



**BOARD MEETING
25 April 2018**

MINUTE

Present: N Hicks (Chair); R Hutton (Vice Chair)

S Brydon; A Clark; D McEwan; K McLeod;
C Tait; M Trant; T Symes

G Russell (Secretary)

In Attendance: C Hughes; A Hay; K Miller

Apologies: T Kelly; F Roslewski

ACTION

1 Apologies for Absence

Apologies were received from T Kelly and F Roslewski.

2 Declarations of Interest

N Hicks – Board member and treasurer of The Action Group, and member of SHAPS Pensions Employers Committee

R Hutton – Employee of Port of Leith Housing Association. Through work, also has relationship with Lothian Gas, Mitie and Greenfingers.

S Brydon – Employee of Home in Scotland, who also employ Novus as reactive maintenance contractor

D McEwan and C Tait – tenants of Manor Estates Housing Association

3 Risk Management / Health & Safety Issues

G Russell advised members that the independent Health and Safety Audit had been carried out, that the resulting report had only just been received, however only a small number of minor issues required to be addressed. He confirmed that a report on this matter would be presented to the Board in due course.

G Russell confirmed that senior staff had reviewed the Associations Risk Register and that this would be considered at the next meeting of the Audit Committee.

4 Minutes of Board Meeting of 28 March 2018

It was noted that rather than a discussion of the process for managing board papers, members required a flowchart outlining how these are managed. It was agreed that this would be circulated.

GR

The minutes of the meeting held on 28 March 2018 were approved as a true record.

5 Matters Arising

Agenda Item 8(viii) Leased Properties

C Hughes confirmed that the Association retains responsibility for repairs in respect of those properties that are leased to other organisations.

6 Board Actions

▪ MEAL Minutes

The Chair confirmed that he had met with the Chair of the MEAL Board. It has been agreed that the Chair of MEHA will contact a potential independent candidate for appointment to the MEAL Board. If another independent member is appointed, there would then be an opportunity to appoint a further member from the MEHA Board, and it was agreed that this will be given further consideration once the independent member has been appointed.

Chair

The Chair advised members that it would be appropriate to invite members of the MEAL Board to attend a future strategy meeting with MEHA members.

▪ Stock Profile

A Hay confirmed that she hoped to have this information available during May.

7 Minutes of Committee or Subsidiary Meetings

None.

8 Items for Approval

(i) Internal Process for Managing Board Papers

It had already been noted that the Board require to see a flowchart of the process and it was agreed that this will be published on BoardBookit.

GR

(ii) **Review of Entitlements, Payments and Benefits**

G Russell introduced the report that had been circulated previously.

Following discussion, it was agreed that current approach to dealing with gifts from contractors should continue and the paper was approved.

(iii) **Policies for Approval**

a) Dignity at Work and Grievance

Following discussion, it was agreed that the Chief Executive should further revise each of these policies and re-present to the Board, taking account of comments made, particularly in relation to who staff members can raise a grievance with and how staff can raise grievances that relate to the Chief Executive or Chair.

GR

b) Sustainability Strategy

G Russell introduced the report that was circulated previously and suggested that this should be reviewed bi-annually in future. He advised members that he would change references to Management Committee to Board.

GR

Following discussion, members approved the report.

(iv) **Office Relocation Options**

K Miller introduced report that was circulated previously.

Members agreed that it would be useful to consider the future direction of the Association and agree principles in respect of the purpose of office requirements prior to taking any decisions on an office moved. It was agreed that this could be considered as part of the strategic aims to be discussed at the June meeting.

GR

K Miller invited members to submit to her any suggestions they have in respect of office requirements.

Following discussion it was agreed that staff should use Quick Quotes to procure consultant to appoint a surveyor to assist with the process of considering office relocation.

KM

(v) **Insurance Procurement – Update**

K Miller introduced the report that had been circulated previously. She advised members that the new rate per £1,000 for tenants is 0.2968 and for owners is 0.8798. Members noted that the savings achieved

following the procurement exercise presents an opportunity for the Association to publicise its success in achieving value for money.

CH

Following discussion, members agreed to ratify the decision of 9 March 2018 to appoint A J Gallagher as Insurance Broker.

9 Items for Information

(i) Internal Management Plan – Performance Monitoring Update

It was agreed that future updates would group together those issues that were complete, in progress or not started.

Members noted the report.

(ii) Performance KPIs

C Hughes asked members to note a correction in respect of rent collected, specifically that the year-end figure is 99% rather than the 87% shown in the report.

Members noted the report.

(iii) Complaints Monitoring

Members noted the report.

(iv) Staffing Report

Members noted the report.

(v) Update on Planned and Cyclical Spend 2017/18

Members expressed concern about the impact on tenants of having multiple works carried out in a short period of time. A Hay confirmed that tenant satisfaction in respect of recently completed works is still being collated and any relevant feedback on this issue will inform the Association's future approach to this issue.

It was agreed that members will receive an update report on a quarterly basis and that this will include tenant satisfaction information.

AH

Members noted that any projected overspend on individual contracts in excess of 10% of contract cost or £20,000, whichever is the lower, should be referred to the Board for approval.

AH

Members noted the report.

(vi) **Regulatory Risk Assessment 2018/19**

Members noted that the Regulator has advised that the Association continues to be assessed as low engagement.

10 Any Other Competent Business

(i) **RSL Consortium Energy Advice Bid**

G Russell advised members that the consortium of RSLs had been unsuccessful in obtaining funding from the Warm Homes Fund in order to develop a shared energy advice service, however the Association along with other RSLs operating in Edinburgh would continue to seek opportunities to further develop services in this area.

Members noted the position.

The meeting closed at 6.30 p.m.

Following the meeting, members discussed the outcomes of the collective assessment of Board Performance, notes of which are available as an addendum to this minute.

Date and Time of Next Meeting

The next meeting will be held on Wednesday 30 May 2018 at 5.30 p.m.

Confirmation of Minute

I confirm that this minute has been approved by the Board and is a true record of the meeting held on 25 April 2018.

Signed: _____

Designation: _____

Date: _____