A monthly half day service to assist staff implement the improvements identified from the action plan.
- They will be registered as our DPO

The contract would be for one year and the cost of this service is £630 per day & £360 a half day (plus travel and VAT).

Debbie MacKenzie intimated that this was an excellent proposal and that it would provide assurance to the Board on GDPR and FOI.

William Craig enquired as to why a Senior Management Team member could not provide this service. Guidance states it should not be held by someone at a senior level. CEO confirmed that the DPO would have the necessary skills and knowledge and would help the Association operate within the law by advising and helping to monitor compliance.

***The Board approved the appointment of RGDP for one year as the provider of our DPO service***

**Governance Improvement Plan – SHR’s Regulatory Framework:** The Association will continue to gather the evidence required for compliance against the Regulatory Framework. An action plan will be developed on any areas for improvement.

**Development Update: Barlia 3** – There have been some delays in the development process. This has been due to a number of factors including:

- Some weather delays
- Some design changes
- Planning and building warrants (including getting addresses)

The Board will also recall that there was an issue a few months ago with regards to an electricity box that is situated out with the site (church). Access to the box is required for the services to be connected. We had told that this issue about access and ownership had been resolved but this is now being investigated and we may be required to lease or purchase the land. We have asked TC Young to progress with this on our behalf.

Crudens are currently collating a formal claim for Extension of Time which MAST then have to assess/ review and action (or reject). This may lead to a claim for additional costs from Crudens. Overall there will be a delay in the properties coming off site and we are looking at the properties being handed over between January and March 2020.

Anna Stuart MBE enquired if the delay would affect the rental income. Director of Finance and IT confirmed that it would and is reflected in forecasts. Richard Sullivan enquired as to what design changes were made. CEO confirmed that they were in regard to doors, doorways, vents, shower rooms, plug sockets, planning, building warrants and addresses for the development. CEO also confirmed that the biggest delays are in respect to utilities as we need addresses to proceed.

As the Board approved at the last Board meeting, prospective new tenants of Barlia 3 project will receive a rent increase as at 1 April 2020. However, due to the delay of these properties coming off site, the Association may not be able to apply the rent increase with sufficient notice. Where possible, the Association will apply the methodology.

**Castlemilk Drive:** Discussions are progressing well and discussions are ongoing with regards to the land acquisition with Crudens and planning permission.

**Nursery Site:** Progressing well and further consideration being given to DRS comments and design.

**The Board noted the Development update.**

**Subsidiary Governance:** The Board noted the Subsidiary governance updates and also the closure of Cassiltoun Services (dormant company) is progressing and should be concluded by the end of the month.

Guidance issued by the SHR in February makes it clear that for organisations that have a Group structure or subsidiaries, a Board member cannot be Chairperson for more than one part of the Group. ***After discussion, the Board of Management nominated Debbie MacKenzie to be Chairperson of Cassiltoun Stables Nursery.***

**Subsidiary Board Membership:** The Board also noted and approved Board Membership of Cassiltoun Stables Nursery and Cassiltoun Trust as highlighted by the CEO.

**Industry Publications** – noted by the Board

**Social Enterprise Centre:** Cassiltoun have been successful in getting through stage 1 of the Scottish Governments Regeneration Capital Grant Fund and have to submit a stage 2 application by 11th October. This grant application is for circa £1million. Discussions have also taken place with the National Lottery Community Fund who have invite to apply for initial proposal funding. The grant application for this fund is between £700k - £800k. The CEO will also be discussing potential funding for the Centre with other funders and Trusts. In order to progress the next stage for Lottery funding, the plans need to get to RIBA stage 2. This will give us a clearer picture of the costs of development which currently are estimated at approx. £3million. There is the possibility that the Lottery will fund all or part of work (consultants and architects fees) but this is not guaranteed.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]. *Information Redacted as commercially sensitive.*

**Christmas Eve Closure:** *The Board approved to close on Christmas Eve if staff agree to using a day's leave.*

**Notifiable Event – Purchase of Land at Machrie and Barlia**

The Board will recall that it was discovered that properties have been built by Cassiltoun on land that we believed to be in our ownership but due to what is assumed to be a drafting error we impacted 5 properties in Machrie/Barlia. The Board had previously given the CEO delegated authority to proceed with the purchase of this land. The Association's solicitors have been negotiated with City Property to conclude the purchase of this land. This has now progressed and a price of £2000 plus legal costs has been agreed. It is hoped that this matter will be concluded by the end of the month. Along with the land that the houses sit on we are also taking ownership of the adjacent green space which will enable us to better manage this area.

