



## MINUTE OF THE BOARD MEETING

29 August 2018

**Present:** N Hicks (Chair); R Hutton (Vice-Chair)  
S Brydon; A Clark; D McEwan;  
K McLeod; F Roslewski; C Tait; M Trant  
G Russell (Secretary)

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

The meeting started at 17.40.

**Apologies:** T Kelly

### ACTION

#### 1 Apologies for Absence

Apologies were received from T Kelly.

#### 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

F Roslewski – receives factoring services from the Association

All staff present have an interest under Agenda Item 8 (ii)

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

None.

#### 4 Minutes of the Board Meeting held on 27 June 2018

The minutes of the meeting held on 27 June 2018 were approved as a true record.

#### **4 (I) Addendum to Minutes of Board Meeting of 27 June 2018**

The addendum to the minutes of the Board Meeting of 27 June 2018 was also approved.

#### **5 Matters Arising**

##### **i) Agenda Item 8 (iv) Board Succession Planning Review**

Members discussed different options for carrying out appraisals, noting that although these need to be carried out annually, they do not necessarily have to follow the format previously used. It was suggested that a self-assessment approach could be considered.

Members noted the position.

##### **ii) Agenda Item 11(i)**

C Hughes advised members that the property at 67 Greenlaw Rig is now leased to City of Edinburgh Council (CEC) who are preparing it for use as respite accommodation for adults with learning difficulties.

She further advised members that a two-bedroomed mortgage to rent property has become available in South Queensferry. It is the only flat in the stair owned by the Association. CEC having previously requested further provision of properties for use as temporary accommodation, discussions are underway to lease this property to them.

Members noted the position.

#### **6 Board Actions**

Noted.

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

##### **Minutes of the Sub Group of the Audit Committee held on 17 August 2018**

A Clarke advised members that 3 firms had submitted tenders for provision of external audit services and confirmed that Scott Moncrieff have been appointed.

Following discussion, it was agreed that the minute be amended appropriately and re-presented to the Audit Committee.

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

## **8(i) Rent Policy Attributes**

K Miller introduced the report that had been circulated previously.

She confirmed that once attributes are agreed, further information on options will be presented to the Board at the end of September 2018, prior to consultation with tenants.

K Miller then talked members through the proposed attributes to be used for determining different rent levels.

Members raised a number of issues that require further consideration.

- Members noted that it may be more appropriate to use EESSH pass/fail information rather than EPC. K Miller and A Hay agreed to investigate whether this information can be built into the model.
- K Miller confirmed that the modelling used will enable a number of scenarios to be presented to the Board meeting in September. There will also be information on the assessment of affordability and the impact of varying increase caps on how long it will take to harmonise rents.
- It was noted that service charges for white goods should be eligible for housing benefit where it is a compulsory charge, this is to be checked.

K Miller confirmed that arrangements are in hand to consult tenants on the Rent Setting Policy review.

Following discussion, members noted progress to date and that further information will be presented to the September Board meeting.

Prior to consideration of this item, C Hughes, K Miller and A Hay left the room.

## **8(ii) Salary Grading Review**

Separate Confidential Minute Available to Board Members

C Hughes, K Miller and A Hay returned to the meeting.

## **8(iii) Confirmation of Association Registers**

G Russell introduced the report that had been circulated previously.

Following discussion, members approved the report.

## **8(iv) Self-Assessment of Compliance with Scottish Housing Regulator's Standards of Governance and Financial Management for Housing Associations**

G Russell introduced the report that had been circulated previously, highlighting the Scottish Housing Regulator's focus on self-assessment of compliance with the regulatory standards.

Following discussion, members agreed that assessments will be presented to full Board, and that they will seek external advice from the Association's Internal Auditor. The Board further agreed that G Russell develop plans to implement proposals for self-assessment.

#### **8(v) Planned and Cyclical Maintenance Programme Update**

A Hay introduced the report that had been circulated previously. She confirmed that plans for 2019/20 will be considered at the time of the mid-year budget review.

Members asked that information regarding planned and expected completion dates be included.

Following discussion, members approved the report.

#### **8(vi) Policy Reviews**

##### **▪ Risk Management**

G Russell introduced the report that had been circulated previously, noting that no major changes were proposed.

Members approved the report.

##### **▪ Shared Parental Leave**

Members requested that future policies of this nature be more concise, with procedural matters not necessarily being presented to the Board in detail.

Members approved the report.

##### **▪ ICT Strategy**

K Miller introduced the report that had been circulated previously and asked members to note that the Association is making significant changes to the way it works, improving its use of ICT.

During discussion of this item, members agree to suspend Standing Orders.

K Miller confirmed that the current proposals include strategies to reduce the amount of paper filing, noting that some financial information has to be retained in paper format.

Following discussion, members approved the policy.

#### **8(vii) Application for Membership**

G Russell advised that an application for membership had been received from a tenant in Quilts Wynd. There being no reason to refuse the application, this was approved.

### **9 Matters for Information**

#### **9(i) Key Performance Indicators**

Members noted that additional indicators are now included in respect of rent arrears per scheme and tenant safety issues.

Members noted the report.

#### **9(ii) Complaints Monitoring**

Members noted the report.

#### **9(iii) Quarterly Financial Update**

K Miller apologised to members that the wrong version of one of the appendices had been issued with the original papers.

Members noted the report.

#### **9(iv) Treasury Management Report**

Members noted the report.

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

#### **(i) Nominations for Board Membership**

G Russell advised members that 4 nominations had been received for membership of the Board, all from existing Board members. He confirmed that as there are fewer nominations than places available, those nominated will be elected to the Board.

#### **(ii) Sale of Property at Wardlaw Street**

A Hay confirmed that 3 bids were received at the closing date. She confirmed that the highest bid (£110,000) was not 'clean', staff have therefore instructed the Association's solicitor to accept the second highest bid (£108,000) and the sale should go through mid-September. Members noted that the HAG received on the property was £57,887.

**11 Date and time of next meeting: Wednesday 19 September 2018 (AGM) and  
Wednesday 26 September 2018.**

**The meeting closed at: 19.40 p.m.**