



MINUTE OF THE BOARD MEETING

31 October 2018

Present: N Hicks (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

Apologies: R Hutton; T Kelly

ACTION

1 Apologies for Absence

Apologies were received from R Hutton and T Kelly.

G Russell advised members that T Kelly had requested a leave of absence for tonight's meeting and the November meeting due to work commitments. Members agreed to grant leave of absence until January 2019.

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 – receives factoring services from the Association

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

G Russell advised members of a notifiable event, specifically that the Association has received notification of a claim in respect of the incident that occurred at Sandilands in March 2017. He confirmed that the matter has been referred to the Association's insurer and that the Scottish Housing Regulator has been advised accordingly.

Members noted the position.

4 Minutes of the Board meeting held on 26 September 2018

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

5 Matters Arising

None

6 Board Actions

Noted.

Staff agreed that in future all actions would have a specific timescale.

7 Minutes of Sub Committee or Subsidiary Meetings

7(i) Notes of Corporate Planning Seminar 29 September 2018

Noted.

G Russell advised that a draft revised Corporate Plan outlining key strategic objectives would be presented to the Board in November. A more detailed version, incorporating financial and resource commitments would then be submitted in January for approval

GR

7(ii) Audit Committee 17 October 2018

A Clark talked through the minute, highlighting the areas of risk management, treasury management policy and internal audit reports in respect of payroll and voids.

G Russell advised members that C Quinn is taking up a post with a housing association. She will be remaining as Director of Quinn Internal Audit and Support Services but will not be involved in the day to day work of the organisation. Members noted the position.

8 Matters for Approval / Decision

8(i) Mid-Year Budget Review

K Miller introduced the report that had been circulated previously, highlighting the key proposed changes and the predicted impact of these on the covenants.

In response to queries from members on proposed cuts to the planned maintenance programme, A Hay confirmed the following:

- Plans to carry out stair redecoration have been deferred due to issues with factored owners being unwilling to meet their share of the costs. This will be reviewed as part of the ongoing work regarding factoring services overall and will take account of advice from the Association's Solicitor in this

regard. C Hughes confirmed that there is no evidence to date that would suggest that the fact that stairs have not been decorated is having a negative impact on demand for vacant properties.

- The work that is being deferred in relation to roofs and fascias is in respect of mortgage to rent properties. Although these have not been inspected, there is no evidence to suggest that there are significant problems that require to be addressed.

A Hay further confirmed that staffing and resource issues within the team in recent months meant that decisions had to be made to reduce the programme and that the areas affected were considered to have the least impact.

K Miller confirmed that the costs in relation to the house sale included an increased depreciation charge, the cost of the land and not solely the fees incurred. She further confirmed that the increase in the projected surplus were not due only to the income from the sale but as a result of other changes and savings.

Following discussion, members approved the proposed revised budget.

8(ii) Treasury Management Update

K Miller introduced the report that had been circulated previously.

It was suggested that this be deferred until next Corporate Plan has been approved in case there is any additional expenditure required, particularly in relation to development.

Following discussion, members agreed that the report be deferred until January 2019, by which time revisions to the Corporate Plan will have been progressed.

KM

8(iii) Policy Update – Board Member Recruitment

G Russell introduced the report that had been circulated previously, noting that he was seeking approval of the revised Policy and the proposed timetable.

Following discussion, members approved the Board Member Recruitment Policy, subject to inclusion of information about the optimum number of members for the MEAL Board. It was also agreed that the revised intra-group agreements being considered under Agenda Item 8(iv) should refer to the Board Member Recruitment Policy as the source of this information.

GR

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Members also approved the proposed timetable for recruitment of members to both MEHA and MEAL boards.

8(iv) Review of MEHA/MEAL Service Level and Independence Agreements

G Russell introduced the report that had been circulated previously.

Following discussion, members agreed that, subject to the amendments proposed in the covering paper, the revised agreement be presented to the MEAL Board for their consideration at their November 2018 meeting. The agreement will be referred back to the MEHA Board at their November meeting for final approval.

GR

8(v) Calendar of Meetings 2019

G Russell introduced the report that had been circulated previously.

Following discussion, members agreed that further consideration be given to reducing the number of meetings whilst ensuring that there is sufficient opportunity for business decisions to be made timeously. This should include consideration of alternative ways of meeting/reaching decisions.

GR

9 Matters for Information

9(i) Quarterly Finance Update

Members noted the report.

9(ii) KPIs

C Hughes confirmed that the proof hearing referred to in relation to rent arrears had resulted in decree being awarded.

Members noted the report.

9(iii) Complaints Monitoring

C Hughes confirmed that the outstanding Stage 2 complaint was not yet resolved as the tenant had been on holiday and therefore unable to meet with her.

Members noted the report.

9(iv) Staffing Report and Employee Survey

G Russell confirmed that the employee survey was carried out confidentially and that all staff have been advised that they can raise any specific issues of concern with him.

Members noted the report.

9(v) Customer Participation Update

Members noted the report and that the Internal Audit exercise on this subject will be undertaken shortly.

9(vi) Planned and Cyclical Maintenance Update

A Hay advised some further progress since the report was prepared. In response to query regarding completions by February 2019, she confirmed that regular discussions have been held with the contractor who has agreed to increase staff resources to ensure that the targets are met.

Members noted the report.

9(vii) Corporate Plan/Internal Management Plan Mid-Year Review of Outcomes

Members noted the report.

9(viii) General Observations and Proposed Actions from Governing Body Member Appraisals

Members noted the report.

K McLeod and A Clark agreed to carry out appraisals of the Chair and Vice Chair. G Russell agreed to coordinate appointments.

GR

10 Any Other Competent Business

(i) Association Christmas Dinner

Friday 14 December 2018 at 6.30 p.m.
Royal Scots Club, 29 – 31 Abercrombie Place, Edinburgh EH3 6QE

(ii) Car Allowance

The Chair advised members that he was seeking to establish a short-life sub-committee to discuss and conclude this matter. Members agreed that K McLeod and A Clark would deal with this, together with the Chair and Vice Chair. G Russell will seek to arrange this at the same time as the Chair and Vice Chair Appraisals.

GR

Review of ARC Outcomes

C Hughes gave a short presentation on a number of key outcomes from the Annual Report on the Charter.

11 Date and time of next meeting: Wednesday 28 November 2018 at 5.30 p.m.

**The meeting closed at: 7.20 p.m.
APPROVED 28 NOVEMBER 2018**