**The Board noted and approved the contents of the Chief Executive's Bi Monthly Report.**

**7b. ASSURANCE STATEMENT 2018/19**

CEO presented the Assurance Statement as previously circulated with the agenda.

***After discussion, the Board noted and unanimously approved the Assurance Statement for 2018/19 and agreed for it to be uploaded to the SHR Portal.***

**7c. ONGOING ASSURANCE PROCESS**

CEO intimated that in order for the Board to receive ongoing assurance against the Regulatory Standards, dates have been set for them to come into the Boardroom to go through the evidence saved against each standard,

**Assurance Scrutiny Dates**

11th December 2019  
12th February 2020  
8th April 2020

All board members will be encouraged to attend the workshops and report back on their findings.

**8a. MANAGEMENT ACCOUNTS – AUGUST 2019**

Director of Finance & IT presented the Management Accounts for August 2019 previously circulated with the papers.

The underlying position is that the Association is £42k better than budget once we ignore the rolled over major repairs spend. However, with this (£115k) spend included we are below budget.

Management costs continue to be very close to the budget, just £14k higher on £1.3 million of spend.

The technical deficit in the first 4 months has now switched into a surplus as expected.

The Bank balance is reducing as planned, currently below £5 million.

Some renewable repairs (c £7k) missed the cut-off and will now be included in September.

Revised development cashflow timings received from Laura Edwards, Development Consultant. However the change is modest as incorporated previously.

Arrears trend staying upwards. Like for like May was £97k, June £101k and August £104k.

The computer replacement programme (fixed asset additions) went very well. The current spend is £23k with £5k still to come against a budget of £25k.

8.00 pm : Standing Orders

**Allpay:** Director of Finance & IT outlined a new rent and owners Allpay collection method as the current Santander service is declining and doesn't offer on-line payments. Anna Stuart MBE enquired as to how quickly a tenant/owner would see the transaction appear in their rent account. Director of Finance & IT confirmed that this would happen the next day. However for the monies coming into the Association's bank account, it would not appear until 5 days after.

Debbie MacKenzie enquired as to the cost for Allpay. Director of Finance & IT confirmed that the initial cost in year 1 would be £4k, however other costs would not be known as this would be determined by cost per transaction made.

Kim McKee enquired if Allpay was the method being used by all lot of organisations. Director of Finance & IT confirmed that a majority of RSLs were using this method. **The Board noted and approved the cost of Allpay as a new rent collection method.**

**Anti-virus software:** Anti-virus software per mailbox user needs to be renewed on a 3 year cycle so IT assets will have a further £3k spend

**CAF Loan:** Our forecast cash balance without CAF loan is projected to be approx £1.8 million so currently exploring delaying borrowing until after April 2020

**SHAPS Pension Valuation:** SHAPS pensions valuation has had a modest improvement, however a staff consultation will be needed in November to consider a higher rate in advance of the deficit being cleared. Paper to be presented to the Staffing Sub Committee in November.

**Covenants:** All covenants have been achieved.

**KPIs:** Achieved

Director of Finance & IT highlighted an unclear phrase in his report. 11.3, second sentence should read "The surplus is lower than the budget and is ....."

***After discussion, the Board unanimously approved the Management Accounts for August 2019.***

## **9. CASSILTOUN ENVIRONMENTAL SERVICES – UPDATE**

Housing Manager (Property) presented the above report previously circulated with the agenda.

The Shadow Board for Cassiltoun Environmental Services had met before the Board of Management meeting to address:-

- a) ***Updated Business Business Plan/Cash Projections:*** Housing Manager (Property) presented the revised Business Plan/Cash Projections for Cassiltoun Environmental Services previously circulated with the agenda. As a result of the delay with the OSCR application, a revision of the business plan and cashflow was undertaken. The new operational start date for the company has been moved to 1st April 2020 where Cassiltoun Environmental Services (CES) will commence phase 1 Close cleaning.

