

ABBEYFIELD SCOTLAND LIMITED

Minute of Board meeting conducted via Zoom at 11.00 am on Wednesday 17 March 2021.

Board members present (all by Zoom): Nance Smith (NS), David Belfall (DB), Moira Bayne (MB), Sandy Burnett (SB), Tom Dodd (TD), Geoff Hepburn (GH), Neil McKay (NMck), Margaret Nethery (MN), Jim Pollock (JP), Ken Robertson (KR), Elizabeth Roscoe (ER), Andy Shaw (AS), Calum Wilson (CW)

Also present (all by Zoom): Karen Barr (KB), Chief Executive (Group), Jennifer Malherbe (JM), note taker, Dave Roberts (DR).

Apologies: None.

CW, NMck, SB and JP declared their interest as Crandeen Board members.

KB and JM declared their interest regarding Item 4.

1.
 - (i) NS welcomed everyone and advised that she had written to Ian Plaistowe, Chair, TAS, expressing formal condolences and sympathies to the family and colleagues of David McCullough, CEO, TAS, who died suddenly on 8 February.
 - (ii) NS had advised ASiS of the Covid-19 related death at Killearn.
 - (iii) NS to attend ASiS Board meeting on 27 March 2021.
 - (iv) NS commended KB for her excellent contribution to SHN for International Women's Day.

Chief Executive's update

2.
 - (i) KB reported she had been working on the Business Implementation Plan of which the KPI's were a large part.
 - (ii) The Giffnock and Esplanade houses were both fully occupied. The Health and Social Care Partnership in these areas had been pivotal, with staff working very hard to realise success. The same approach may not work for every house. The next area to consider was Turriff which may be more challenging.
 - (iii) As part of the BIP, head office had been restructured and Jean Milne, Business Support Officer, would be leaving on 31 March 2021. The next stage of restructuring will commence soon and would be concluded by mid to late summertime.
 - (iv) There is good progress with the Care Inspectorate regarding ASL's change in registration. KB will bring Communication Plans regarding the Companion Care at Home model to the Board. Social media had been stepped up, good feedback received and new followers. Laura Brodie (LB), Carolynn Malone (CM) and KB will share further information as soon as possible.
 - (v) DB requested an update at Board meetings on volunteering. (Covered under AOB.)
 - (vi) Prospective partner to consider ASL's BP at meeting today. A formal outline of a proposed process may be ready for the May Board Meeting.
 - (vii) KB had met with the North Berwick Trust. KB advised that no change.
 - (viii) The internal audit was progressing well and KB would have the draft soon. Tom Kelly (TK) will attend the Audit Committee meeting in April with the report coming to the Board in May.

Minutes of 27 January 2021 & Matters Arising

3.

Board agreed to dispense with the Note of the meeting.
The Minutes of the meeting of 27 January 2021 were approved as a true and accurate record of the meeting. Proposed by KR and seconded by DB.

Matters Arising

There were no matters arising.

Draft Budget

- 4.
- (i) The Draft Budget with appendices had been reviewed by the Finance Committee. This version was very close to the 5-year projection and projecting a small deficit. AS, Chair of the Finance Committee stated he was content with the budget.
 - (ii) Board approved staff salary increase of 2% across the board effective 1 April 2021.

Budget approved. Proposed by JP and seconded by NMCK.
Salary increase approved.

Finance Committee Meeting - update

- 5.
- (i) Covered under the Draft Budget.

Crandeen Board Meeting - update

6..

CW reported the members had considered Crandeen's future in respect of ASL's new Business Plan. The SHR expected ASL to make a decision regarding Crandeen's future for the best possible outcome for ASL residents. One of the five properties currently for sale should conclude soon. Crandeen's loan remains paid to date.

Health and Safety Report

- 7.
- (i) KB reported all up to date and the recent fire risk assessment carried out.
 - (ii) The Health and Safety Committee meeting dates were available and anyone wishing to attend should inform KB or JM.
 - (iii) The external audit report had been completed and updated regarding Nairn. It had been handed to GSR who were investigating.

Key Performance Indicators

- 8.
- (i) KB reported that the work regarding the KPI's had not concluded as quickly as expected. However, with the greater amount of work carried out, the KPI's would allow the transference of information to be drilled down for the Finance Committee and is designed in line with both the BP and the ARC. NS commended KB and everyone involved in this immense piece of work.

Covid-19 - update

- 9.
- (i) Since the sad loss of a resident due to Covid-19 at Killearn, all residents had now tested negative. Testing was also readily available for staff. Residents had received their first vaccination and some had had their second. ASL continued to follow government guidelines regarding the use of PPE. There had been no other outbreaks at any of the houses. Data protection regarding testing and vaccinations was discussed. KB and NS to query TC Young regarding collecting information on testing and vaccination and to revert to the Board.

Meeting Schedule 2021 - 2022

10.

(i) KB asked Board members to check their diaries against the meeting schedule, as it had changed a little, for 2021-2022 and advise of any queries.

Board Training, Development and Succession Planning

11.

(i) NS reported appraisals for the current year were complete. Dates for the next appraisals would be given soon. TD and AS to be appraised, followed by NMck, GH and SB.

Student Placement Programme

12.

(i) For the first time , ASL had engaged with Queen Margaret University (QMU) and agreed to support two final year Occupational Therapy students. They would be on placement for eight weeks and would be of mutual benefit.

Any Other Business

13.

(i) MN reported there was no update on volunteering since the last meeting. MN would wait until the full roll out of the vaccine and arrange to meet volunteers at the houses.

(ii) On behalf of the Board, NS gave thanks to Jean Milne for her hard work, commitment and support at ASL, since 2009, and wished her well for her future.

The meeting concluded at 1.00 pm.

Date of next meeting

Wednesday 12 May 2021 at 11.00 am.