

TRUST HOUSING ASSOCIATION LIMITED

Minutes of the Special Board Meeting held on Wednesday 13th March 2024 By MS Teams Call

PRESENT:

Board Members

Dr Norval Bryson
Gordon Laurie
Ian Mitchelmore
Ian Gunning
Graham Curran
Ali Ross

David Knight
Kyle Ruparelia
Paul McFarlane
Mary Niven
Laura Bornatici

Officers in Attendance

Rhona McLeod, Chief Executive
Jackie McIntosh, Director of Assets & Sustainability
Zoe Purdie, Director of Finance & People
Jenny Wallace, Director of Customer Experience
Claire Mottram, Governance & Business Support
Manager (Company Secretary)

DR NORVAL BRYSON IN THE CHAIR

Agenda Item	Detail
1.	Chair's Opening Remarks
1.1	Dr Norval Bryson, Chair, welcomed everyone to the Special Board Meeting to discuss two topics which are time sensitive.
2.	Chief Executive's Remarks
2.1	Rhona McLeod, CEO, thanked the Board for meeting on 'Microsoft Teams' today.
3.	Declaration of Interests
3.1	No declarations of interest.
4.	Apologies
4.1	Apologies received from Board Members: Steve McGowan and Sharron Elsdon. Apologies were also received from Neil Ferguson, Director of Business Development & Digital.
5.	<i>Growth Opportunity – please see private minutes</i>
6.	Development Based Pay Structure Update
6.1	Zoe Purdie, Director of Finance & People referred to Item 6 within the paper and invited questions. Zoe noted that Board approval is being sought in line with delegated authority arrangements.

6.2	Norval noted that it was good governance for management to bring this to the Board for sight and approval, adding that he is supportive of the small amendment.
6.3	Gordon Laurie, Board Member, referred to the various titles that include the term 'coordinator' within the appendix and checked that management are confident that there is no risk in using this title in so many roles. Jenny confirmed that she is confident and noted that each have job descriptions attached which are clearly different and noted the roles include variations in responsibilities according to the development's service type and FTE / hours.
6.4	Approved the revised pay structure for development based employees as presented at 7.1 within the paper, effective from 1st April 2024.
7.	AOB
7.1	Norval referred to the class action currently in the media relating to damp and mould with housing associations and queried if Trust Housing Association was associated or involved. Rhona confirmed that this was not the case and emphasised her confidence in our procedures, mechanisms and response times. Jackie McIntosh, Director of Assets & Sustainability, noted that it will be interesting to see the progression of the situation and implications for the sector.
7.2	Kyle Ruparelia, Board Member, checked the Board Meeting dates for April and May 2024, noting an error in 'Date of Next Meeting' within the February Minutes. Claire Mottram, Governance & Business Support Manager, advised that this would be corrected.
8.	Date of next meeting
8.1	4 th April 2024 (in the Edinburgh office).