***After discussion, the updated Business Plan/Cash Projections was unanimously approved.***

- b) ***Legal Update:*** Housing Manager (Property) informed the Board that as they are aware, the Chief Executive is in constant dialogue with TC Young who are dealing with OSCR on behalf of the association. TC Young submitted the application to OSCR to seek charitable status for Cassiltoun Environmental Services and are awaiting a reply from OSCR.
- c) ***Scottish Housing Regulator – Discussions:*** The Housing Manager (Property) intimated as previously reported, the Chief Executive had contacted the Scottish Housing Regulator to discuss the Association's intention to set up Cassiltoun Environmental

Services. The Chief Executive will notify the SHR once confirmation has been received from OSCR.

- d) **Terms and Conditions of Employment:** The Housing Manager (Property) presented the Terms and Conditions (T&Cs) of Employment for Cassiltoun Environmental Services. The T&Cs were based on EVH's statutory terms and conditions.

1. Hours of Work – 35 hours per week, 5 days per week
2. Pay - £GLW
3. Paid 4/5 week cycle
4. Annual leave/public holidays – 28 days
5. Statutory Sick Pay
6. Contributory Pension – 4%/4%
7. Discipline/Grievance

**After discussion, the Terms and Conditions of Employment were unanimously approved.**

- e) **Job Descriptions:** The Shadow Board had recommended some changes to the Job Descriptions to include any other reasonable duties required and clarification that the Supervisor is one of the team and works alongside them. **Job Descriptions for both Supervisor and Operatives were unanimously approved by the Board.**

- f) **Recruitment Packs: Recruitment Packs for both posts were unanimously approved by the Board.**

## 11. FREEDOM OF INFORMATION/GDPR

**FOI:** Preparations underway for the implementation of FOI on 11<sup>th</sup> November 2019

**GDPR:** No requests received

## 12. CORRESPONDENCE

**EVH Annual Conference, 22-24 November 2019:** Anna Stuart MBE and Evelyn Ferguson to attend on behalf of the Association.

**EVH SHAPS Support Group, Governing Body Members, 25<sup>th</sup> October 2019, 10.30 am – 12 noon, EVH's Offices:** Julie McNeil to attend on behalf of the Association

**James Dornan MSP, MacMillan Cancer Coffee Morning, Friday 4<sup>th</sup> October, 10.00 am - 12.30 pm:** Anna Stuart MBE and Evelyn Ferguson to attend on behalf of the Association

**GWSF's Annual Report for 2018/19:** A copy was circulated to each Board Member

**GWSF Annual Conference, 15<sup>th</sup> November 2019, Radisson Blu, Glasgow:** Anna Stuart, George Kelly, Kim McKee and Julie McNeil to attend on behalf of the Board. 4 other places will be reserved for staff.

**CIH Guidance on Domestic Abuse and Housing:** A copy of the Guidance was made available for Board Members.

**SHARE Strategic Plan for 2019-2021:** Copy available for Board Members information

**SHARE Committee/Board Training Bulletin for October – December 2019:** Copy available for Board Members information

**Letter from the Coach of Castlemilk Dynamo Football Team:** Letter requesting sponsorship for purchasing the volunteers (7) who assist with the football team an outdoor jacket. The cost would be in the region of £350.

***The Board approved to donate £350 from the Association's Donations Budget.***

***Nationwide: Letter received confirming their agreement to creating new subsidiary and payment received.***

**13. APPLICATIONS FOR MEMBERSHIP**

The Board considered 4 membership applications as outlined by the Corporate Services Manager.

The Board noted the eligibility of the applications had been checked.

The Board noted and unanimously approved for the members to be added to the Share Membership Register and that the Share Certificates would be issued.

**14. USE OF SEAL**

Used on 3 occasions

**15. ENTITLEMENTS, PAYMENTS & BENEFITS REGISTER**

**Women's Enterprise Scotland Awards:** The Chief Executive was invited by women to attend the Women's Enterprise Scotland Awards dinner on the evening of Wednesday 18th September, Grand Central Hotel, Glasgow. The Chief Executive attended on behalf of the Association.

**16. NOTIFIABLE EVENTS**

Nothing to report.

