



## MINUTE OF THE BOARD MEETING

30 May 2018

**Present:** N Hicks (Chair)

S Brydon; T Kelly; D McEwan;  
K McLeod; F Roslewski; C Tait; M Trant

G Russell (Secretary)

**In attendance:** C Hughes, A Hay, K Miller

Prior to the commencement of the meeting, the Chair advised members that T Symes had submitted her resignation from the Board.

**Apologies:** A Clark; R Hutton

**ACTION**

### 1 Apologies for Absence

Apologies were received from A Clark and R Hutton.

### 2 Declarations of Interest

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

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

F Roslewski – factored owner

### 3 Risk Management Issues / Health & Safety Issues

None.

### 4 Minutes of the Board meeting held on 25 April 2018

Under Agenda Item 9(v), it was noted that projected overspend that should reported to the Board is 10% of the contract cost or £20,000, whichever is the lower. Subject to

**CH**

that amendment, the minutes of the meeting held on 25 April 2018 were approved as a true record.

It was noted that the addendum to the minute in respect of the board self-assessment had not been included and this will be added to the record on Board Bookit.

## **5 Matters Arising**

None.

## **6 Board Actions**

Noted.

## **7 Minutes of Sub Committee or Subsidiary Meetings**

### **7(i) Audit Committee Minutes 2 May 2018**

In the absence of the Chair of the Audit Committee, K Miller spoke to the report. She confirmed that the Association's Internal Auditor, Caron Quinn, was in attendance and that Caron also met with members of the Audit Committee without staff present.

K Miller advised that members of the Audit Committee had requested that a summary of actions from its meetings be prepared and that this was included in the papers.

### **7(ii) Audit Committee Actions from May Meeting**

Noted.

## **8 Matters for Approval / Decision**

### **8(i) Impairment Review**

G Russell introduced the report that had been circulated previously.

K Miller confirmed that there are no issues with condition of property or long-term voids that would impact on the value of the Association's properties.

Following discussion, members approved the report.

### **8(ii) ARC Return and EESSH Approval**

C Hughes introduced the report that had been circulated previously and invited questions from members.

It was noted that there appeared to be a discrepancy between the figure in relation to stock failing SHQS at C25.4.1 and the number planned to be brought up to the standard at C27.4. Staff agreed to check this prior to submission of

the ARC to the Scottish Housing Regulator, noting that this had not been highlighted in the validation of the return on the SHR portal.

Subject to that check, members approved submission of the ARC to the Regulator.

**CH**

A member questioned the validity of some of the SAP ratings referred to in the EESSH Return. A Hay confirmed that the Regulator specifically requests this information in order to show how the Association is progressing in this area.

A Hay also highlighted that the Association's Energy Efficiency Strategy outlines the actions the Association is taking to ensure that the Association meets the EESSH standards by 2020.

Members approved submission of the EESSH return to the SHR.

**AH**

### **8(iii) Legal Services Procurement**

C Hughes introduced the report that had been circulated previously.

It was noted that the information regarding price showed the ranking only, not the actual cost. C Hughes advised that this information could be provided, however members asked that this should only be done if that is consistent with how other tenders are dealt with.

**CH**

Members noted that the contract is for 3 years.

Members approved the appointment of TC Young as the Association's solicitor.

A Hay confirmed that the procurement register will be updated once the contract has been formally awarded.

**AH**

### **8(iv) Confirmation of Permanent Staff Complement Adjustment**

G Russell introduced the report that had been circulated previously.

Following discussion, members approved the report.

### **8(v) Business Continuity Policy – Annual Review**

G Russell introduced the report that had been circulated previously, noting that one aspect of this had worked successfully during the extreme weather conditions at the end of February.

Following discussion, members approved the updated Business Continuity Policy.

### **8(vi) Policies and Strategy for Approval**

G Russell introduced the report that had been circulated previously and outlined the key issues in relation to 3 of the policies presented, A Hay spoke in relation to the Energy Efficiency Strategy.

### **Health & Safety**

In response to a comment regarding provision of an overview of the Association's approach to tenant safety, G Russell confirmed that the Technical Services and Housing Managers will be developing a Tenant and Community Safety Strategy which will include proposals for reporting to Board going forward.

A Hay confirmed that the standard of doors fitted at Sandilands and a number of other developments is sufficient in relation to fire safety. This is one of the areas that will be reviewed as part of the Strategy referred to previously. Members noted concerns re potential implications in respect of mixed tenure estates where the Association has no power to ensure that owners bring their properties to an acceptable standard.

Following discussion, members approved the Health & Safety Policy.

### **Membership and Board Membership**

Following discussion, members approved the Membership and Board Membership Policy.

### **Dignity at Work**

Following discussion, members approved the Dignity at Work Policy.

### **Energy Efficiency Strategy Update**

A Hay asked members to note that progress had been hampered by the considerable disruption within the Technical Services Team during the last year, however plans are now in place to address the key areas. She also highlighted the considerable progress that had been made in respect of external wall insulation on the no-fines properties.

Following discussion, members approved the Energy Efficiency Strategy Update.

## **9 Matters for Information**

### **9(i) Finance Update**

K Miller introduced the report that had been circulated previously, asking members to note the changes from draft version previously presented to the Board. She confirmed that the draft has been referred to Santander and

advised members that the Association's External Auditor is currently carrying out its annual review.

K Miller confirmed that the deferred income referred to in paragraph 2.1 was in relation to amounts that had not yet been billed to owners and had not been included in the budget. This has been addressed.

In response to a question regarding the £94k referred to in paragraph 2.6, K Miller confirmed that this amount had been added to the budget for the current year.

Members noted the report.

#### **9(ii) Health & Safety Report**

G Russell introduced the report that had been circulated previously. He highlighted that the Auditor was concerned that fire assessments were not sufficiently robust, therefore the Association will be seeking to use an alternative contractor.

Members noted the report.

#### **9(iii) Departmental Update – Housing Management**

C Hughes gave a presentation on the structure and work of the Housing Management Team.

### **10 Any Other Competent Business**

#### **i) Discussion Forum**

K Miller outlined options for a discussion forum for use by Board members. Following discussion, members agreed to trial Workplace for Facebook. It was agreed that a protocol for use of the forum should be developed.

**GR**

#### **ii) MEAL Board**

The Chair advised that, following the appointment of an independent member to the MEAL Board, there was now a further place available for a MEHA Board member to attend. D McEwan offered to take the place, there being no other nominations, he was duly appointed.

#### **iii) Applications for Membership**

G Russell advised members that 2 applications for membership of the Association had been received, from T Symes and D Lowden. Members approved the applications.

#### **iv) Asset Management Strategy – Disposal of Property**

G Russell advised members that the Asset Management Strategy approved in 2013 included a list of properties that should be considered for disposal should they become vacant. He advised members that one of the properties (12 Wardlaw Street) had now become vacant. Members noted that the property does not meet ESSH standards and that its size and layout mean it is not accessible. Members agreed that the property should be sold.

**GR**

**11 Date and time of next meeting: Wednesday 27 June 2018 at 5.30 p.m.**

**The meeting closed at: 7.10 p.m.**