



MINUTE OF THE BOARD MEETING

26 September 2018

Present: N Hicks (Chair); R Hutton (Vice-Chair)
S Brydon; D McEwan; K McLeod; M Trant
G Russell (Secretary)

In attendance: C Hughes, A Hay, K Miller

Apologies: A Clark; T Kelly; F Roslewski; C Tait

As this was the first meeting of Board following the Annual General Meeting, G Russell took the Chair prior to consideration of Agenda Item 3.

ACTION

1 Apologies for Absence

Apologies were received from A Clark, T Kelly, F Roslewski and C Tait

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 – tenants of Manor Estates Housing Association

3 Election of Office Bearers and Appointment of Audit Committee

▪ Nominations for and election of Chair

G Russell invited nominations for the position of Chair. D McEwan nominated N Hicks, seconded by S Brydon. There being no other nominations, N Hicks was duly elected Chair.

- **Nominations for and election of Vice Chair**

G Russell invited nominations for the position of Vice Chair. D McEwan nominated R Hutton, seconded by N Hicks. There being no other nominations, R Hutton was duly elected Vice Chair.

- **Appointments to Audit Committee**

Members agreed that those members who were previously on the Audit Committee should be reappointed, subject to those members not present accepting their nomination. Those appointed to the Audit Committee are A Clark, D McEwan, K McLeod, C Tait and M Trant.

G Russell agreed to write to members appointed who were not present at the meeting.

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N Hicks took the Chair.

4 Risk Management Issues / Health & Safety Issues / Notifiable Events

None.

5 (i) Minutes of the Board Meeting held on 29 August 2018

The minutes of the meeting held on 29 August 2018 were approved as a true record.

6 Matters Arising

Agenda Item 10 (ii) Sale of Property at Wardlaw Street

A Hay advised members that the sale of 12 Wardlaw Street had been concluded, the final price paid being £107,250.

7 Board Actions

Noted.

8 Minutes of Sub Committee or Subsidiary Meetings

8(i) Manor Estates Associates Limited 13 September 2018

R Hutton advised members of the issues discussed at the meeting. She confirmed that M Fountain had submitted her resignation. Members also noted that there had been discussion around the governance arrangements for MEAL.

G Russell advised members that he had subsequently discussed this issue with T C Young who had advised that it as it was some time since the original

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agreements were drafted, it may be appropriate to review this. The Board agreed that TC Young be commissioned to report on potential changes to the current arrangements.

G Russell further advised members that he intended to develop a Group Board Recruitment Policy that would cover both MEHA and MEAL.

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9 Matters for Approval / Decision

9(ii) Regulatory Compliance Self-Assessment Project Plan

G Russell introduced the report that was circulated previously.

In response to a concern raised about the timing of review of risk mitigation, G Russell confirmed that the risk matrix is reviewed by the Audit Committee on a quarterly basis and by the full Board every 6 months.

Following discussion, members approved adoption of the project plan presented.

9(i) Revised Role Descriptions (Chair, Vice Chair and Board Members)

G Russell introduced the report that had been circulated previously and confirmed that the proposals were based on recommendations of the SFHA.

Following discussion, members approved the revised role descriptions, subject to the following amendments:

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- It should be made clearer that the timescales outlined in paragraph 6.1 of the description of the role of governing body members are a guide only; and
- There should be more information about the relationship between the Chair and Vice Chair, particularly in relation to training/mentoring.

9(iii) Rent and Service Charge Review – Policy Options

K Miller introduced the report that had been circulated previously and talked members through the 5 options that were presented.

Following discussion, members approved that staff consult tenants on:

KM/CH

- The attributes as outlined in proposal 1b;
- Whether any decrease in rent as a result of implementation of the revised policy be applied immediately or on a phased basis; and
- The level of cap to be applied for those where rent is being increased (£10 or £15 per month).

Members thanked K Miller for the considerable amount of work carried out in preparing the report.

9(iv) Review of Approach for Dealing with Domestic Violence

C Hughes introduced the report that had been circulated previously.

Following discussion, members noted the work carried out to date and approved the policy presented.

9(v) Policies for Review

▪ Whistleblowing

G Russell introduced the report that was circulated previously and confirmed that this was based on EVH Model.

Following discussion, members approved the policy presented.

▪ Unacceptable Actions

G Russell introduced the report that was circulated previously and confirmed that this was based on the model produced by the Scottish Public Services Ombudsman.

Following discussion, members approved the policy presented.

9(vi) EVH Future Salary Consultations

Following discussion, members agreed that the Chief Executive should submit responses to EVH as noted below:

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1. CPI
2. Multi-year arrangement
3. 3 years
4. Sophisticated formula approach
5. Include a floor and ceiling

10 Matters for Information

10(i) Scottish Housing Regulator Landlord Report 2017/18

Noted.

11 Any Other Competent Business

(i) Membership Applications

G Russell advised that membership applications had been received from Mr and Mrs Ness of Greenlaw Rig. The applications were duly approved.

12 Date and time of next meetings:

- **Board Seminar: Saturday 29th September 2018 (9.30am – 1.00pm) – Hilton Edinburgh Grosvenor, Haymarket**
- **Board Meeting: Wednesday 31st October 2018 @ 5.30pm**

The meeting closed at: 18.45

Following the meeting, Professor Roger Willey, F.Inst.P, FIOSH, FRSA Managing Director, ACS Physical Risk Control Ltd) led a training session on Health & Safety Issues.