**17. SUBSIDIARY & SUB-COMMITTEE DECISIONS MADE BETWEEN 27TH JUNE – 25TH SEPTEMBER 2019**

**Cassiltoun Stables Nursery – 27th June 2019**

Audited Accounts 2018/19: The Board unanimously approved the audited accounts for 2018/19 and signed them off accordingly.

Management Accounts for May 2019 – approved

Glasgow City Council Partnership Agreement: Board approved to continue working in partnership with Glasgow City Council.

ACF Funding : Due to shortfall in spending the ACF funding, we await confirmation from ACF to extend the funding. The Board noted and approved the extension to contracts on a month to month basis pending ACF confirmation of extension of funding.

Operation Service Agreement for 2019/20 – approved

Purchase of a Garden Room at a cost of approx. £35k to increase registration – Board approved

Board Attendance – approved

Staff Attendance – approved

Disciplinary policy – approved

Grievance policy - approved

### **Regeneration Sub Committee – 4th July 2019**

None

### **Cassiltoun Trust – 4th September 2019**

Stables Heating: ongoing. Approved to continue to look at other options of heating.

Management Accounts – July 2019: The Board noted and unanimously approved the Management Accounts for July 2019 and the charge of £1k to the nursery for the garden space for the period 1 October – 31 March 2020.

Website: The Board unanimously approved to upgrade the Trust website cost of £1,500 plus VAT and running costs of £250 plus VAT.

Glasgow City Council (GCC) Security: The Board unanimously approved to delegate authority to the Chief Executive to sign off the legal documents required for the agreement between Cassiltoun Trust and Glasgow City Council.

Business Plan 2019/20 – Update: The Board unanimously approved the revised Business Plan for 2019/20

### **Operations Sub Committee – 19<sup>th</sup> September 2019**

Approval was granted to proceed with court action for 16 rent arrears cases

Approval granted to write off

Former tenant arrears	£6,861.07
Housing Benefit overpayment	£99.33
Former tenant credits	£8,578.68

Policies approved :   Repairs and Maintenance  
                                  Complaints – staff procedure

Major Repairs Programme - approved

Windows and doors programme - approved

***The Board noted and approved the Sub Committee and Subsidiary decisions.***

**18. HEALTH & SAFETY**

**ACS Audit Report – 14th August 2019:** Housing Manager (Property) presented the Audit Report received from ACS after their audit of the Association's H&S Control Manual carried out on 14<sup>th</sup> August 2019. The Audit was very positive and highlighted some actions in areas of:-

Ongoing H&S Training for Board Members – should be carried out annually to ensure new board members are aware of their roles and responsibilities

Risk Assessment – It is recommended that a risk register is available for staff to read and sign and copies made available to the Board

Manual Handling: It is suggested to use specific manual handling risk assessments for manual handling specific tasks.

Lone Working – It was recommended that specific lone working risk assessments are conducted including how to assess situations where staff who are on call need to attend the office when it is closed/during the night.

Blood, Body Fluids and Sharps (BBFS) – It was recommend that the two qualified First aiders attend a specific BBFS training course

**The Board noted the contents of the ACS Audit Report and the actions recommended.**

**19. HWL – HEALTH STRATEGY**

Corporate Services Manager presented the above Health, Safety and Wellbeing Strategy for 2019-2022. The Strategy took into account the results from the Employee Wellbeing Survey carried out in 2017. An action plan was also attached to the Strategy which outlines the criteria that needs to be met to sustain the HWL Gold Award.

***The Board noted and approved the HWL Health Strategy for 2019-2022.***

**20. AOCB**

**Staffing Sub Committee Meeting:** The next meeting will be held on 7<sup>th</sup> November 2019 at 2.30 pm.

**Halloween Spooky Walk:** Wednesday 30<sup>th</sup> October 2019, all volunteers welcome.

**Afternoon Tea:** Anna Stuart MBE suggested having an afternoon in recognition of those board members who retired last year, Teresa Sadler, Adam Milligan etc

**Annual Report/Report Card:** A copy was circulated to the Board for their information

**21. DATE AND TIME OF NEXT MEETING**

Wednesday 23rd October 2019 at 6.00 pm

There being no further business the meeting concluded at 8.45 pm

Signature:  
**Chair of Board of Management**

Date: